

This binder has been furnished to all Unit Owners of record as of October 1, 2006 at no charge.

Amendments, Updates and Corrections which may be adopted by the Board of Directors from time to time, will be furnished to the Unit Owner of record for inclusion into this book.

Unit Owners are required to provide this book, including any and all amendments, updates and corrections to any new Unit Owner.

Replacement books will be available through the Property Management Company for a charge of \$50.00 each.

Revision History

Revision Number	Comments	Page (s)	Publication Date	Adopted by Board
1.0	First Publication		October 1, 2006	December 6, 2006
1.1	Added "Page(s) column to revision table	1	May 2007	February 7, 2007
	9.05.(i) – changed "notification" to "written notification"	36		
	9.06 Edited to reflect changes to Village Building Department procedural changes that require ARC approval to be submitted along with permit application	37		
	Corrected total number of homeowners	6		
1.2	Changed 10.07.b.3 a and b to remove date restriction on portable basketball hoops and require storage inside when not in use.	47	May 2007	May 16, 2007
	Changed 10.18.b.2.i to clarify fence requirement for swimming pools	78		
1.3	changed definition of "Truck" to be more specific and not apply to passenger vehicles with "B" plates	10	April 2009	April 15, 2009
	Added definition for "Service Vehicle"			
1.4	Added \$25.00 ARC fee. Removed ARC updates on web	35-36 & 40	November 2009	November 10, 2009
	Added \$100.00 administrative fee for accounts referred to collection	12		
	Updated Appendix A with new management contact information	87 Appendix A		

Article I. Introduction

The Board of Directors welcomes you to membership in the Valley Lakes Community Association, Inc. ("Community Association"). We sincerely extend our best wishes to you in your new home and hope you enjoy living in our community.

Community Association membership includes 1171 Unit Owners. Commonly referred to as the "Master Association" the Community Association membership consists of 968 single family homes and 203 townhomes. Owners of townhomes are also members of either the "Remington Trails Townhome Association" or the "Natures Cove at Valley Lakes Townhome Association." The Community Association owns approximately 400 acres of open space (known as "Community Areas" and is responsible for the landscaping and maintenance of those areas. The open space consists of a mix of landscaped areas (including the entrance areas and detention ponds) as well as natural or undisturbed wetland areas. (*The properties immediately surrounding each townhome building in both Natures Cove and Remington Trails neighborhoods are owned by the individual townhome associations and subject to separate rules and regulations as adopted by the individual associations.*) The Community Association is responsible for the enforcement and protection of the Declaration of Covenants, Conditions, Restrictions and Easements that is binding on all Unit Owners within Valley Lakes.

The Board of Directors hires a Property Management Company to handle the day-to-day operation and financial business of the Community Association. The Board of Directors is responsible for the conduct and performance of all maintenance and services contracted for and paid for through your Community Association.

For emergency problems, questions or other issues, please contact the Property Management Company. If you feel it is necessary to address the Board of Directors, please do so in writing via the Property Management Company. You may also contact members of the Board of Directors via e-mail by visiting the Community Associations website at www.ValleyLakes.org

We all wish to maintain an outstanding community and we feel sure you recognize the need for rules and regulations to keep things running smoothly and to ensure a pleasant, comfortable and enjoyable environment. The information contained in these Rules and Regulations is designed to achieve and maintain this goal as well as comply with the Community Association's Declaration of Covenants and By-laws.

The creation of the Rules and Regulations listed in this handbook were based on the following criteria:

- Compliance with and enforcement of the Declaration of Covenants
- Compliance with and enforcement of the By-laws

- (i) "Rules and Regulations" or "Rules" shall mean and refer to these Rules and Regulations including the Architectural Standards
- (j) "Service Vehicles" shall mean and refer to (without limitation) taxicabs, limousines, hearses, any type of vehicle having or carrying ladders, mechanical or construction equipment, or any vehicle carrying or having an attached sign, lettering or logo advertising a business or service.
- (k) "Truck" shall mean and refer to any vehicle having a gross vehicle weight of eight thousand one (8,001) pounds or greater, or bearing a license plate having a gross vehicle weight in pounds including vehicle and maximum load of eight thousand one (8,001) pounds or greater
- (l) "Unit Owner" shall mean and refer to the same as Record Owner as defined in Article I of the Declaration of Covenants.
- (m) "Valley Lakes" shall mean and refer to all property as legally described in Article II of the Declaration of Covenants including any amendments or additions.

and any such other sum shall bear interest from and after the Delinquency Date at the rate of ten (10%) percent per annum or the maximum rate of interest per annum permitted by the usury laws of the State of Illinois, whichever is less as outlined in the Declaration of Covenants, Article VI, Section 9, paragraph 2.

Section 3.03 ***Delinquencies and Collections***

- (a) Accounts not paid in full within thirty (30) days of the delinquency date shall be considered past-due and will be subject to collection procedures as outlined in Section 6.9 of the Declaration of Covenants.
- (b) Unit Owners are responsible for all of the costs of collecting any past due Assessment and any other sum owing to the Community Association, including, but not limited to, attorneys' fees and title report costs and other costs associated with preparing and filing a complaint and maintaining and concluding such action.
 - (1) Any Unit Owner who is more than 90 days past due on any Assessment or installment payment may have their account referred to an attorney for collection proceedings
 - (2) Any Unit Owner account that has been referred to an attorney for collection shall be assessed a \$100.00 administrative fee to cover costs associated with preparing and filing the complaint. This fee is in addition to any attorney fees subsequently incurred in relation to collection.
- (c) Unit Owners who are delinquent in their Assessment may have their member voting rights temporarily suspended by the Board as allowed in the Declaration of Covenants Article IV, Section 4, Item (b)

Section 9.05 *Design Review Process and Requirements*

The steps to follow for ALL improvement projects are as follows:

- (a) Review the Rules and Regulations including Architectural Standards for any applicable requirements or restrictions
- (b) Determine if prior ARC approval is required.
- (c) If prior approval is not required the improvement can be installed provided that;
 - i) The improvement is in compliance with the Rules and Regulations and Architectural Standards;
 - ii) The improvement is properly maintained
- (d) If prior ARC approval is required, the Unit Owner must submit, as a minimum, the following information **no less than 30 days in advance of the expected start date for construction or installation:**
 - (1) A signed and completed ORIGINAL "Design Review Application"
 - i) Faxed applications will not be accepted
 - ii) Applications may be obtained from the Property Management Company or on the Community Association website at www.ValleyLakes.org
 - (2) An application processing fee of \$25.00 by check or money order payable to the "Valley Lakes Community Association"
 - (3) All required supporting documentation as outlined in both:
 - i) The "Required Exhibits and Supporting Information" section of the Design Review Application, and;
 - ii) Any additional requirements listed in the "Required Submittals" section of the Architectural Standards.
- (e) Each application must contain a "good faith" time frame for the anticipated completion of the project.
- (f) The original application package including all required material should be mailed or delivered to the Property Management Company as indicated on the current application form.

- (g) The Unit Owner should retain a copy all submitted documents for their records.
- (h) Unit Owners must allow members of the ARC free and unrestricted access to their properties for purposes of reviewing the application. When possible the ARC will visit the site without disturbing the Unit Owner or surrounding property. If access to the site is not possible without Unit Owner assistance the ARC will contact the Unit Owner to schedule a site visit.
 - i) Every effort will be taken to schedule these visits during times that are convenient to the Unit Owner.
 - ii) If after three (3) attempts the Unit Owner is unable to grant access to the property, the application will be rejected.
- (i) The Unit Owner will receive written notification of the ARC's decision **no more than 30 days** from the date the application is received by the Property Management Company.
- (1) A "Design Review Application" will be considered "received" when it and all supporting documentation are received by the Property Management Company.
 - i) All applications will be dated by the Property Management Company when they are received in the office.
 - ii) A notice of receipt will be sent to the Unit Owner which will include an application tracking number.
 - iii) If an application is found to be incomplete a request for further information will be sent to the Unit Owner by the Property Management Company.
 - a. *If any requested information is not received within 30 days, the application will be denied.*
 - b. *If an application is re-submitted for any reason, it is subject to a new 30 day review period.*
- (2) Please do not call the Property Management Company for updates on the status of an application packet.
 - a) Notification will be made to the Unit Owner within 1 business day of receiving status updates from the ARC.
- (j) A copy of the determination letter will be sent to the Village of Round Lake Building Department to assist in their permit review process.

- (k) The installation of the improvement shall be completed within 12 months of receiving approval
- (l) The improvement shall be properly maintained per the Rules and Regulations and Architectural Standards.
- (m) The ARC may inspect projects at various intervals as well as at the time of completion.
- (n) For Improvements not specifically defined in the Architectural Standards the Unit Owner should submit a completed "Design Review Application" along with a brief description of their project or consult with a member of the management or Architectural Review Committee to determine if prior approval is necessary.

Individual applications for improvement are considered private information and shared only with the ARC, Board of Directors and employees of the Property Management Company and the current and any future Unit Owners. Requests for access to other Unit Owner's applications or information regarding the application or any ARC decision or correspondence will not be granted without the express written permission of the applicant or Unit Owner of record.

Section 9.06 ***Building Permits***

Unit Owners should be aware that when a building permit is required, the Village of Round Lake will require a copy of the written ARC approval to be submitted along with the permit application.

A copy of the ARC determination will be sent directly to the Village of Round Lake Building Department per 9.05 (i) above, however you are advised to submit a copy of the letter along with your permit application.

You WILL NOT be able to apply for a building permit without valid ARC approval.

Unit Owners are advised to submit their ARC applications as far in advance as possible and no less than 30 days prior to the permit application or expected start date.

Village policies and procedures are subject to change at anytime. Residents are advised to consult with the Building Department to review their policies and procedures.

Section 10.04 **General Rules and Information**

- (a) These Architectural Standards replace any and all previous Architectural Standards
- (b) Approvals are granted for a specific improvement only
 - i) Improvements which incorporate multiple interdependent and required elements (e.g. a swimming pool and a fence) that must be constructed at the same time shall be submitted in a single Design Review Application package.
 - ii) Independent and separate Improvements (e.g. a fence and a shed), shall be submitted on separate and independent Design Review Applications. This requirement shall apply even if construction of the individual Improvements occurs simultaneously.
- (c) A new request must be submitted when any existing improvement is modified, removed or replaced.
- (d) There will be a \$25.00 fee for review of any request that is submitted and approved PRIOR to beginning construction of that improvement.
- (e) There will be a one-hundred dollar (\$100) fee for review of any improvement request, if construction of the improvement is begun PRIOR to approval by the ARC. The request will not be reviewed or approval issued until payment has been received.
- (f) No approvals will be issued for any improvements to Unit Owners who are past due on their assessments without prior approval from the board of directors. The Unit Owner is responsible for obtaining this approval from the board.
- (g) Unit Owners, who start or complete an improvement prior to ARC review, must bring the improvement into compliance with the findings of the ARC within 30 days of said action. This may involve modification or removal of an improvement at the Unit Owner's expense.
- (h) The Architectural Review Committee does not, under any circumstances, grant verbal approval for any improvement! No ARC member, Community Association Board member, Community Association staff member, Community Association representative, employee or consultant of any company retained by the association is empowered to give verbal approval to any request for improvement. The only valid approval of an improvement is the returned "Design Review Application" form which has been signed by the Unit Owner and stamped by the ARC along with a written letter of approval from the management company. Any Unit Owner who contracts for, or initiates

(3) Basketball Goals and Backboards

- i) Backboards may be attached to homes or garages.
- ii) A single backboard mounted to the home does not require prior approval.
- iii) Freestanding (mobile) posts or permanently installed posts to support backboards are limited to one of either type.
- iv) Portable basketball hoops do not require prior ARC approval under the following conditions:
 - a. *Portable basketball hoops shall be stored inside and out of view when not in use.*
 - b. *Portable basketball hoops shall only be allowed when kept upright and in an operable and usable condition.*
 - c. *Portable basketball hoops must be located and used within 25 feet of the house.*
 - d. *Goals may not be located, even temporarily, in any street, the Village right of way (between the sidewalk and the street) or at the edge of any Valley Lakes street or Community Area.*
 - e. *Basketball Goals may be located in the front of the main residence, but may be no closer than 10 feet from the nearest curb. Basketball playing on or within any Valley Lakes street or Village parkway / sidewalk is prohibited.*
- v) Permanently installed posts and backboards require prior ARC approval.
- vi) Basketball goals and nets must be properly maintained.

(c) Exemptions

- (1) If the equipment is comparable to lawn furniture or toys and can easily be carried by one person and is intended for temporary use and will be removed when not in use, no approval is necessary.
- (2) Playsets or swing-sets in compliance with the guidelines herein do not require advance approval.
- (3) Portable basketball hoops in compliance with the guidelines herein do not require advance approval.
- (4) If the equipment is to be set up, used and removed within 24 hours no prior approval is necessary.

Section 10.18 **Swimming Pools, Hot Tubs, Ponds and other Water Features**

(a) General Information

- (1) Swimming Pool shall be defined as any containment of water with an average depth of 18" or greater for any purpose or use, both temporary and permanent. This includes, but is not limited to; above ground pools, inflatable or soft sided pools, in-ground pools, hot tubs and spas.
- (2) Water Feature shall be defined as any decorative or other use of water in the landscape other than to water vegetation or turf. This includes, but is not limited to; ponds, fountains, waterfalls, cascades, and streams. It does not include items such as bird baths, lawn sprinklers, or temporary water toys.

(b) Standards and Specifications

(1) General

- i) All Swimming Pools and Water Features are to be located in the rear yard

(2) Swimming Pools, spas and hot tubs

- i) Swimming pools shall only be permitted when the rear yards is completely surrounded by a 6 foot tall wooden fence that conforms to the styles for fences as specified in Section 10.12 starting on page 62
 - a. *Fencing must also comply with municipal codes for safety including self locking latches and child-proof gates.*
 - b. *Exceptions are allowed for hot tub or spa installations, please see section (c)*
- ii) Equipment, including but not limited to; pumps, filters, heaters, plumbing and electrical services shall be screened from view by privacy screening or vegetation.
- iii) All installations must be completed by a licensed and certified contractor. A copy of the installer's certificate of insurance is required.
- iv) Construction, use and operation must conform to all Village of Round Lake codes and regulations including conformance with;
 - a. *The 1996 BOCA National Building Code Section 421.10*

Appendix A

As of the date of adoption of these Rules and Regulations, the Property Management Agent for the Valley Lakes Community Association, Inc. is:

UNTIL December 31, 2009:

Summit Management Specialists, Inc.

175 E. Hawthorne Parkway, Suite 235

Vernon Hills, IL 60061

Phone: 847-918-0000

Fax: 847-918-0002

AFTER January 1, 2010

Premier Residential Management Company

4180 Route 83, Suite 14

Long Grove, IL 60047

Phone: 847-415-2540

Fax: 847-415-2541

E-mail: customerservice@premierresmgt.com