

Woodgate of Sycamore

1695 Bayberry Lane
Sycamore, Illinois 60178

(815)895-8301

HANDBOOK

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Revised

Rules & Regulations

Condominium Association No. 1

Condominium Association No. 1 began in the early 1970's. The Association was turned over to the homeowners by the developers in January of 1979. The Association consists of 111 units; 25-4 unit buildings, 1 – duplex building and 1 – 9 unit building. The buildings are located on Cedarbrook Court, Raintree Court, Timberwood Court and Gingercreek Court.

The association is administered by the Board of Manager. The Board of Mangers is elected by the membership during the annual homeowners' meeting in December. The Board of Mangers is responsible for the administration and management of the Association's affairs including establishing an annual budget, assessment collection, maintenance and repair of the common elements, and rules and regulations.

Board of Managers

Maureen Gerrity

1546 Timberwood Court

Mary Schumaker

1524 Timberwood Court

Larry Coots

1606 Gingercreek Court

Dana Walker

1604 Gingercreek Court

Michael Berry

1558 Timberwood Court

Board Meetings

Board Meetings are scheduled on the second Wednesday of each month

@ 7:00 PM

in the Woodgate Clubhouse.

The meetings are open to the membership.

Condominium Association No. 2

Condominium Association No. 2 began in the early 1980's. The Association was turned over to the homeowners by the developers on August 22, 1980. The Association consists of 116 units; 23 – 4 unit buildings and 3 – 8 unit buildings. The buildings are located on Longwood Drive, Kerrybrook Court, and Kennicott Court.

The association is administered by the Board of Manager. The Board of Mangers is elected by the membership during the annual homeowners' meeting in December. The Board of Mangers is responsible for the administration and management of the Association's affairs including establishing an annual budget, assessment collection, maintenance and repair of the common elements, and rules and regulations.

Board of Managers

Dan Hove

1711 Longwood Drive

Kathy Dunker

1837 Kerrybrook Court

Hamish Bennett

1479 Longwood Drive

Bart Desch

1810 Kerrybrook Court

Elora Voyles

1514 Kennicott Court

Board Meetings

Board Meetings are scheduled on the second Wednesday of each month

@ 5:00 PM

in the Woodgate Clubhouse.

The meetings are open to the membership.

Improvement Association

The Improvement Association was formed in January of 1979. The Association consists of 335 membership units. The membership includes the 111 units in Condominium Association #1, the 116 units in Condominium Association #2, 96 Single-Family units and 6 – Duplex units (12). The residents in the senior citizens' apartment building on Longwood Drive and the residents on the north side of Woodgate Drive are not part of the Association but are considered as neighboring friends of Woodgate.

The association is administered by the Board of Manager. The Board of Mangers is elected by the membership during the annual homeowners' meeting in December. The Board of Mangers is responsible for the administration and management of the Association's affairs including establishing an annual budget, assessment collection, maintenance and repair of the common elements, and rules and regulations. The common elements include the clubhouse, the swimming pool, the tennis courts, the playground area, the basketball court and the common ground on which the facilities are located. The Association also maintains the entrance of Woodgate at Sycamore Road and the median on Woodgate Drive.

Board of Managers

David Christensen

1611 Bayberry Lane

Dave McCann

1743 Brookhill Lane

Florence Mathison

1619 Bayberry Lane

Shirley West

1720 Brookhill Lane

David Murphy

1620 Bayberry Lane

Board Meetings

Board Meetings are scheduled on the second Wednesday of each month

@ 6:00 PM

in the Woodgate Clubhouse.

The meetings are open to the membership.

The clubhouse, located in the heart of the Woodgate Subdivision (1695 Bayberry Lane) houses the Association's Management Office and Maintenance operations.

A private Party Room is also located within the clubhouse for the private use of its members. This room may be reserved by any Member in good standing for any number of functions including family gatherings, organization/business meetings and special events. Fully equipped kitchen is available to assist with food preparations. The Clubroom seats approximately 40 people. Reservations for the clubhouse may be made through the Association's Office @ (815) 895-8301.

EATING AREA

An outside eating area is available for both Clubhouse users and Swimming Pool patrons. 4 picnic tables are located in the area which is on the north side of the clubhouse. A gas grill may be used by the residents for their outside cooking. Please make sure to turn the grill off and clean the inside of the grill when you are finished.

REMEMBER:

No Food or Glass is permitted on or near the swimming pool deck

SWIMMING POOL

The swimming pool season begins on Memorial Day weekend and typically ends after the Labor Day weekend. Official notification of the pool opening is mailed to the membership in the middle of May. Membership cards (pool passes) are also sent to the members in good standing. The membership cards must be presented upon entering the pool area to ensure that the pool is being used by Woodgate residents and their guests only. Updated Pool Rules for the current pool season will accompany your membership cards to provide you with more details.

PLAYGROUND AREA

The playground area, north of the clubhouse is equipped with a variety of equipment designed for both pre-school and older children. Parental supervision is suggested for your preschooler. A shady area nearby will help you relax while you enjoy your children's or grandchildren's endless amount of energy.

TENNIS COURTS

The tennis courts are for the private use of the Woodgate residents and their guests. Although your identification may not be checked upon arrival, you may be asked by a Woodgate representative for verification. Your membership pass provides for valid verification. Courts are available for first-come first-serve basis. A backboard for singles practice is also available. Proper tennis etiquette and attire is required.

**Skateboards, roller blades,
bicycles and other non-tennis
activities are prohibited**

BASKETBALL COURT

A half-court basketball court is located south of the tennis courts. The popularity of this facility might make it difficult to use without a little wait. Please try to accommodate those who might be waiting to play by limiting your time to play. **DO NOT DOMINATE THE COURT.** As with the tennis courts, players should exercise proper behavior. Abusive or destructive behavior will not be tolerated. This includes the use of foul or offensive language. Violators will be asked to leave and could be subject to loss of privileges.

HORSESHOE PITS

South of the basketball court you'll find 2 sets of horseshoe pits. Bring your own horseshoes and enjoy, but again, please limit your play if a line begins to form.

CLUBHOUSE RESERVATIONS

Contact:

Association Office

895-8301

The following rules apply to all members and their guests:

- You must be at least 21 years old and resident of Woodgate in good standing. You must be present at all times while the clubhouse is in use. You are responsible for everyone in the clubhouse and anything that occurs while using the facility.
- The clubhouse must be cleaned and vacated 30 minutes after closing time. A second curfew violation will result in loss of reservation privileges. The Sycamore Police Department is familiar with our clubhouse hours and may subject violators to arrest.
- The clubhouse must be left in good or better condition that it was found. This includes all debris left outside of the clubhouse. A minimum charge of \$15.00/ hour for additional cleanup may be applied against your deposit.
- For your convenience, a mop and pail, a vacuum and a push broom are available in the coat room. The floors should be wet mopped and the carpet should be vacuumed. Washrooms must also be left in an orderly fashion.
- Swimming parties are acceptable; however, your party will not be entitled to the exclusive use of the swimming pool or the pool area. All guests are subject to the Pool Rules and the Pool Hours. No one will be allowed to use the pool after closing time. Everyone will exit the pool and the pool area at that time.

NO FOOD OR GLASS IS PERMITTED IN POOL AREA

- All trash from the clubroom should be thrown out in the dumpster located on the east side of the clubhouse (not the landscape container by the tennis courts. Please take your recyclables with you.

CLUBHOUSE HOURS:

Sunday- Thursday: Closes @ 11PM

Friday- Saturday: Closes @ 12PM

NO SMOKING IN CLUBHOUSE

RENTAL FEES: Fees are to be paid in cash or check and are not refundable.

Weekdays (Mon. – Thurs.) - \$25.00

Weekends (Fri. – Sun.) - \$30.00

DEPOSIT:

A \$50.00 deposit is required to reserve the clubhouse. After an inspection, your deposit will be returned if the clubhouse is left in satisfactory condition. (A check deposit is preferred for returning to you in the mail.)

KEY PICK-UP:

Call the Association office @ 895-8301 approximately one week before your reservation to arrange a time to pick up the key. Your rental fee and your deposit will also be collected at this time.

THERMOSTAT SETTINGS:

WINTER: The thermostat should already be set to HEAT and to AUTO. Adjust the dial to the desired temperature setting. Upon leaving the clubhouse, turn the dial back to the minimum setting of 55 degrees. **DO NOT TURN OFF HEAT** by switching the setting from **AUTO** to **OFF** or **FAN**.

SUMMER: If needed, the air conditioner may be turned ON by setting the thermostat to COOL and to AUTO. Adjust the dial to the desired temperature. Upon leaving, remember to **TURN THE AIR CONDITIONER OFF** by setting the thermostat back to the **OFF** position.

Please leave the clubhouse cleaner than you found it.

Failure to comply with these rules could result in loss of some or all of your deposit.

CLUBHOUSE CHECKLIST

- Pick up any debris on the clubhouse, hallway, restrooms and outside.
- Return tables and chairs to coat room. Restack neatly.
- Vacuum carpet in clubroom and restroom if necessary.
- Sweep tile floors. (Clubroom & Hallway if necessary)
- Wipe off kitchen counter tops
- Leave dirty towels in cabinet under kitchen sink.
- Empty trash cans and put in trash dumpster on east side of building.
- Make sure toilets have been flushed and restroom sinks are clean.
- Turn OFF air conditioner or turn heat down to 55 degrees
- DO NOT turn the HEAT OFF!!!! (Winter)
- Turn off lights
- Lock clubroom door & clubhouse front door.
- Put keys in dues box.
- Deposits will be refunded in the mail on the Friday following your reservation.

Cleaning supplies are located in the coat room and under kitchen sink.

Rules & Regulations

GENERAL INFORMATION

The purpose of these rules and regulations for the Woodgate of Sycamore Condominium Association is to promote and ensure the enjoyment and proper maintenance of all Association property for the exclusive benefit of all Association members and their visitors; to foster, encourage, and promote and enjoyable, community environment; and to protect and enhance the value of each member's condominium investment.

Condominium living requires each resident to give up some personal freedom for the common good of the Association as a whole. In addition to the ownership interest each Owner has in his or her Unit, each Owner shared an interest in the property. Every Unit Owner has a personal interest and investment in the environmental well-being of his or her neighbors and the status of the property.

The Board of Directors, in accordance with the Woodgate of Sycamore Condominium Associations' Declaration of Condominium Ownership, adopts these Rules and Regulations governing the use of the property, the personal conduct of members and their guests, and establishes penalties for infractions.

These Rules and Regulations are set forth to comply with the requirements of the Condominium Property Act of the State of Illinois and the Woodgate of Sycamore Condominium Associations Declaration and By-Laws. In the event any of these Rules and Regulations conflict with the provisions of the above governing documents, it is hereby agreed and accepted that the provisions of those documents will apply.

The Association reserves the right to add, delete, or modify these Rules & Regulations as needed during the regularly scheduled Board of Directors' meeting.

PAYMENTS

- Payments are due on the first of each month

LATE FEE POLICY

- Condo #1 and #2 – A \$20.0 late fee is charged on any balance due after the 10th of the month.
- Improvement – A \$5.00 late fee is charges on any balance under \$100.00 and a \$20.00 late fee is charged on any balance of \$ 100.00 and above after 10th of the month.

USE OF DWELLING

- The Units shall be occupied and used by the respective Unit Owners only as a private dwelling for the Unit Owner, his/her family, tenant and visitors and for no other purpose.

RENTAL UNITS

- All Unite Owners who do not reside in the Unit owned by them shall provide the Association with the names of the individuals who will be residing in the Unit, their phone number and the length of the lease.
- Unit Owners will inform their tenants of the Associations' Rules and Regulations and will provide their tenants with a copy of this Handbook. Extra copies of the handbook are available in the office.
- Unite Owners will be held accountable for the actions of their tenants.
If the police are called to a unit, the owner must attend a board meeting.

MAINTENANCE & REPAIRS:

- Each unit owner and or their occupants shall be obligated to maintain and keep their own Unit in good order and repair. This includes all appliance, furnace, air-conditioning units, hot water heaters, fireplaces, sump pumps, water softeners and the mechanical parts of the garage doors.
- Windows, skylights, entry doors and storm doors are not considered part of the common elements and therefore the responsibility of the individual unit owner.
- Unit owners are responsible for their own personal property insurance and personal liability insurance.
- Owners will be responsible for any damage they cause to the common elements or adjoining unit owner's property.

CHANGES OR ALTERATIONS:

- Changes or alterations cannot be made to any common element without prior consent of the Board. This includes landscaping, patio or balcony alterations, fencing, building structural changes, storm doors, entry doors, window replacements, etc. Requests for changes or alterations should be submitted in writing to the Association's Board of Directors.
- If an addition, alteration or improvement is made by an Owner without the prior permission of the Board, the Board will notify the Unit Owner of the violation. The Owner has 10 days from the date the notice is sent to respond before the Board takes action. The Board may, at its own discretion, require the Owner to remove the addition, alteration or improvement and restore the property to its original condition, all at the Owner's expense.

SATELLITE DISHES

- Satellite dishes are allowed but may not be mounted through the roof shingles. Dish location is subject to the approval of the Association Manager.

RULES OF CONDUCT:

- No noxious or offensive activity shall be carried on in any Unit or in the Common Elements, nor shall anything be done therein, either willfully or negligently, which may be or become an annoyance or nuisance to other Unit Owners or occupants.

COMMON AREAS

- Personal property such as bicycles, toys, furniture, etc. may not be stored in the Common Elements or in public view. Personal property intended for exterior use such as patio furniture, grills, flower pots, decorations, etc. may only be stored neatly and used appropriately on the Owner's Limited Common elements, i.e., concrete patio, deck or balcony.
- Upon delivery of, requested or not, no unsightly materials, newspapers, junk mail, promotional advertisements, or packages shall be allowed to litter the Common Elements by the unit resident.
- To avoid litter, advertisers wishing to distribute literature to residents will be directed to use the U.S. postal Service. Please report any such distribution to the Management Office.
- Paper, cardboard or other unsightly materials are not to be used to cover windows.
- It is prohibited to hang garments, rugs, etc. from the windows.

SKATE BOARDING

- No skate boarding where posted.

STRICTLY PROHIBITED

NO refrigerators, freezers, washing machines, dryers, dish washers, humidifiers, air conditions, furnaces, water heaters, central air conditions or any other "white goods".

NO paint, tires, batteries or other hazardous materials, construction or remodeling materials, carpet, furniture, unmanageable items weighing more than 50 pounds or longer than 4 feet.

Contact Waste Management

800-414-5325

To make your own arrangements for pick up or for questions on service.

PETS:

- Only household pets permitted
- Dogs and cats must be kept under the control (leashed) of their owner at all times.
- Dogs and cats may not be tied to a staked leash in the common areas.
- Owners shall not permit their dogs and cats to bark, cry, howl, growl or in any way create a nuisance, disturbance or menace.
- Owners will remove excrement deposited by their dog or cat immediately. Owners will carry and use their tool of choice to pick up after their pet at all times.

GARBAGE:

- Refuse will be placed out for pick-up AFTER 6:00 PM the day before collection.
- Containers used to hold refuse will be retrieved BY 6:00 PM the day of collection.
- Use approved garbage containers only. An approved container is made of non-rusting steel or plastic, has a water tight over, holds less than 32 gallons and when full, does not exceed the weight of 50 pounds. Larger approved containers are available through Waste Management. Un-containerized bags will not be collected.
- Loose garbage or recyclables are not permitted anywhere or anytime.
- Any litter remaining on the ground after garbage pick-up directly attributed to the neglect of a resident or guest must be removed by the resident responsible.
- Cardboard boxes for recycling will be broken down and cut into manageable sizes for proper collection.
- All garbage cans must have the address of the unit owner clearly marked on the garbage container.
- Large dumpsters, storage containers, or any other type of container used for garbage or moving may not remain on Association property for more than 7 days.

*Garbage and recyclables are collected on Tuesdays
(except after any of the following holidays when collection is the next day: New Years,
Memorial Day, Fourth of July, Labor Day, and Christmas.)*

PARKING:

- Unit owners are responsible for the parking of their visitors. Violations may result in fines to the Unit Owner.
- Each Unit Owner is entitled to the exclusive use of their designated garage unit and the parking area directly in front of that garage unit.
- All other parking areas located throughout the Association are available for the Unit Owner or their guests on a first-come, first-served basis. Unit owners who have 2 or more vehicles will use both of their designated parking areas before any of the first-come, first-served parking areas can be used.
- Garage units shall not be used as a warehouse for storage of personal property if you own more than 1 vehicle.
- If there are more than 2 vehicles per unit, you may be allowed Conditional Parking Only, Call the Association office for assistance or utilize city street parking.
- Parking is not permitted in grassy areas.
- Parking is not permitted in areas that would block access to anyone's garage unit, driveway, sidewalk, mailbox or garbage collection area.
- **No commercial vehicle over 1 ton, boats, trailers, campers, semi-tractor/trailers, etc. expect for brief loading and unloading purposes.**

Sycamore Fire Department Regulations:

- Parking is not permitted in traffic lanes, entrances or any other place where the standing of a vehicle will reduce the usable width of a roadway for moving traffic to less than eighteen (18) feet. This prevents or limits Emergency Vehicle access to buildings.
- Parking is not permitted within fifteen (15) feet of a fire hydrant.

- **UNLICENSED OR INOPERABLE** vehicles are **NOT PERMITTED**
- Vehicles occupying a parking space for more than 7 days may be considered **ABANDONED** and are **PREOHIBITED**.
- No vehicle may be parked in an area that prevents or restricts Association maintenance equipment, including but not limited to lawn mowing and snow removal.
- Other than minor repairs and maintenance, **NO** auto repairs will be permitted in the common areas.

Winter Parking:

- When snow removal is in progress, an extra effort to ark your vehicle inside is necessary. Vehicle parked outside restrict the snow removal process and requires significantly more time to effectively remove the snow.

VIOLATIONS

It is the responsibility of each unit owner or occupant to abide by and promote compliance of the Rules & Regulations. Unit owners should endeavor to resolve personal differences among and between themselves informally. To maintain and improve the Association's living environment, the Board has adopted the following procedures for enforcing the Rules and Regulations:

Warning Notice:

- A Warning Notice may, at the discretion of the Association, be sent to the violator if the Association observes or is made aware of a violation.
- If action is not taken to correct a violation, a formal complaint will be filed. A Formal Complaint need not be preceded by a warning.

Violation Complaint Form:

- In accordance with Section 318.4 € of the Illinois Condominium Property Act, if someone is believed to be in violation of any of the provisions of the Declaration, By-Laws or Rules and Regulations, a signed written complaint must be submitted by an Owner, a Resident, a member of the Board, or the Managing Agent. A written complaint form prescribed by the Board shall be sent to the Management Office or the Board.
- The Violation Complaint form must be completely filled out or the complaint will not be considered by the Board. The witness must be willing to appear at a hearing during a scheduled meeting of the Board. The violator will be given a notice of violation.

Complaint Forms are available in the Association Office.

Appeal Process:

- The person charged with the violation will be given written notice of the complaint and will be informed of a time and place where the Board of Directors will offer an opportunity to appeal the complaint. The accused will have the right to present a defense and evidence regarding the accusation. Lack of an appeal will be constructed as an admission of a violation.

Appeal Determination:

- If any resident is guilty of a violation, the Board will notify the guilty party in writing and a fine may be charged to the assessment account of the Owner of the Unit in which the guilty person resides and collected with the monthly assessments. Failure to pay the fine will result in accumulation late fees of \$10.00 per month until balance is paid in full.

Fines:

- A fine of \$25.00 Will be imposed for the First Offense.
- A fine of \$75.00 will be imposed for the Second Offense.
- A fine of \$150.00 will be imposed for the Third Offense.

Flagrant Violations:

- In the case of a flagrant violation, the Board reserves the right to issue a fine of \$250.00. A flagrant violation, as determined by the Board, is defined as any action or non-action that risks the safety, health, and welfare of the Association or its members or guests.

Legal Remedies:

- In the event of any violation of the Rules and Regulation, Declaration or By-Laws of the Associations, the Board reserves the right to purpose any and all legal remedies to compel enforcement, legal and equitable. Any and all costs and attorney's fees shall be assessed back to the account of the offending owner at the time they were incurred.