

Surrey Park Octominiums Homeowners Association
Rules and Regulations
Table of Contents

	Page
Introduction	1
Monthly Assessment	1
Special Assessments	1
Payments	1-2
Collections/Liens	2
Use and Occupancy	2-3
Laundry Rooms	3
Mailboxes	3
Security	4
Insurance	4
Architectural Control	4-5
Satellite Dishes	5
Seasonal Decorations	5
Draperies and Window Coverings	5
Landscape Improvements	5-6
Garbage	6
Automobiles / Parking	6-9
Parking Sticker Requirements and Guidelines	9
Garages	10
Patios & Balconies	10
Pets	11-12
Recreation Areas	12
Pond	12
Leasing	12
Sale of Unit	12-13
Lockboxes	13
Move In / Move Out Procedures	13
Signs	13
Garage Sales	13
Violations	13-14
Fines and Other Fees	14
Forms	
Owner Information Form	15
Alteration Approval Request	16
Witness Complaint Form	17
Notice of Violation	18
Request for a Hearing	19
Parking Sticker Application	20

Surrey Park Octominium Homeowners Association

RULES AND REGULATIONS

Introduction

Surrey Park Octominiums Association consists of 120 individual condominium units. To help the Association operate, the Board hired a management company to handle the day-to-day operations of the Association. The Agent's responsibilities are numerous. Should you have any questions or need help in any matter, please contact the Management Company first.

The rules and regulations set forth herein have been found by this and other condominium associations over the years to be helpful and necessary in enabling enjoyment of the community with consideration for the common interests.

The Board for Surrey Park Octominiums Association represents the residents and is responsible for maintaining and enhancing the character of Surrey Park, overseeing financial affairs, and operating the community under the condominium declaration including formulating and enforcing rules and regulations hereunder.

Enforcement may include placing additional restrictions, towing, imposition of the fines and liens, and in extreme cases, eviction. Be assured that your Board, being composed of your neighbors who volunteer their time and effort, has no gratuitous desire to undertake sanctions and much prefers voluntary compliance.

Naturally, use of Surrey Park facilities should be in compliance with federal, state, or local laws and ordinances in addition to the follow regulations. Observance of the regulations cited will enable us all to live here and use our facilities with as few problems and additional constraints as possible. Please read this document carefully and refer to it from time to time.

These rules and regulations herein were adopted by the Board of Directors on January 27, 2009 and become effective on February 1, 2009. They supersede any prior rules and regulations with which they may be in conflict.

Monthly Assessment

Unit owners are required to pay a monthly assessment, as approved annually by the Board of Directors. Monthly maintenance assessments are due on the first of each month. Any maintenance assessment or portion thereof outstanding by the tenth day of the month will be assessed a fee of \$25.00 on the unpaid balance.

Special Assessments

From time-to-time it may be necessary for the Association to assess all unit owners for special projects or unusual expenses in excess of the budgeted amounts. These assessments require proper approval of the amount and payment dates in accordance with the Declaration and Illinois Condominium Property Act.

Payments

Payments, maintenance assessments and other items should be made either by electronic direct deposit or by check or money order payable to the Surrey Park Octominiums Association

and mailed. Payments received for an account with an outstanding balance will be credited toward the oldest balance due. Checks returned by the bank to the Association for any reason shall be subject to a processing fee, which will be added onto the account.

Collections/Liens

The unit owner makes payments of assessments, fees and fines. In the event of nonpayment, the Association may, at its discretion, initiate collection proceedings and place a lien on the unit. Unit owners are responsible for all costs incurred for attempts for collection of the payment.

Use and Occupancy

Each unit shall be used only for residential purposes. No industry, trade, occupation or profession shall be conducted or maintained in any portion of the property except for the maintenance of professional records or receipt of mail or telephone correspondence.

Every bedroom occupied by one person shall contain at least 70 square feet of floor area, and every bedroom occupied by more than one person shall contain at least 50 square feet of floor area for each occupant thereof. No owner shall permit the maximum occupancy of any dwelling unit to be exceeded.

No obnoxious or offensive activities shall be carried on, nor shall anything be done which is or may become a nuisance or cause disturbance or annoyance to others.

Hazards: Nothing shall be done or kept in any part of the development which might be unsafe or hazardous to any persons or property, or which would increase the rate of property insurance. Flammable or noxious materials should not be stored except in certified containers. No open fires shall be permitted except in a contained barbecue on patios or balconies while attended and in use for cooking purposes.

Signs, banners, or other objects may not be displayed from decks or patios. Sheets, blankets, clothes, laundry, etc. are not to be hung out on patios or decks.

Rugs, mops, etc., are not to be shaken from decks, nor debris swept off them.

Salt damages vegetation. Therefore, if residents wish to apply materials to melt ice on walkways or patios, they should be materials such as calcium chloride which is less harmful to vegetation than sodium chloride.

Electronic insect killers (bug zappers) shall not be operated outdoors after 10:00 p.m.

Residents who are not authorized Board members should not give instruction directly to any landscaping, maintenance or contractor working at Surrey Park.

Fire doors must be kept closed at all times.

Feeding of squirrels, waterfowl and any wild animals is strictly prohibited. Ground feeding of birds is prohibited.

Bird feeders are to be of a squirrel-proof nature and are not permitted to be mounted or hung from any trees. Seed must be kept in sealed air-tight containers and not stored outdoors. Bird

feeders must be on a hook in the area just off your patio or an area contained within your balcony.

No littering is allowed. Offenders are subject to a fine of \$25.00 per occurrence.

The courtyards are for the enjoyment of all. Please be considerate.

No doormats, footwear, boxes, garbage, or other personal property is to be left in the hallways at any time as the Fire Department of the Village of Arlington Heights has declared such items as trip hazards in the event of emergencies. In addition, no one is allowed to play in the hallways.

Smoking is strictly prohibited in any **and all** common areas of the buildings per Village of Arlington Heights clean-air ordinance.

No residents may use the electrical outlets in the common elements.

Laundry Rooms

There are five buildings in Surrey Park that contain a common area laundry room on the second floor. Units within those buildings that contain common area laundry rooms are not permitted to have a portable washer or dryer in their unit.

Common Area laundry room hours will be from 7:00 a.m. to 10:00 p.m., in order not to unduly disturb residents adjacent to these areas.

No playing is permitted in the laundry rooms.

No pets are permitted in the laundry rooms.

No hanging of clothes is permitted in the laundry rooms.

Homeowners are to be courteous to the other residents when washing and drying their clothes. Please promptly remove your clothes from the washer and dryer.

Stackable washer/dryer units are not permitted anywhere on the property. These units can cause potential flooding and electrical issues.

Mailboxes

Locks are the responsibility of the Unit Owner. If your key is broken, lost or stolen, it is the responsibility of the unit owner to get replaced.

Labels are the responsibility of the Association. The owner must contact Management as to the spelling of the names, etc. so that a tag can be ordered.

Lost or damaged labels will be provided at an additional cost to the unit owner.

Security

If any suspicious activities are observed, notify the Police and Management Agency immediately. Write down any license numbers you observe.

DO NOT activate door buzzers to strangers or to anyone without first identifying who is seeking entrance to the building.

NEVER prop open ANY door(s) for the safety of all residents.

Insurance

The Association carries property insurance on each building and the Common Elements and grounds, liability insurance on the actions of the Board of Directors. It is the responsibility of each unit owner to insure the non-Common Elements and contents of an individual unit and storage area. A full description of the insurance required is contained in the Declarations.

Architectural Control

In order to maintain the uniform appearance of the buildings, no unit owner may alter the exterior of a unit without specific written approval of the Board of Directors. "Alter" for this purpose means anything conducted within the confines of the common or exclusive common elements by adding or removing anything to or from the exterior surfaces. "Exterior" for this purpose means the exterior surface of a unit including but not limited to the hallway, stairwells, lobby, or any common grounds on the exterior of the building, including but not limited to landscaping, outside antennas, awnings, shutters, storm sashes, patio doors and windows. No decorative designs or grillwork will be permitted on any windows.

Requests must include the following items:

- A. An Architectural Control Application.
- B. Unit owner names and address.
- C. Description of the proposed alteration.
- D. Specifications for the alteration include size, type, gauge, color and finish of the materials to be used in the proposed alteration.
- E. A drawing of the proposed alteration in place.
- F. A permit by the Village of Arlington Heights, if one is required.
- G. A statement that the owner holds the Association harmless from any liabilities or claims resulting from the work.

Any exterior alteration made without written approval of the Board will be ordered removed at the unit owner's expense by the Board. In order to force compliance with the Board's order, the Board may levy fines for the unapproved alteration. Owners that do not pay the fine in accordance with the Board's collection policy may have a lien placed on their unit for the unpaid fine. In accordance with the Declaration, Section 3.03 (c) the Board also has the authority to make the repairs and charge the costs back to the owner.

Any carpeting or deck installations on garage roofs that result in damage to the roof or leaking into the garages, or if tear-offs of the existing carpeting damages the integrity of the roof, repairs and/or re-roofing will be at the unit owner's expense **based on the Board's review.**

Lawn decorations, plaques and signs are considered a modification to the exterior under this policy.

Satellite Dishes

Any Owner interested in installing a satellite dish measuring one (1) meter or less in diameter is permitted to on limited common elements. An Architectural Control form and a copy of the permit from the Village must be completed and submitted to the Board with a drawing of the proposed satellite dish installation. Owners must notify the Board before installation occurs.

To protect the health, safety and welfare of the residents, all satellite dishes must be professionally installed. The Unit Owner must provide proof that the contractor is insured and licensed.

The dish may not interfere with the use and enjoyment of another person's balcony or patio.

All wires must be installed using the cable opening in the buildings. No additional holes may be drilled into the building without prior approval of the Board. If permission granted, the hole entering the building must be caulked in a color to match the building.

The Unit Owner shall at all times keep the satellite dish in good repair.

Seasonal Decorations

Exterior seasonal decorations may be installed no earlier than one (1) month prior to and shall be removed no later than one (1) month after the specific holiday season.

No decorations which create a safety hazard will be permitted.

No decorations of any type shall be permitted in the entry lobbies at any time of the year.

Fresh Christmas trees should be carried inside with the tree wrapped in a sheet or a piece of plastic so the needles do not leave a trail in the common area lobby, stairwell or hallways. Disposal of a fresh Christmas tree should be conducted in the same manner.

Draperies and Window Coverings

Temporary coverings such as sheets, bedspreads, newspaper, etc. must be removed within thirty (30) days after installation or after 30 days of occupancy of a unit.

Temporary coverings such as newspaper may be displayed for a ten (10) day period while interior painting of a unit is taking place. Management must be notified that temporary coverings are being installed for this purpose.

Landscape Improvements

Landscape improvements are directed by the Board of Directors approval. Each year the Board of Directors reviews requests for landscape improvements and evaluates those suggestions in relation to the master landscape design, available funds, and landscape priorities at the time.

Any homeowner who wishes to conduct landscape improvements around their unit must obtain prior approval from the Board of Directors through the Architectural Control process. Approved landscaping should be cared for by the homeowner. Such landscaping can be removed by the Association if it becomes uncared for and unsightly.

No bushes, trees or grass is to be cut or trimmed or removed by a resident.

The landscape maintenance and snow removal is directed by the Board of Directors through the managing agent. Any concerns should be directed to the managing agent.

Garbage

Garbage is to be placed in the dumpsters located throughout the property. Recycling containers are provided for paper and miscellaneous recyclable items. All items are to be placed inside the container whether it is the garbage or recycling.

Garbage should be placed in heavy duty plastic bags which are securely closed and placed in the dumpsters; not on the ground in the garbage enclosures.

Any large items such as carpeting, furniture, doors, etc., which are placed in the garbage enclosures incur an extra charge from the waste disposal company. The waste disposal company will not pick these items up without a phone call for a special pick up. Owners must notify the management agent of their intention to dispose of such large items so that the charges incurred can be properly assessed.

All cardboard boxes must be broken down to a size that allows them to fit in the recycling containers or dumpster, in such a manner that allows additional trash to be disposed in the same container.

Automobiles / Parking

Surrey Park was designed with a two car per unit concept: one car in the garage and one car in an open parking area.

All residents need a current State of Illinois Vehicle Registration Identification Card showing their vehicle(s) are registered to a Surrey Park address. All vehicles must display a current Village of Arlington Heights registration sticker. The parking of unregistered vehicles or vehicles without current registration is not permitted on the property. Vehicles will be towed off the property three (3) days after a warning notice has been issued.

Any vehicle improperly plated and parked on the property is subject to immediate towing.

Motorcycles and motorbikes may be parked in the garages where space permits without imposing on adjacent parking spaces and still allow for one of your vehicles to be parked in the garage as well.

Any curb or area that has been painted yellow, designated as "Fire Lanes", must be kept free of vehicles at all times.

Surrey Park consists of parking lots and fire lanes that are very congested; as such, automobiles should proceed through them with caution never exceeding 10 miles per hour. Speed limit is 10 miles per hour throughout the development.

Posted speed limit and stop signs must be obeyed.

Driveway traffic must yield to traffic on Surrey Park Lane.

Standard rules of the road apply at all times, including those associated with school buses and emergency vehicles.

To the extent possible, vehicles with loud exhaust systems should be operated in such a manner as not to disturb others. "Joy riding" on the premises is prohibited.

Snowmobiles, motorized scooters, dirt, track, mud mini-bikes, all-terrain vehicles, water sport vehicles, or other unlicensed motor vehicles or row boats may not be operated or stored in Surrey Park.

Automobile repairs and maintenance shall be limited to those which may be completed before nightfall and those which not damage the common areas or driveways. Only emergency tire repair any battery replacement will be acceptable. Repairs and maintenance should be confined to the garage. The owner is responsible for any cleaning of the area and any damages caused to a common area.

Any vehicle left in hazardous condition is subject to immediate towing. An example of hazardous condition is a car left up on jacks and unattended.

Only automobiles, vans, motorcycles and other motor vehicles used for regular transportation may be parked in the common areas. All other vehicles, including commercial^(a), derelict, and recreational^(b) vehicles, must be inside the garage with the garage door completely closed. Commercial vehicles on-site during the instance of providing a service to a homeowner or making a delivery are exempt.

The storage of vehicles, abandoning of vehicles, and the parking of derelict vehicles, commercial vehicles^(a), recreational vehicles^(b) and trailers is not permitted.

^(a) Commercial vehicles are defined as any vehicle displaying a license plate with a TX, LY or TW designation, or any vehicle that exceeds 8000 pounds gross vehicle weight, or a commercial vehicle with an Illinois license plate greater than a "B" designation; or those "B" plate vehicles that have permanent signs or other commercial markings or identification on them. "B" plate vehicles with temporary (magnetic) signs should remove the sign before the vehicle is parked on the property for the day or overnight.

^(b) Recreational vehicles are defined as every camping trailer, trailer, motor home, mini-motor home, travel trailer, truck camper, boat trailer, all-terrain vehicle, or van camper used primarily for recreational purposes and not used commercially. Trailer is defined as every vehicle without motor power in operation, including boat trailers.

The term "passenger vehicles" as used herein specifically excludes commercial and recreation vehicles such as vans, trucks, campers, mobile homes, trailers, boats, limousines, and hearses and any vehicle with commercial advertising or business names appearing on the body.

Vehicle with ladders, construction equipment or supplies are prohibited. Service and Delivery vehicles owned and operated by an outside vendor are permitted while work is taking place on the property and/or while a delivery is being made.

Vehicles not permitted to be operated on the premises include the following, subject to the discretion of the Board:

- Any motor vehicle without a valid license plate for highway use.
- Snowmobiles and farm vehicles.
- Any motor vehicle registered to the property without a valid Village of Arlington Heights vehicle sticker.
- Vehicles in a non operative state

It is mandatory that passenger cars must be parked as follows:

- Permanent parking; it is mandatory that one vehicle be parked in the garage space designated to the unit. (it is the responsibility of each occupant to use the garage in a manner which does not impose on the adjacent garage space)
- Parking in designated outside parking areas for a second vehicle is permitted.
- All permanent vehicles must be registered with the management company and a Surrey Park Octominiums Parking Sticker must be obtained and placed on the vehicle.
- Short-term parking is designated outside parking areas when available and on Surrey Park Lane when no other space is available.
- All vehicles must be parked in such a manner as to not restrict passage or access to driveways.
- Non-unit owners residing overnight (i.e., guests) between the hours of 2:00 a.m. and 6:00 a.m. must display a visitor parking pass.
- Vehicles must be parked between the lines and not hang over any line into another parking space.
- Vehicles must not be parked in any fashion over the striped areas for walkway use.
- Vehicles are not permitted to be parked in front of the garages or in any area around the garages that is designated "No Parking". Parking behind the garages is strictly prohibited.
- Passenger vehicles displaying a "B" plate or greater must be parked in a garage or along the fence on Surrey Park Lane.

Vehicles other than passenger cars which are permitted on the premises must be parked in one of the following ways;

- Inside garages.
- Fence parking on Surrey Park Lane.

Notification to the Association for special circumstances must be made by the owner and approved by the Board. VIOLATORS WILL BE SUBJECT TO TOW AT OWNER'S EXPENSE.

Commercial vehicles may not be parked nor stored on the property overnight. **Overnight is defined as between 2:00 a.m. and 6:00 a.m.**

Vehicles with Surrey Park vehicles stickers are still required to follow all other Surrey Park parking rules.

The following parking rules enforcement is currently in place

#1 Fire Lane violations

#2 Commercial vehicles (between 2-6 am)

#3 Expired license plates or Village of Arlington Heights stickers

#4 Inoperable vehicles

Parking Sticker Requirements and Guidelines

Outside parking spaces are not assigned and are on a first-come, first-serve basis.

Parking stickers are required for both residents and overnight guests. Vehicles that do not contain either a resident sticker or guest sticker (as outlined below) are subject to tow. Only vehicles with Surrey Park vehicle parking stickers may park in the common areas from 2:00 am to 6:00 am. Vehicles without current stickers are subject to tow. All costs incurred by towing of a vehicle will be the responsibility of the vehicle owner.

Each unit may get up to two (2) permanent stickers. Permanent stickers are to be placed in front window, lower corner on driver's side.

Residents can obtain vehicle stickers by providing current Illinois State Vehicle Registration Identification Card for vehicles registered to Surrey Park addresses and current residents:

- A current and valid Illinois State Drivers License.
- New residents may obtain parking stickers for vehicle(s) by providing proof of vehicle registration and proof of residence in Surrey Park such as a Illinois Drivers license and a utility (gas, electric, phone or cable) bill listing their Surrey Park address.
- Parking stickers for newly purchased vehicles may be obtained by providing purchase agreement and application for State of Illinois vehicle registration to a Surrey Park address.
- Only vehicles which comply with other sections of Surrey Park vehicle rules may get vehicle stickers.

Unit owners will receive two (2) guest passes to allow guests to park overnight. Pass must be displayed by hanging from the rear view mirror.

In the event of an emergency in which a vehicle with no vehicle sticker must be parked on the property overnight, the Managing Agent must be contacted during business hours to request a "no tow". The Managing Agent and/or Board member may inform the towing company not to tow the vehicle for a period of time considered reasonable.

Vehicles are not permitted to park in any area that is not identified as a designated parking space nor across any sidewalk.

Vehicles must be removed and relocated for snow removal operations and other maintenance requirements.

Garages

For security and appearance purposes, garage doors must be kept closed at all times when not in use. Never leave your garage door up and unattended as this action puts all users of that space at risk for property damage or loss.

Renting of garage spaces is strictly prohibited.

Garages are not be used as storage areas. To reduce congestion of the common parking areas, one motorized vehicle should be parked inside the garage.

Hazardous materials are not permitted on any Common Element. They must be sealed and contained in homeowner's garage in accordance with safe storage standards.

Patios & Balconies

Grills or lawn furniture may be stored on patios and balconies only. Planters are permitted as long as they are contained on the inside of the patio or the balcony railing and are heavy enough to remain stationary in high wind.

The use of charcoal grills or fire pits of any kind is prohibited.

Barbecuing is permitted only on patios and balconies. When in use, the gas grill must be attended at all times and covered by a lid. Owners are to follow all Village of Arlington Heights fire safety standards. Owner is responsible for any and all damage resulting from the use of their grills. The cost to repair any damage done to balcony or patio due to smoke from the grill will be the responsibility of the unit owner.

Please be considerate of your neighbors when using your barbecue.

Balconies and outside railings may not be used to dry or air bedding, linens, rugs, bathing suits or any other item.

Balconies and patios may not be used as pet runs. Pets are not allowed to leave excrement on the patio or balconies. Pets may not be left unattended on balconies or patios.

Disposal of cigarettes thrown off balconies or disposed of on common area will **not** be permitted. When out on the balcony/patio ashtrays must be used and emptied into unit owner's trash.

Bird feeders are only permitted on decks and patios provided that such items are modest in quantity and dimensions, in harmony with prevailing practice, and do not detract from the appearance and charter of the community.

Balconies and patios are to be kept free and clear of rubbish, debris and other unsightly materials.

Pets

Pet ownership is a responsibility and a privilege. Any Owner not complying with these following rules is subject to fines:

Unit owners are responsible for the actions of their pet(s). Unit owners are responsible for anyone left in charge of their pet. Unit owners are responsible for the actions of any visiting pet.

No animals, other than dogs, cats, birds, fish or animals reasonably considered to be household pets, shall reside within a unit. No pets may be raised, bred or kept for commercial purposes. Pets must be kept utilizing the strictest sanitary procedures possible consistent with such activities and in a manner which does not jeopardize the health, safety and welfare of the other owners and tenants.

Pets must be registered with the property management company and the Village of Arlington Heights, where required by Village code.

All statutes, ordinances, rules and regulations of any governmental organization or body having jurisdiction over the property pertaining to animal regulations are incorporated herein and made part hereof.

The pet's conduct and activities must be controlled by its attendant to prevent damage, danger or injury to persons, property or other pets.

No pet food shall be placed outside on any unit (common hallways, patios, balconies).

Tethering of pets to a stake, bush, or any other area of the building or common grounds is prohibited.

Pets are required to be on a hand-held leash at all times when outside the unit.

Pets are not to be left unattended at any time in the common areas. Pets are not permitted in the pool or tennis court areas.

Pets shall be controlled so as to not create a nuisance either inside the unit or outside the unit.

Pets are prohibited from depositing any urine or waste on the balcony, patio, sidewalk or driveway.

Pet owners are responsible for immediate clean up after their pets and proper disposal of the waste collected.

Unit owner of any pet creating a nuisance, unreasonable disturbance, or damage to the Association property will be fined.

Pet owners are responsible for any damage caused by their pet or pet under their control. All costs incurred in repairing such areas will be added to the homeowners assessment account.

Any unit owner who has been found to have been responsible for more than two (2) violations of the above rules shall be deemed to be liable for having a pet which causes or creates a nuisance or unreasonable disturbance. Thereafter, the Board, after consideration of the facts

and circumstances, may elect to order the unit owner to have the pet removed from the property upon three (3) days written notice to the unit owner.

Violations of these rules will subject the unit owner to a fine according to the fine schedule for each occurrence and removal of the pet from the Association for repeated occurrences. Anyone witnessing a violation of these pet rules should report the incident to the Managing Agent in writing providing the name of the offender or address and unit number, description of the pet, date, time and location of the violation.

Recreation Areas

The recreation areas are governed by the Master Association. Please refer to Addendum A of these Rules and Regulations.

Pond

The pond is for the overall visual enjoyment of the community.

There is no swimming, boating, wading or ice skating on the pond.

Children must be accompanied by an adult when near the pond area.

The stones (rip rap) around the pond are for the purpose of preventing erosion. These stones are not to be thrown into the pond or thrown around the property. Anyone witnessing such property damage should contact the Arlington Heights Police Department by dialing 911. These stones are expensive and should be left untouched.

Feeding of the water fowl is strictly prohibited and will be fined accordingly.

Leasing

Leasing or renting of a unit is not permitted.

Sale of a Unit

The unit owner will notify the Managing Agent of their intention to sell the unit.

Each unit owner shall be responsible for providing new owners with copies of the Declaration, By-Laws, and Rules and Regulations of the Association. Any expenses incurred by the Managing Agent in providing copies of these documents shall be charged to the unit owner.

Unit owners must notify the Managing Agent of the exact move-out and move-in dates. A \$250.00 deposit will be required from the seller and the buyer prior to obtaining from the Managing Agent the legal documents required to close. Except for a \$50 non-refundable administration fee, the deposit will be refunded if inspection by the Managing Agent shows no damage has been caused to the common elements.

The unit owner will notify the Managing Agent when the sale has been closed.

Unit owners are responsible for providing the Managing Agent with current homeowner information, such as phone numbers. A homeowner information sheet must be filled out and returned to the Managing Agent.

The unit owner will be responsible for any damage to the common elements caused by anyone living in the unit or their guests.

Sales may be made for family living purposes only. Uses such as hotel, transient, or dormitory are prohibited. No unit may be used for business or commercial activities.

No "For Sale" signs are permitted anywhere on the Octominium property.

"Open House" signs are permitted one hour before the event and must be removed one hour after the event has closed.

Management shall be notified 48 hours in advance of an open house. Notice shall be posted 24 hours in advance to the residents in the building in which the open house is taking place.

Security doors are NOT to be propped open during an open house for the purpose of potential buyers to enter. The buzzer system must be used for this purpose.

Lockboxes

Lockboxes are only permitted to be displayed on the eyelets provided on the exterior of the building to either the right or left of the front door. Lockboxes installed anywhere else on the property will be promptly removed at the owner's expense.

Move In / Move Out Procedures

Unit owners must notify the Managing Agent of the exact move-out and move-in dates.

For the safety of all owners, entry doors should not be propped open.

Signs

No signs are permitted on the property.

Garage Sales

Only one sale event per year to encompass all Surrey Park Octominium homeowners is permitted. This one-day sale event will take place on a pre-designated weekend. Owners can choose whether or not to participate.

Violations

In accordance with Section 318.4(e) 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, the managing agent or a Board member. A written complaint form prescribed by the Board shall be sent to the management firm.

The Owner shall be sent a Notice of Violation and Hearing form. If you believe the charges are unjustified, you must request for a Hearing within fourteen (14) days. If you fail to request for a Hearing or fail to appear at a Hearing, you will be found guilty by default. Files, charges, costs, expenses and legal fees may be assessed against the homeowner and added to the assessment account.

The Board, or its Committee, shall hear from all parties involved in the complaint and shall conduct a brief, informal hearing. At the time, all evidence shall be presented and may be examined by the accused. Thereafter, the Board/Committee shall deliberate in private and report its finding to the Board of Directors.

The Board shall, at its next regularly scheduled meeting, ratify the findings of the hearing, reject them or modify them, and thereafter notify all parties, via a Notice of Determination, as to the findings. The decision of the Board of Directors shall be final. The fines are collected in the same fashion as the monthly assessments.

Fines and Other Fees

Fines or other fees may be assessed against individual unit owners for various reasons as provided herein. Any unit owner fined shall be notified in writing by the Managing Agent of the amount and circumstances resulting in the fine. Fines shall be paid with the first monthly assessment due after notice of the file.

The fine schedule is as follows:

First Violation	Warning Notice
Second Violation	\$25.00 Fine
Third Violation	\$50.00 fine
Fourth Violation	\$100.00 and forward to legal council

Surrey Park Octominiums Association
Arlington Heights, Illinois

OWNER INFORMATION FORM

PLEASE PRINT ALL INFORMATION

DATE _____

YOUR PROPERTY ADDRESS:

Homeowner Last Name: _____
Homeowner First Name: _____
Email Address: _____

Home Phone: (____) _____
Work Phone: (____) _____
Cell Phone: (____) _____

Homeowner Last Name: _____
Homeowner First Name: _____
Email Address: _____

Home Phone: (____) _____
Work Phone: (____) _____
Cell Phone: (____) _____

RESIDENT PET INFORMATION

Cat or dog?

Breed: _____ Color: _____ Name: _____ Weight: _____ Age: _____

Breed: _____ Color: _____ Name: _____ Weight: _____ Age: _____

BILLING ADDRESS (If Different than address above)

Address City State Zip Code

EMERGENCY CONTACT INFORMATION

Name: _____ Relationship: _____
Home Phone: (____) _____ Work Phone: (____) _____ Cell Phone: (____) _____

VEHICLE INFORMATION

Year: _____ Make: _____ Model: _____ Color: _____ Lic. Plate: _____ Garage # _____
Year: _____ Make: _____ Model: _____ Color: _____ Lic. Plate: _____ Garage # _____

Mail to: American Community Management, Inc., 1908 Wright Boulevard, Schaumburg, Illinois 60193.
or Fax: 847-301-7472; or scan and convert to PDF and email to customercare@acmweb.com
Please do not send to the bank with your assessment payment.

Surrey Park Octominiums Homeowners Association Arlington Heights, Illinois

Approval Request

Date: _____

Homeowner's Name: _____ Telephone Number: _____

Address: _____

Request change: (Mark all that are applicable **and attach detailed drawings**. Three (3) copies of this form and accompanying paperwork must be submitted. Items attached to, installed in or installed on Common Property need approval.)

- _____ Patio Extension
- _____ Modify Flower Bed
- _____ Flag Pole
- _____ Antenna
- _____ Satellite Dish (indicate where and how the satellite dish will be installed)
- _____ Outdoor security light (involve attachment to common property)
- _____ Malibu lights
- _____ Plant hanger
- _____ Planters screwed into decks
- _____ Permanent Cooking Grill
- _____ Other – please explain _____

Village Permit necessary? _____

Village Permit applied for? _____

Please allow 30 days for approval

Submit the completed form to:

American Community Management, Inc.
1908 Wright Boulevard
Schaumburg, IL 60193

For Board and Building & Grounds Committee use only:

Approved: _____ Disapproved: _____ Date: _____

Reasons or conditions: _____

Witness Complaint Form

PLEASE PRINT OR TYPE: Complete all information you know or have witnessed. If unknown, please state so. Be as specific as possible. Attach additional sheets as necessary.

Witness's name:_____ **Date of Complaint:** _____

Witness Address:_____ **Unit#**_____

Home Phone:_____ **Alternate Phone:**_____

Name(s) and Addresses of Additional Witnesses:

Violator's Name (if known):_____

Violator's Address:_____ **Unit #:**_____

Date Violation Occurred:_____ Time Violation Occurred:_____

Location Violation Occurred:_____

Section of Declaration, By-Laws or Rules and Regulations that was violated:

Witness Observations:

Were any photographs or sound recordings made?_____ By Whom?_____
Please include all tapes or photographs with this form or forward as soon as possible. Include the name of the person who made tape recording(s) or photograph(s) and the date made.

I have made the above statement based on my personal knowledge and not upon what has been told to me. I will cooperate with the Association and its attorneys to provide additional statements of affidavits, and in the event a hearing or trial is necessary, I will appear to testify as a witness.

Signature_____ Date _____

Date

NOTICE OF VIOLATION

Name

Address

Arlington Heights, Illinois 60005

Re: Unit

You are hereby notified, as the owner of the Unit # _____, **Arlington Heights, Illinois**, that you are charged with the following violation of the Association's Declaration bylaws or Rules and Regulations. The action(s) complained of occurred on or about DATE and ongoing and are described as follows:

VIOLATION

A warning letter was previously mailed on _____. **Per the Rules & Regulations; XXXXXX**

The Board has determined that a violation has occurred. Accordingly, \$_____ has been assessed against your unit. If you believe the charges against you are unjustified, you may request a hearing before the Board of Directors within 14 days from the date of this letter. You will be found responsible by default if you fail to request a hearing on these charges in writing.

All owners are encouraged to refer to **Surrey Park Octominiums Association's** Rules and Regulations to avoid unintentional violations and to become familiar with all rules, regulations and restrictions. Our property rules, regulations, and restrictions may often seem comprehensive, but were developed to protect property value, appearance, maintenance, and community concerns in the best interest of all owners.

The Management Company and Board thank you for your understanding and cooperation.

Very Truly Yours,

**SURREY PARK OCTOMINIUM ASSOCIATION
BOARD OF DIRECTORS**

SURREY PARK OCTOMINIUMS ASSOCIATION PARKING STICKER APPLICATION

Please complete this form and return it to American Community management. In addition, each residents needs to show that they own or lease each vehicle. The following describes which information to send.

Residents need to provide a current State of Illinois Vehicle Registration Identification Card for vehicles registered to Surrey Park Octominiums.

Parking stickers for newly purchased vehicles may be obtained by providing purchase agreement and application for state of Illinois vehicle registration to a Surrey Park Octominiums address.

Residents in each home may get up to two (2) stickers. Stickers are to be placed in the front window, lower corner on the passenger side.

PLEASE PRINT ALL INFORMATION

Date _____

Owner's Name _____

Owner's Name _____

PROPERTY ADDRESS: _____

Home Phone # _____ Work Phone # _____

VEHICLE INFORMATION

1. Owner's Name _____

Vehicle Make _____ Model _____

Color _____ License Plate _____ Vin# _____

2. Owner's Name _____

Vehicle Make _____ Model _____

Color _____ License Plate _____ Vin# _____

For Office Use Only

Sticker Number Vehicle 1 _____ Sticker Number Vehicle 2 _____

Visitor Pass 1 _____ Visitor Pass 2 _____