

## CHECKLIST OF GENERAL RULES AND REGULATIONS

1. Requests, concerns and/or complaints should be submitted in writing and forwarded to:  
**Advanced Property Specialists, Inc** – 25885 S. Ridgeland-Suite 6 Monee, IL. 60449 - (708) 532-4600. **debbie@advancedproperty.us**
2. As of **October 1, 2017**, Owners must submit a written request to management seeking Board approval at least one week before performing any landscape or building improvements. Landscape or building improvements include, but are not limited to, the installation or removal of bushes, trees, edging or other landscape material; installation of storm doors, deck screening or vinyls, outdoor lighting, satellite dishes, garage doors, windows, glass replacement, cement flooring in patio, **and** replacement of front door. **Failure to secure the Board's written approval will subject the Owner to a \$50.00 fine.**
3. Owners are responsible for the maintenance of their **landscape** around their unit, including weeding, watering and general cleanup. **\*Only live plants are permitted.** You are permitted to install **only dark brown hardwood mulch or nuggets** around your bushes and trees. Cypress and other types of mulch are not acceptable. *Note: trimming of your bushes and trees is a service provided by our landscaper, If desired, put an **orange dot** on the downstairs window and patio door to alert the landscaping service to leave your flower beds alone. A **green dot** in the window/patio door means not to trim your front bushes. **If dots are not displayed or faded and area is not maintained, the landscaper will then take over.** (Cambridge Place of Orland Park will not take any responsibility if the above dots are not displayed and the landscape company performs any work to your dissatisfaction).*

*4 to 5 front bushes (depending on the design) by the porches, (1) bush between the stairs and garage which are the responsibility of each owner to replace and upkeep. 24" Densi, 24" Fairview Yews, or 24" Boxwoods are the approved bushes for this front area. The bushes by the cement wall adjacent to the chimney are also the responsibility of the owner to replace and upkeep. Burning Bushes, Dwarf Lilacs or hydrangeas are the approved bushes for this area. **Board written approval** is needed before replacing any bushes. Privacy bushes will be trimmed by our landscape company. Replacement of the bushes between the garages and the privacy bushes by patio may be done by the association when funds are available.*
4. Owners are responsible for the **repairs and maintenance** of their deck, cement patio floor, privacy fence staining, privacy fence replacement boards, windows & glass replacement, stoop, stairs, caulking, sidewalk (by stairs) and front doors that must comply with the current guidelines regarding color, style, size etc.  
**\*Any additions to front door must be restored to original front door state when selling unit.**  
**(Deck stain is Sherwin Williams #6069, French Roast, Latex Exterior Flat)** Don't forget to get Board written approval prior to installing windows, glass replacement, front door, storm door, cement flooring in patio or any type of exterior changes, etc.
5. Each homeowner has **four parking spaces - two inside the garage and two directly in front of your garage door.** (Resident and guest parking is not allowed in the common driveway or turn around areas). They are not parking spaces. Maintenance of the garage concrete apron and floor is the owner's responsibility. Cambridge Place of Orland Park Townhouse Association takes no responsibility for a vehicle damaged by another vehicle.
6. **GARBAGE CANS/Recycle Container ARE REQUIRED TO HAVE AN ADDRESS ON THEM.**

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**Your address needs to be placed on the outside lid of the both containers**  
**Garbage containers/recycle containers** are not permitted to be stored or placed outside your unit other than at the **curb on pick day. To avoid a fine being put on your account, do not put garbage cans at the curb before 4PM on the day before collection day.** Do not take containers out to curb before 7:00 a.m. on day of pick-up. Garbage containers should be removed from curb and placed back in garage **as soon as possible the same day of pick-up.** All garbage is to be placed in the garbage can. **Do not place any trash on the curb at any other time.** Call Waste Management if you have large items to be collected- 1-800-796-9696. The following days are holidays for Waste Managements' garbage pick-up: **Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving Day, Christmas, and New Year's Day.** The week in which this holiday falls means garbage will not be collected on Friday but on Saturday. The last week for leaf bag pick-up is the end of November. If you are not able to return your garbage or recycle container to the inside of your garage on garbage day, then ask a neighbor to place them in front of your garage.

7. **Patios and decks** should not be used for storage of any items (including garbage bins, storage bins or containers, etc.) and should be limited to seasonal furniture. **A BARBEQUE GRILL OF ANY TYPE IS NOT ALLOWED ON THE TOP WOODEN UPPER DECK.** A barbeque grill may remain on the lower patio. Our patios are small and should not have **large** furniture. Flower containers/pots at the patio should be kept to 5 or 6 total, any type of potted tree is not allowed. Potted flowers cannot be more than 3 to 4 feet high including container. Flower containers need to be removed and stored after the first frost. **Lightweight furniture**, specifically aluminum chairs that fold or patio tables etc., and all cushions should be stored elsewhere for the winter season. **Shades** for upper deck should be kept at a uniform height and must be a brown or charcoal color.
8. **No FIRE PITS or any type of fire torch** are allowed.
9. **Arbors** and other similar landscape structures are not permitted. **Flower containers** are not permitted to be hung or attached to the brick **building, siding, stucco/hardie** board or railings. **Artificial flowers** are not permitted anywhere outside your unit and lawn ornaments are prohibited in common areas.
10. **Seasonal or holiday decorations** displayed around your unit or in common areas should not impede the ability of the landscape service to do their work. Seasonal decorations shall not be installed any earlier than thirty (30) days before and must be removed no later than fifteen (15) days after the holiday season.
11. **Athletic equipment** is not permitted to be used or erected anywhere on the grounds
12. **Signs** are not permitted *except "For Sale" signs (not more than five square feet in diameter) which must be placed in the parkway. Owners may submit a written request to the Board for a one-time exception to this rule, which shall be reviewed by the Board on a case-by-case basis. The Board's decision shall be final.*
13. Any Owner seeking to sell his Unit must inform management (Advanced Property Specialists) before listing his unit for sale. The Notice of Intent to sell must indicate the full address of the unit being sold and the sales price. Failure to provide management with this notice may result in the imposition of a \$100 fine.
14. **Dogs** -Only **one dog (max weight 35 lbs.) and no more than two cats** per unit is permitted. Dogs should be leashed and may not be left unattended at any time, in accordance with Orland Park ordinance. **Placing stakes in common area to tether a dog is not permitted or wrapping a leash around a patio post. Staking is permitted only in the patio garden area. Cat(s)** should not be let outside the home to freely roam. Unit Owners must

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immediately clean up after their pets and are responsible for any lawn damage. Dogs may only use the parkway areas. Owners that violate the pet rules are subject to being fined. After notice resident has an opportunity for a hearing, date which will be determined by the Board. Any pet that causes or creates a nuisance to the disturbance of other Unit Owners or occupants may be permanently removed from the property upon ten (10) days advance written notice to the Unit Owners.

15. **Exterior Surfaces**-Please do not screw or nail any items into the **brick, siding, stucco/hardie board** including but not limited to any type of cable line, wire, phone line, satellite dish etc. If so, any and all repairs are the homeowner's responsibility.
16. **No clotheslines** are permitted on the upper deck, the bottom patio or the common area.
17. **Dumpsters**- PODS (Portable on Demand Storage) – If at any time a dumpster or pod is required, prior permission from the Board through Advanced Property Specialists must be obtained. A board or boards must be placed under the dumpster-pods to avoid damaging the asphalt.
18. **Water line in Patio Area**-In the spring it is required to have the **patio water line** turned back on from **April 15<sup>th</sup> to October 15<sup>th</sup>** (or as weather permits) and a **garden hose** on a cart or reel available for watering, building and landscaping maintenance.
19. **Furnace**-If replacing a **furnace** with an energy efficient unit, the venting must exit through the existing furnace vent on the roof. **Approval** is required by the Association prior to installation.
20. **Stoops** at main entry must be cleared for the winter for snow removal purposes. **Any and all items on the front stoop should be stored for the winter.** Chairs on the front stoop should be brought in after each use and not left overnight. **In the summer 2 to 3 pots with flowers** are only allowed on the front small stoop. No geese, milk cans etc. should be on the front stoop.
21. **Herbs and Vegetables**-No more than two (2) planters containing herbs or vegetables may be grown in pots in the patio area. Not allowed on the front stoop.
22. **Front Railing**-No items (**rugs, flowers or mats etc.**) should be hanging from or on the **front railings or deck railings.** Addresses are an exception.
23. No **bird feeders** should be in the common areas because the seeds and bird droppings interfere with the growth of the grass and the supports interfere with grass cutting. The seeds attract rodents.
24. **Garage Sales** are restricted to two Association approved sales each year—one in the spring (the weekend after Memorial Day) and one in the fall (the weekend after Labor Day). **A rain date would be the following weekend. Each resident is responsible for advertising their sale and putting up signs. Please inform management.**
25. **Window Coverings** – Any window coverings that can be seen from the exterior of the unit must be in good condition. The backing or lining must be white or similar off white color. No vivid/bright color is allowed. Blinds and shades must be white or wood tone. All shades should be kept at a uniform height including upper deck shades.
26. **Pond Area** – Please remember that there is “**No Trespassing, No Fishing, No Skating ,No Swimming allowed or Walking on Ice covered ponds**”. No dumping, trash or stone throwing of any sort allowed into the ponds.

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27. **Flags** -The following are the approved guidelines to be followed when displaying American or Military Flags. (**The display of any other flags, banners, pennants, posters or like hangings is strictly prohibited.**) The flag must be rectangular in shape and not to exceed 3 feet by 5 feet in size suspended on a pole mounted by a bracket without damaging the building's exterior. A flag pole may not be installed on common property. The owner shall be responsible for the cost of any repair resulting from the installation of the flag. **For any further details, contact Advanced Property Specialists Inc.**
28. **Exterior or Landscape Lights**– Can have nothing larger than a 60-watt bulb installed. This includes all 3 outside fixtures. **Landscape lighting must be approved before installation.**
29. **Yearly Homeowner Inspection Reports** -need to be returned to Advanced Property by the due date listed on the form each year. **\*No warning notices will be sent to unit owners that have not returned their Homeowner Inspection Reports Reply.**
- A. If an Inspection form is not received by said date then a \$50 fine each month will be charged to your account until the form is received.
  - B. If work is not completed and the Board is not notified as to why, then a \$50 fine will be charged each month until work is completed. You must communicate with your Board.
30. **Insurance renewal certificates** need to be sent to Advanced Property within a month of expiration of the policy. If not received within a month of expiration, a \$100.00 fine each month will be charged to your account until the certificate is received.
- One reminder notice will be sent before the policy expires but no warning notices will be sent if certificate is not received on time.**
31. **Profile Forms will be mailed periodically** and must be completely filled-out and returned to **Advanced Property Specialists at 25885 S. Ridgeland-Suite 6, Monee, IL 60449** within 15 days. Failure to comply will result in a fine of \$50.00 each month, which will be charged to your account. This was approved at the open Board Meeting on 9-29-16.
32. **Dryer Vent Maintenance** – must be performed by a professional and at the homeowner's own expense at least once every two (2) years. Exterior dryer vents must be covered to prevent obstruction by foreign objects. Owners must provide management with a copy of their paid receipt from their vendor upon completion within 15 days of this maintenance to establish its completion. Failure to submit a paid receipt to management will subject the owner to a monthly fine of \$100.00 until provided. **This is a serious safety issue.**
33. All **Satellite Dishes** shall be constructed in strict compliance with the guidelines stated in the Townhouse Handbook under "Regulations and Specifications". Only one (1) dish is allowed per unit. Any deviation from these specifications without the written consent of the Board of Directors may result in the dismantling and removal of the satellite dish by the Association without notice. All costs of removal and restoration shall be paid by the owner. The Association reserves the right to levy a continuing and daily fine for each and every day an unauthorized satellite dish shall remain on the premises after the owner has been notified to remove it, or advised to re-install the dish in conformance with the Rules and Regulations. The fine shall be set by the Board of Directors in accordance with approved guidelines for fines. A deposit of \$200.00 "Revised Deposit as of 6-23-16" is required before installation. One satellite dish is allowed per townhome unit.

In the event a unit is for sale by owner or heirs of the original owner and the new owner(s) does not want the existing Satellite Dish for their TV reception, then the Satellite Dish must be removed including all wiring. Any and all expense above the current deposit is the seller's responsibility.

Prior to removal your management company must be notified in writing to make arrangements for this removal.

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If the unit is sold and the satellite dish remains on unit, then it will become the responsibility of the new homeowner(s) to maintain and remove it if necessary.

34. **Recreational Vehicles** - Mobile homes, campers, boats, go-karts, commercial vehicle(s) and snowmobiles are prohibited on Association property.
35. **Address**-All unit owners are required to display their address above their main entry door at all times and keep in good condition.
36. **Driveways**--Owners and occupants are strictly prohibited from playing on the common area driveways throughout the community for **safety reasons**.
37. **Noxious or Offensive Activities**-Declaration/By-Law Article 8.12- No nuisance, noxious or offensive activity shall be carried on the property nor shall anything be done therein, either willfully or negligently, which may be or become an annoyance or nuisance to the Owners or Occupants.
38. **New Illinois Marijuana Law Effective Jan.1, 2020**—Unit Owners, Residents, occupants and their guests are prohibited from Marijuana usage anywhere on Common Property. For purpose of this rule, Common Property means all portions of property except the units and balconies.

This checklist is only a brief summary of the rules and regulations. Please refer to the “Cambridge Place of Orland Park Townhouse Declaration and Bylaws” for the complete details.

### Violation Fine Schedule

Warning notice

- a. 1<sup>st</sup> offense = \$50.00 (depending on violation)
  - b. 2<sup>nd</sup> offense = \$75.00
  - c. 3<sup>rd</sup> offense = \$100.00
  - d. 4<sup>th</sup> offense = Referred to Association’s lawyer for legal action.
  - e. The Board reserves the right to send violations of significance to its lawyer at any time in deviation of the above fine schedule. Any and all legal fees will be paid by the homeowner.
  - f. Immediate fine to homeowner for a safety concern - \$75 to \$100 at Board’s discretion.
39. **Late Fees for Association Assessments and Common Expenses**  
If full payment of any association monthly assessment or other lawful common expense chargeback is not received by the fifteenth (15<sup>th</sup>) day of the month in which it is due, then a late fee of \$25.00 will be assessed against the owner’s account. Late fees are due and payable as soon as they are incurred. Late fees will apply to the month of the late dues payment only. There shall be no late fees assessed on late fee balances. Partial payments of monthly dues shall be considered late and a late fee shall be assessed on the fifteenth (15<sup>th</sup>) day of the month unless dues are paid in full within the fifteen (15) day deadline. Any other lawful common expenses (*i.e. tax appeal fee, inspection report fine, etc.*) not paid within thirty (30) days after its due date shall be subject to ongoing monthly late fees of \$50.00 until such time as it is paid in full or otherwise complied with.

Let’s be a good neighbor and.....

- ☺ *Leave your porch lights on until dawn to discourage vandalism.*
- ☺ *Retrieve your neighbors’ garbage container/recycle container (after pick-up) if you know they’ll be gone, so their container/recycle bin is not left at the curb.*

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- ☺ *Pick up debris on the ground-even if it's not yours?*
- ☺ *Tie up your garbage securely to prevent it from flying away in the neighborhood*
- ☺ *Restrict your dog use to the parkway area.*
- ☺ *Do not feed wild animals.*