

The Pines Townhome Association

Resident Handbook

2006

The Pines Townhome Association Resident Handbook

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The Pines Townhome Association Resident Handbook

New Owners and Tenants

Welcome to The Pines townhome community. As a resident, you will be living here for at least one year, but we hope you will want to stay much longer. The Pines Townhome Association was formed in 1992 although some residents have lived here since 1998.

We are proud of our community and want to maintain it as a safe, comfortable, and pleasant place to live. To help you better participate in the community and to help you assist us in keeping The Pines a place all residents can enjoy and proudly call "home," we are providing you with this Resident Handbook and a copy of the Rules and Regulations.

Whether you are a resident or non-resident owner, you are encouraged to take an active role in the community by getting to know your neighbors, attending Association meetings, and even serving on the Board of Directors, if eligible. The latter position gives you an opportunity to be involved in decision making regarding maintaining and improving the buildings and common areas and developing the rules and regulations by which we all must live.

If you are a tenant, we hope you will respect the property and your neighbors the same as you would if you were an owner with an investment here.

All members of the community, including tenants, who need help with any situation, whether a major or minor problem, should contact either management or a member of the Board of Directors for assistance. Either phone or e-mail contacts are welcome, but when using the latter, please identify "The Pines" as subject.

Board of Directors
2006

THE PINES TOWNHOME ASSOCIATION

MANAGEMENT

Larry Kramer
Management Realty Partners
2704 Grand Avenue
Waukegan, IL 60085
(847) 244-0100
larry@managementrealtypartners.com
www.managementrealtypartners.com

BOARD OF DIRECTORS (2012-2013)

Donna Stiegel, President Term to 11/12
1540 Cedarwood Ct
(847) 989-6026 (cell)
Donna1540@aol.com

James Hagerty, Vice-President Term to 11/13
1568 Cedarwood Ct
(847) 624-0941 (cell)
james.hagerty@sbcglobal.net

Chris Cichocki, Secretary Term to 11/13
1521 Fernwood Ct
(847) 975-0740 (cell)
ADISLK948@aol.com

Stephanie McWilliams, Treasurer Term to 11/13
1515 Fernwood Ct
(847) 845-1947 (cell)
Pezlover22@comcast.net

Terry Smith, Director Term to 11/12
1502 Hazelwood Ct
(847) 219-6739 (cell)
specialtsmith007@aim.com

The Pines Townhome Association

Meetings of the Board of Directors

Meetings of the Board of Directors are held at least four times a year and usually on the second Tuesday of the month in the Community Room of the Gurnee Village Hall. Meetings begin promptly at 7:00 p.m. and are adjourned no later than 9:00 p.m. All owners and tenants are encouraged to attend and to participate in the Resident Forum at the beginning of each meeting.

Annual Meeting of the Voting Members

The Annual Meeting of the Voting Members is always held in November. At this meeting, the owners elect new directors to the Board. There are five directors, each of whom serve for two year terms, but the terms are staggered. Therefore, usually two or three directors are elected per year.

Property Walks

At least twice a year, once in the spring and again in the fall, a representative of management, a representative of the landscape company, and one or more board members walk through the property to evaluate the condition of the Buildings and the Common Areas. They may be checking on work previously performed or looking for problems needing correction. The Board is concerned with not only maintaining the property, but with making improvements as well.

The Pines Townhome Association

General Information

Insurance

The Association has a master insurance policy with Allstate. The policy covers the residences and common areas of the property and directors' liability. "Each owner shall be responsible for insurance on the contents of his own Residence, and furnishings and personal property therein, and his personal property stored elsewhere on the Property..." (Declaration: Article X, Section 4)

Garbage and Recyclables

The collection of garbage and recyclables is provided by Waste Management, and owners are responsible for contracting for this service.

Waste Management

1411 Opus Place, Suite 400
Downers Grove, IL 60515
800-796-9696 (customer service)

Gas and Electricity

Peoples Gas (North Shore Gas)

3001 Grand Avenue
Waukegan, IL 60085
800-866-556-6004 (customer inquiries)

Commonwealth Edison (ComEd)

P.O. Box 805379
Chicago, IL 60680-5379
800-334-7661 (customer service)

Water and Sewer

The Village of Gurnee

325 N. O'Plaine Road
Gurnee, IL 60031
847-623-7650 (questions about water usage or bill amount)
847-623-7672 (questions about water quality or service problems)

North Shore Sanitary District

P.O. Box 750
O'Plaine Road & Wm. Koepsel Dr.
Gurnee, IL 60031-0750
847-623-6060 (customer service)

Village of Gurnee

Village Hall

325 N. OÆPlaine Road
847-623-7650
Building or Engineering Dept.
847-623-7658
Public Works Dept.
847-623-7672

Gurnee Park District

4374 Grand Avenue
Gurnee, IL 60031
847-623-7788

Fire Department (Station No. 1)

847-244-8631 (non-emergency)

Police Department

847-244-8640 (non-emergency)

Warren Township

General Offices

17801 W. Washington Street
Gurnee, IL 60031
847-244-1101

Assessor

17801 W. Washington Street
Gurnee, IL 60031
847-244-1101

Public Schools

Warren Township High School

District #121 (District Office)
17962 Gages Lake Road
Gages Lake, IL 60030
847-599-4443

Woodland Elementary School

District #50 (District Office)
1105 N. Hunt Club Road
Gurnee, IL 60031
847-856-3590

Newspapers

Gurnee Review

2383 N. Delany Road
Waukegan, IL 60087-1836
847-599-6900

Daily Herald

50 Lakeview Parkway
Vernon Hills, IL 60061-1589
847-680-5800

The News-Sun

2383 N. Delany Road
Waukegan, IL 60087-1836
847-336-7000

Advertiser

236 W. State Rt. 173
Antioch, IL 60002-1834
847-395-7500

The Pines Townhome Association

Helpful Hints for New Owners

Air Conditioner: Have your air conditioner checked every spring before the warm weather.

Faucets: All townhouses have one or two outside water faucets, which are susceptible to freezing in the winter. Do not leave hoses attached to faucets during the winter months, and, if possible, arrange to have a shut off attached to the water line inside your unit.

Fireplace: If you have a wood burning fireplace, depending upon how often you use it, hire a chimney sweep every year to five years. Also, make certain that the top of the fireplace chimney has a screen covering it to prevent birds from falling into the walls of your unit.

Furnace: Have your furnace cleaned and checked every fall before the cold weather. Furnace filters should be changed (or cleaned) more frequently. If your filter is in such a place that removing it for replacement or cleaning is difficult, consider having someone alter your unit to make it easy to slide filters in and out.

Pest Control: If you are experiencing problems with bugs inside your house, talk with your neighbors adjoining your unit and arrange for an exterminator to do the entire townhouse grouping. This will avoid bugs move from one unit to another.

Television Master Antenna: Every townhouse grouping has a television master antenna on the roof of one of the units, and it is controlled from inside the attic of that unit. If for any reason you are limited to relying on the antenna, be advised that the reception is excellent. Also, many residents have their cable attached to the antenna aerial, so do nothing to disturb the antenna and the aerials extending from it.

Vents: There are two open wall vents on each unit, one from the kitchen stove and another from the clothes drier. To avoid birds nesting in the vents, have screens placed over them.

The Pines Townhome Association

Landscaping and Snow Removal

The Pines Townhome Association currently has a three year contract for landscaping and snow removal with the following company:

Acres Group
610 W. Liberty Street
P.O. Box 448
Wauconda, IL 60084
Muriel Pick, agent

If you have any questions or problems concerning either landscaping or snow removal, please DO NOT call Acres Group directly, but notify Property Specialists, Inc., management.

Landscaping

Refer to "Architectural Alterations Guidelines" in this handbook and "Landscaping" in the Rules and Regulations for detailed information.

Snow Removal

Be advised that a snowfall must be at least 2 inches before it is plowed.

Residents are encouraged to salt sidewalks and driveways when needed. In the past, each unit was provided with a small container of calcium chloride to be used to melt snow and ice.

When snow removal occurs on garbage pick-up day, all residents should assist the snow removal by not putting containers out too early and by checking to see that containers are at the curb when snow removal is complete.

Throughout the winter, Acres parks a tractor on site. Every effort is made to move the location periodically so that one street does not lose a visitor spot for the entire season. If you see it on your street, remember that it won't be there permanently.

The Pines Townhome Association

Architectural Alterations Guidelines

Owners requesting approval for an architectural alteration, either landscape or structural, must fill out an "Application for Approval of Alteration" form (EXHIBIT A) and submit it to management. If the request is not of a routine nature, the application will be considered by the Board's Architectural Control Committee, which will then make a recommendation to the Board to either accept or deny it. No work may begin without the written approval of the Board.

Depending on the nature of the modification, e.g., fences and decks, a building permit may be required by the Village of Gurnee. It is the responsibility of the individual owner to obtain such a permit. Building Permit Applications may be obtained at the Village Hall Building Department (847-623-7658).

No permanent structure may be placed over an existing utility easement, nor shall any modification be placed in any swale to cause interference with drainage. Contact J.U.L.I.E. (1-800-892-0123) to locate utility lines before beginning work.

The Board has the authority to cause to be removed or to remove any architectural modifications, either landscape or structural, which do not have written Board approval. After notification by the Board that a violation exists, the homeowner will have a specified time period in which to correct the violation before the Board assumes responsibility for making the correction. Any attorneys' fees or costs associated with remedy or removal of a violation will be billed to the owner and become a lien on the lot.

Landscape Alterations

Trees and Shrubs

No trees, shrubs, or other plantings of any kind shall be planted in or removed from the Common Areas without the express written consent of the Board. If any Owner desires to alter, add to, or change the landscaping on his/her lot or the adjacent Common Area in any manner, then such Owner shall submit an "Application for Approval of Alteration" form, including a detailed description of plantings, to the Board through the managing agent. (Declaration: Article VII, Section 13) Any plantings in the Common Areas become the property of The Pines Townhome Association, and the Association reserves the right to

subsequently remove or relocate the plantings should they interfere with any Association purpose. The Pines Townhome Association shall have no obligation to replace plantings should they die naturally or as a result of removal or relocation.

Flowers and Bulbs

Flowers and bulbs are permitted on owner's lots without written Board approval provided they are kept in neatly maintained beds. Flowers and bulbs are also permitted in existing Common Area beds, excluding around trees. However, any tree or shrub that dies due to planting of flowers or bulbs shall be replaced with the same species and size at the owner's expense.

Lighting

Owners wishing to install landscape lighting shall obtain written approval from the Board. Lights shall be of the mushroom type, black in color with white bulbs, no more than 9ö above ground level, and a minimum of 3Æ apart. All wires shall be installed underground so as not to interfere with landscape maintenance. Call J.U.L.I.E. at 1-800-892-0123 to have utilities located prior to installation of lights.

Structural Alterations

No new structure, ancillary building, or fence shall be constructed on any lot or connected to any residence nor shall any addition to, change, or alteration of the exterior an any structure located on a residence be permitted without the express written consent of the Board and the applicable public agencies. If any Owner desires to alter, add to, or change the exterior of any structure located on his/her Residence in any manner, including any paint or stain color, or construct a fence upon his Residence, then such Owner will submit an "Application for Approval of Alteration" form with detailed plans and specifications showing the nature, kind, height, shape, color and material, and location of the same to the Board through the managing agent. (Declaration: Article VI, Section 2)

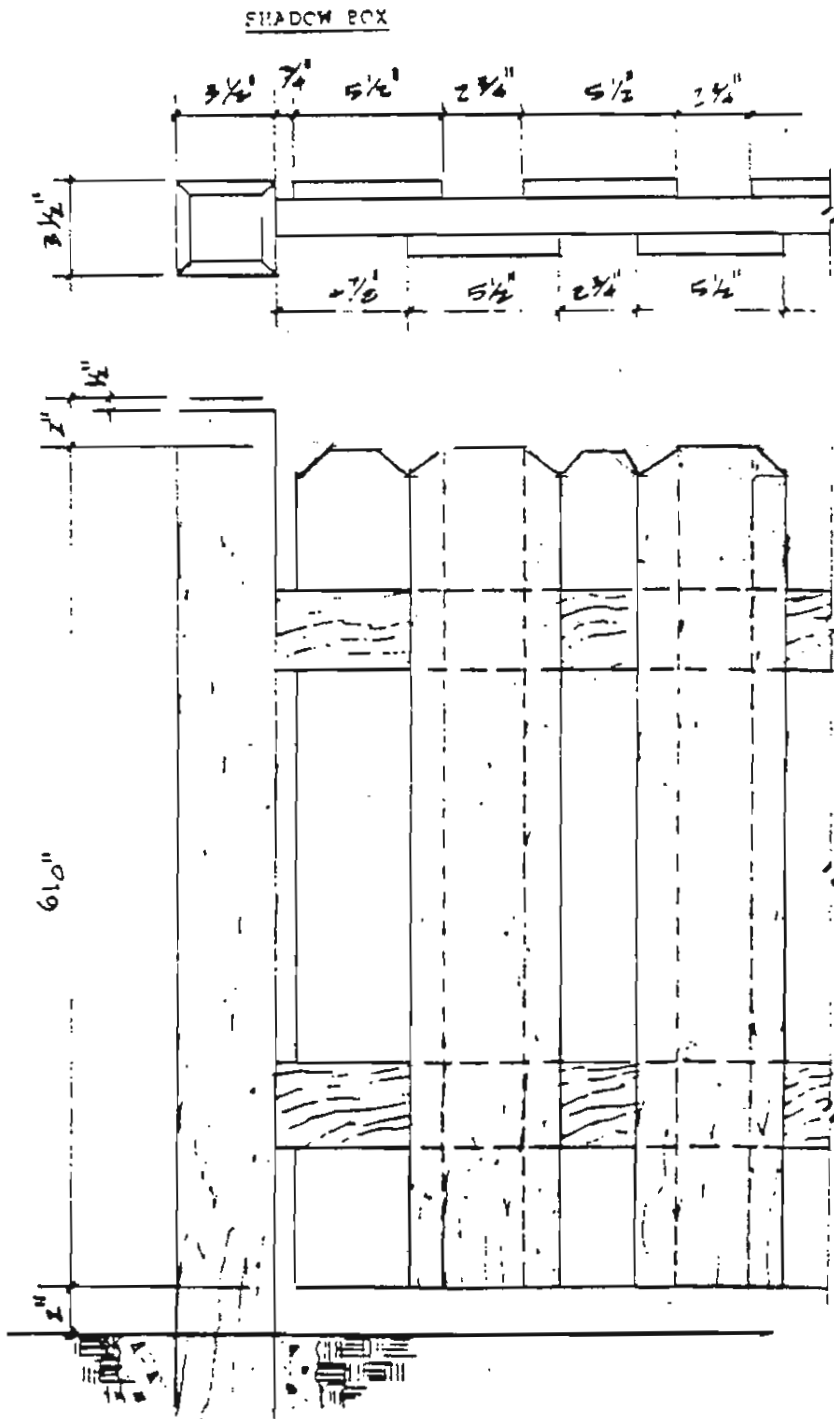
In addition to submitting an "Application for Approval of Alteration" it is strongly suggestion that you also talk to the managing agent or to a member of the Board before undertaking any structural alteration in order to avoid expensive mistakes and to fully understand the proper procedures.

Fences

At their meeting on June 15, 1993, the Board approved a motion that "The repair, maintenance or replacement of privacy fences between units will be the full responsibility of the Association. This excludes fencing added by individual owners." Any owner desiring to completely fence in his/her back patio area must submit an "Application for Approval of Alteration" to the Board prior to hiring a contractor, obtaining a permit, or beginning work. All fences must match the existing privacy fences and meet the following specifications:

1. **Material.** All fences shall be constructed of Western Red Cedar.
2. **Color.** All fences shall be left natural color.
3. **Height.** All fences shall match height of adjacent privacy fences and follow the contour of the property. Note that the height of privacy fences on the property varies.
4. **Gate.** All fences shall have one forty-two (42) inch gate.
5. **Design.** All fences shall be dog-eared topped, shadow box design to match existing privacy fence style. Posts must be a minimum of five feet apart. See illustration.
6. **Courtesy.** Property owners on either side of the lot being fenced in should be notified of the intention to install a fence before plans are submitted to the Board.
7. **Maintenance.** With the exception of privacy fences separating lots, the repair and maintenance of any other fence on a lot is the responsibility of the homeowner.
8. **Removal.** If an owner either elects or is required to remove a fence, excluding privacy fences separating lots, the property, including lawns, patio, and privacy fence(s) must be returned to its original condition.

Fence Style

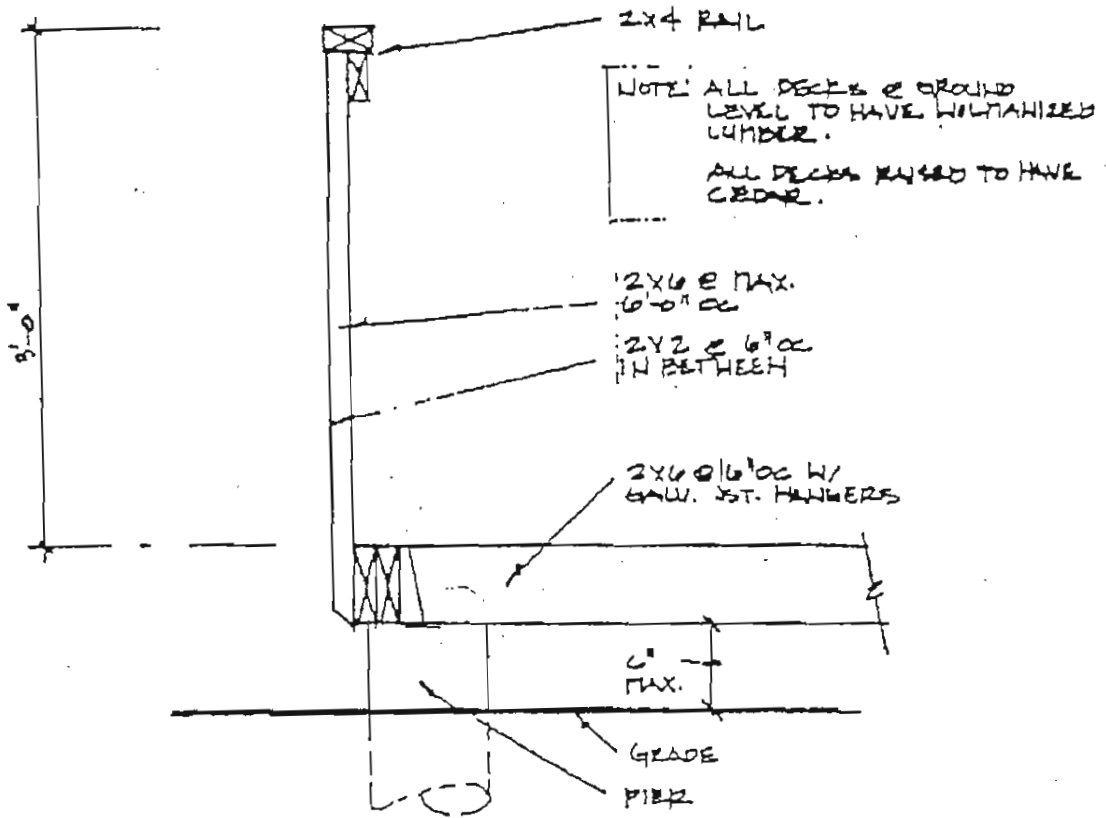


Decks

Any Owner desiring to build a deck over his/her patio area must submit an "Application for Approval of Alteration" to the Board prior to hiring a contractor, obtaining a permit, or beginning work. All decks must meet the following specifications:

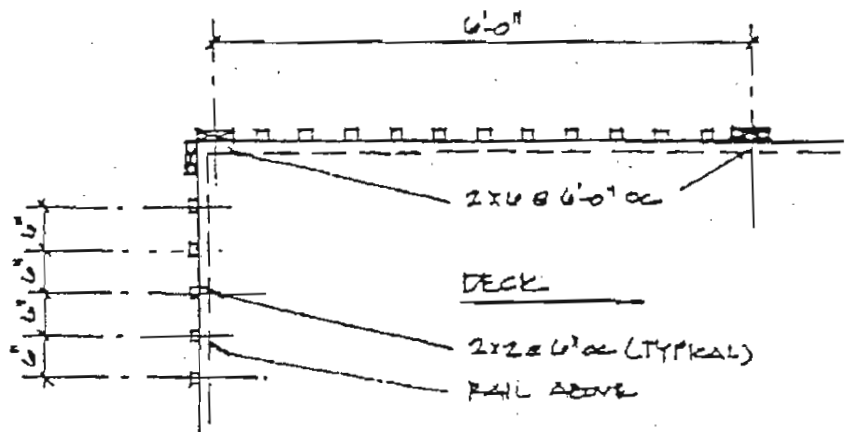
1. **Preparing Surface.** The patio surface must be prepared in advance of construction. Before beginning work, contact the managing agent for detailed instructions.
2. **Material.** Decks shall be constructed of pressure treated preserved lumber or cedar.
3. **Color.** Decks shall be clear stained to allow the natural wood to show through.
4. **Dimensions.** Decks shall not extend in length beyond the existing cement patio and in width beyond sixteen (16) feet.
5. **Location.** The back of the deck must be flush with the rear exterior wall of the residence, but shall not be attached to the exterior wall.
6. **Railings.** Decks may or may not be built with railings. All railings shall conform to the same material and color requirements as decks.
7. **Trim.** The entire perimeter area between the deck and the ground must be completely sealed to prevent small animals from nesting.
8. **Design.** All decks and railings shall be of the same style. See illustration.
9. **Maintenance.** The repair and maintenance of a deck is the responsibility of the owner.
10. **Removal.** If an owner either elects or is required to remove a deck, the lot, including patio, must be returned to its original condition.

Deck Style



ELEVATION SECTION

1/2" = 1'-0"



PLAN

PARTIAL

1/2" = 1'-0"