

*Lake Barrington Community  
Homeowners Association*

*Policies & Procedures  
and  
Rules & Regulations  
Handbook*

2007



Lake Barrington Community  
Homeowners Association

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**LAKE BARRINGTON COMMUNITY  
HOMEOWNERS ASSOCIATION  
POLICIES & PROCEDURES  
and  
RULES & REGULATIONS HANDBOOK**

**WELCOME TO LAKE BARRINGTON SHORES**

**GENERAL INFORMATION**

**Condominium Living**

Condominium Living is different—it means living independently while sharing the Common Elements within the community with your neighbors. Some people moving into condominium communities often are not aware of this difference and find the adjustment difficult until they come to realize that their old habits of “lord and master” ownership have to be replaced by what might be termed “together we enjoy” ownership.

To define this relationship, **RULES AND REGULATIONS** have been adopted by the Lake Barrington Community Homeowners Association (LBCHA) and the individual Condominium Associations in compliance with the Illinois Condominium Property Act. **It is the responsibility of every Unit Owner and Resident in Lake Barrington Shores (LBS Community) to read and become familiar with these RULES AND REGULATIONS and to adhere to them. They are designed for the benefit of all Residents to the end that all Residents may enjoy communal living.**

**LBCHA**

***Description***

LBCHA is a common interest community in which portions of the property are commonly owned and other portions are individually owned. The Community is located in the Village of Lake Barrington, Cuba Township, Lake County and is divided into two election precincts. The Barrington Post Office requests that all residents use Lake Barrington as their mailing address. The Community is divided into thirteen Condominium Associations and one Homeowners Association (LBCHA). It consists of 1,317 units with approximately 2,700 residents of all ages.

This gated community consists of 510 acres. Within the community is a 96-acre, mile long lake with marina, beach with picnic area, a 36-acre forest preserve and a privately-owned golf club. The community also has a recreation center with indoor, outdoor and kiddies' swimming pool.

In addition, the Recreation Center provides a sauna, whirlpool, fitness center and a spacious ballroom, fireplace, lounge, card room, billiards room, library, meeting rooms, game rooms and management offices. Outdoor recreation includes 10 tennis courts, 2 platform tennis courts, softball field, basketball, bocce ball and volleyball courts, fishing, sailing, kayaking, canoeing, reservation of a pontoon boat, walking path and plots for gardening. LBCHA maintains its own roads, wells for water supply, an iron removal plant and a sewage treatment plant. LBCHA is an all-electric community.

### ***Lake Barrington Community Homeowners Association — Organization***

The LBCHA mission is to create a community for residents which offers scenic surroundings, abundant sports, social, educational and recreational opportunities with few maintenance demands. The Association has always emphasized that outstanding owners are a key ingredient for success. Through the efforts of all owners, their families and the management staff, LBCHA has become a leader in condominium communities. In fact, the Community received the Illinois Chapter of the Community Associations Institute's (CAI) Community Association of the Year award on several occasions, and is also the recipient of CAI's National Community Association of the Year award.

The success of LBCHA is due to the owners' and their family members' willingness to live and participate in a common interest community. This willingness is exhibited through cooperation and outreach of its volunteers and staff who administer and maintain a physical and social environment for the enjoyment of all. To ensure continued success and growth, it is important that residents, who appreciate this style of community living, understand the LBCHA way of life and live in accordance with the LBCHA rules and regulations.

The Board of Directors of LBCHA meets monthly and holds its Annual Meeting for the LBCHA at the Recreation Center on the first Tuesday of June. Homeowners are encouraged to attend these meetings and to participate themselves on condominium boards and commissions. Regular meeting dates are posted in the Recreation Center, as well as on the LBCHA TV Channel.

### ***Master Board***

The Master Board of LBCHA is comprised of the Presidents of the 13 individual Condominium Associations, giving all homeowners representation. Board members may serve as long as they are Unit Owners of their Condominium Association. The Master Board has the responsibility for activities designated in the Illinois Condominium Property Act, the

Articles of Incorporation and Bylaws of the Condominium and those activities delegated to it by the individual Condominium Associations. The Master Board has jurisdiction over recreational facilities, community buildings, streets, property not within any individual condominium association, landscape maintenance, utilities (sewer, water and cable television) and management.

The Master Board carries out its responsibilities through the LBCCHA Management Office, retained community management company and volunteer Commissions as shown on the organization chart (page 14). Unit Owners may volunteer to serve on Commission and Condominium Boards. The Master Board also has authority to establish advisory Commissions and Committees.

Board meetings are open to all Unit Owners.

### ***Identification Cards***

Numbered identification cards are issued at the Management Office to residents 16 years of age and older. These cards are used for identification when using the recreational facilities and gate access. Cards are to be used only by the individuals to whom they were issued. If the card is used by individuals other than the one to whom it was issued, it will be confiscated. Cards are to be returned to the Management Office and removed from the system when residents move from the LBS Community. Lost, stolen or confiscated cards can be replaced or retrieved for a \$25.00 fee. Unit Owners are responsible for their visitors and their actions. A Special ID Card may be issued to caregivers and baby sitters by the Management Office at the recommendation of the individual condominium associations.

### ***Public Safety***

Public Safety Officers at the Main Gate on Barrington Road (Illinois Highway 59) monitor access to the community 24 hours a day. The laws and ordinances of the Village of Lake Barrington, Lake County, the State of Illinois and the U.S. Government are fully applicable within the confines of the LBS Community. Police protection is provided by the Lake County Sheriff's Department. Although residents of the LBS Community may call the Public Safety Officer on duty if a crime has been committed, it is strongly recommended that the resident should first call **911** directly, then call the Public Safety Officer on duty. For medical emergencies and fires, call **911** first before calling the Public Safety Officer.

The principal duty of the Public Safety Officers is to control access to the LBS Community. They admit residents and LBS Golf Club members after seeing their transponders or windshield sticker. At designated times there is also a roving patrol, which is in radio contact with the Public Safety

Officer at the Main Gate. They assist lifeguards, Management Office employees and residents in the case of an emergency or when individuals display unacceptable behavior.

Officers are uniformed, but do not carry firearms. Public Safety Officers issue citations for speeding and parking violations. Radar is used to ascertain speed. Public Safety Officers can report offenders to the Lake County Sheriff. Nevertheless, it is still incumbent upon all residents to take personal responsibility for their own security, as well as their family, guests and property. House doors, garage doors and vehicles should be kept locked and windows latched along with all other normal precautions one would take in living in any residential area. Any complaints concerning the performance of the Public Safety Officers should be directed to the Management Office in writing.

### ***Vehicle Access to LBCHA***

Vehicles with valid transponders may gain access to LBS at the Main Gate by approaching the gate via the resident lane. All other vehicles must use the guest lane. A valid transponder will also allow entry at the Miller, Oak Hill and Kelsey gates. All other entries are to be at the Main Gate.

### ***Non-Resident Access***

Residents who wish to have a member of their family admitted to LBS regularly may do so by registering the name of the family member(s) at the Management Office using the [green book form](#). These names are entered into the computer system connecting the Management Office and the Main Gate. These names must be renewed annually.

Special permission for service personnel and regular vendors to enter the premises on the same basis as immediate family members must be obtained from the Management Office using the [blue book form](#). These names must be renewed annually. All other visitors will be admitted only by specific authorization of a resident by phone notification in advance to the Public Safety Officer at the Main Gate (847/381-6515). The resident must give his/her name, ID number and the name of the guest(s) or the name of the vendor's company. When necessary, as a courtesy, Public Safety officers may phone the resident for permission for unanticipated visitors to enter.

### ***Visitor Pass***

All visitors and residents whose vehicles do not have a transponder must enter through the guest lane at the Main Gate. The Public Safety Officer on duty will provide a Visitor's Pass for each vehicle. The Visitor's Pass must be displayed on the dashboard of the vehicle throughout its stay on the premises. Any vehicle without a transponder or a Visitor's Pass may be ticketed.

## ***Rules and Regulations***

Rules and regulations are set forth to ensure maximum enjoyment of the Unit Owners' home and surroundings. Cooperation by all is requested.

## ***Effect on Unit Owners***

All rules, restrictions and covenants contained in the Condominium Association instruments are incorporated as part of these Rules and Regulations and are subject to the enforcement, policies and procedures set forth in these Rules. To the extent that the provisions of applicable law, the Condominium instruments and/or the Rules and Regulations are in conflict, the provision of the applicable law shall first control, followed by the provisions of the LBCCHA and/or Condominium Association instruments and then the Rules and Regulations. The Rules and Regulations shall govern the conduct of all residents and any person in the LBS Community at the invitation or permission of any Unit Owner. A Unit Owner shall be responsible for the conduct of all persons living in the unit; this includes any guests, tenants, tenant's family living in the unit, tenant's guests and anyone occupying the unit, and including pets of any of the foregoing persons.

These Rules and Regulations are binding on all Unit Owners, residents, their families and guests under Article X of the By-Laws of LBCCHA, the applicable provisions of the Declaration of Condominium Ownership and the By-Laws of each Condominium Association and Sections 18 (n) and 18.4(h) of the Illinois Condominium Property Act, as amended from time to time. Exceptions to the Rules and Regulations may be made only in writing, signed by the Master Board or the appropriate individual Condominium Board or its duly authorized agents following a written request by a Unit Owner.

## ***Amendments or Alterations***

The Master Board or the individual Condominium Boards may amend or alter the Rules and Regulations under their jurisdiction from time to time. Unit Owners wishing to change or add a specific rule or regulation should make their request, in writing, to a member of their respective Condominium Board for consideration. That Board may forward the request with its comments to the Rules and Regulations Commission, which will consider it and make a recommendation to the Master Board. If accepted by the responsible board, it must be published for a period of 30 days and then enacted by a majority vote of the responsible board. This time allows homeowners a sufficient opportunity to review the proposal prior to its adoption.

## ***Condominium Association Boards***

Each Condominium Board is elected by the members of the Condominium Association to govern pursuant to the Illinois Condominium Property Act, Declaration of Condominium Ownership and the By-laws of the Condominium Association. The Condominium Board has jurisdiction over the buildings and limited common elements within its particular Association.

Each Condominium Association is managed by 5 to 7 volunteer condominium Unit Owners elected for a one- or two-year term to oversee, and proactively maintain the common elements, assist the Unit Owners as necessary, prepare and administer budgets for the fiscal year, enact and administer rules and regulations specific to Condominium needs and in accord with legal entities described above. The 5- to 7-person Board elects the officers consisting of President, Secretary, Treasurer and two or more Vice-Presidents.

## ***Commissions***

Commissions are formed and chartered by the Master Board to serve as advisory bodies in regard to special functions designated by their names. Each Condominium Board may select two of its Unit Owners to represent its Condominium on each Commission. Each Condominium, however, has only one vote. Each Commission elects a Chairperson annually.

Unless specified otherwise in its charter, each Commission has the responsibility to:

1. Review and make recommendations to the Master Board on chartered duties or special requests from the Master Board and Condominium Boards.
2. Develop policies and procedures for these chartered responsibilities.
3. When appropriate, coordinate with all required Committees and Management.
4. Obtain professional consultation as required.
5. Prepare an annual budget including operational and capital reserve requirements.
6. Review and recommend monthly expenditures.
7. Conduct scheduled reviews of program responsibilities.
8. Maintain minutes of all meetings, consultant records, program audits.
9. Distribute policies and procedures through LBCHA publications and audio-visual means.

## **Architectural Commission**

The Architectural Commission makes recommendations to the Master Board and individual Condominium Boards on standards for alterations

and/or additions to building exteriors, common areas and limited common (exclusive use) areas. The Commission also reviews Unit Owner applications for Architectural Review and/or requests for variances from established standards and makes its recommendations to the appropriate Condominium Board.

### Finance Commission

The Finance Commission has the responsibility of preparing the Annual Operating Budget and maintaining a Capital Reserve Plan. The Commission recommends the annual LBCHA assessment to the Master Board. It reviews the monthly financial statements and makes recommendations for implementation of expenditures to LBCHA. The Commission reviews all requests for items not budgeted in the approved budget. The Commission is responsible for the recommendation, selection and evaluation of a CPA firm, to conduct an Annual Certified Audit for LBCHA and the 13 Condominium Associations.

### Insurance Commission

The Insurance Commission reviews and makes recommendations to the LBCHA Master Board and the Condominium Boards relating to insurance coverage for the various entities making up the LBS Community. In conjunction with the LBS Community Management, the Commission prepares an annual insurance premium estimate for adequate and appropriate insurance coverage for LBCHA and each of the Condominium Associations.

### Lake and Ponds Commission

The Lake and Ponds Commission develops, implements, administers and evaluates programs which maintain the lake and seven ponds in optimal condition, subject to approval by the Master Board, including water quality and levels, chemical application and harvesting for weed control, water maintenance, fish maintenance and shoreline erosion control. The Commission also monitors the wildlife population. The Public Works Director is an ex-officio member of the Commission.

### Landscape Commission

The Landscape Commission, under the aegis of the Master Board and individual Condominium Boards, is responsible for developing, recommending and administering approved programs which preserve and, where appropriate, enhance the landscape environment of LBCHA. In developing such programs, the Commission considers all relevant factors, including, but not limited to, the aesthetic and functional purpose of plant materials, their effect on the well-being of other plant materials, on-going

maintenance costs, and public safety. This encompasses all trees, plant growth, flowers and grass in all common areas including the Forest Preserve, lake buffer strip and natural habitat areas. The Commission representatives advise their Condominium Boards of all Unit Owner requests for variances involving removal, additions or location changes of plant materials and/or trees.

### Public Affairs Commission

This non-partisan Commission researches issues relating to political campaigns/elections and keeps the Master Board and the LBS Community informed about these and individual candidates' positions. The Commission enables the Community to be informed (through media, personal experience, etc.) of activities outside Lake Barrington Shores that do (or may) affect Residents. It also develops positions on issues through study and research and presents these to the Master Board. Periodically, it hosts speakers on topics of general interest. This Commission handles the "New Resident" welcome program. Certain non-partisan events, such as Fire Department and Police Department presentations, may be presented by Public Affairs at their discretion. The Commission prepares and publishes an annual telephone directory.

### Public Works Commission

The Commission is responsible for the preparation of an Annual Budget for the maintenance and upgrading of the water and sewer system, streets and roads, entrance and exit gates, street lights, service buildings, the maintenance and repair of the basic structure and exteriors of the Recreation Center and the marina buildings and snow plowing. The Commission also assists individual Condominium Associations in maintaining items such as driveways, sidewalks, and lights, as requested.

The Commission recommends the engagement of a consulting engineer for Lake Barrington Shores. It meets with consultants and evaluates the operation and maintenance of the Public Works Department and makes its recommendations to the Master Board.

### Rules and Regulations Commission

The Rules and Regulations Commission develops, reviews, evaluates and recommends the rules and regulations for the Community. The Commission, with approval of the Master Board, establishes operational guidelines applicable to all Condominium Associations and all Unit Owners. It recommends other guidelines that may be applicable to any Condominium Association and applicable to the Unit Owners of that Condominium Association.

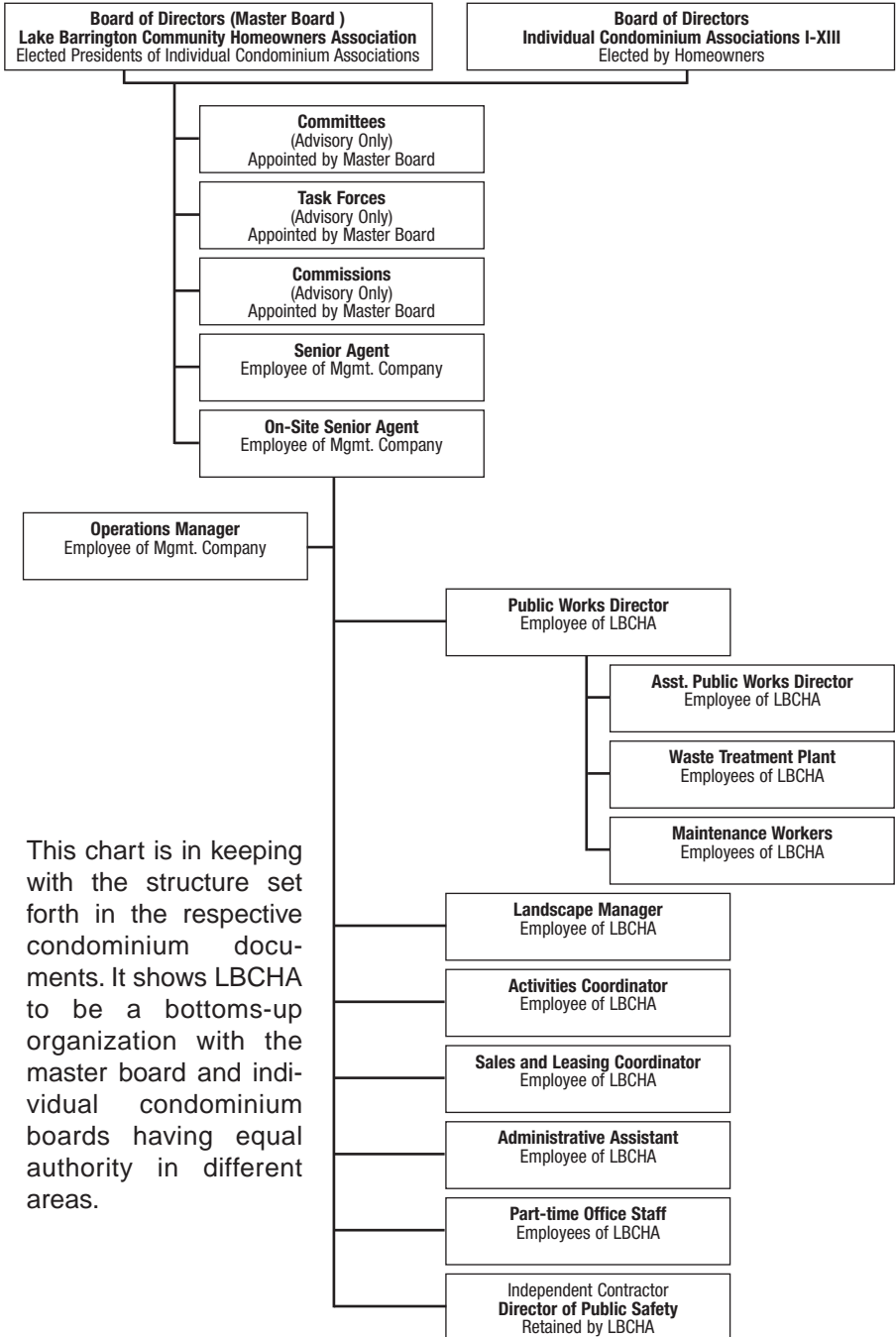
This Commission maintains policies and procedures relating to Public

Safety, including access control, transponders, traffic and parking enforcement. Public Safety maintains close liaison and cooperation with the Lake County Sheriff's Department and related public agencies required for community well being. The Commission recommends a public safety firm to the Master Board, including the materials needed to operate Public Safety. The Commission evaluates Public Safety's effectiveness on a continual basis.

### Social and Sports Commission

The Commission is responsible for all Social and Sports activities. Additional responsibilities include the maintenance and upkeep of all recreation areas including Marina, Warming House and the interior of the Recreation Center. The Commission, through the Activities Coordinator, organizes and schedules social functions, activities and sporting events.

# LBCHA Organizational Chart



This chart is in keeping with the structure set forth in the respective condominium documents. It shows LBCHA to be a bottoms-up organization with the master board and individual condominium boards having equal authority in different areas.

# LBCHA RULES AND REGULATIONS

## I. INTRODUCTION

### A. Descriptions of Sections of Handbook

1. **Introduction** – This section explains the sections of this handbook and provides definitions of terms used.
2. **Policies and Procedures Regarding Enforcement of Lake Barrington Community Homeowners Association and Condominium Associations Rules and Regulations** – This section describes policies and procedures which are binding on all Unit Owners, Residents, their families and guests.
3. **Rules and Regulations of the Lake Barrington Community Homeowners Association** – This section sets forth the Homeowners Association's jurisdiction and responsibilities.
4. **Rules and Regulations of the Condominium Associations** – This section sets forth the Condominium Associations' jurisdiction and responsibilities.

### B. Definition of Terms

1. **Act** – The Condominium Property Act of the State of Illinois, as amended.
2. **Property** – All the land, property and space comprising the Parcel and all improvements and structures erected, constructed or contained therein or thereon, including the buildings and all easements, rights and appurtenances belonging thereto and all fixtures, equipment and facilities intended for the mutual use, benefit or enjoyment of the Unit Owners, subject to the provisions of the Act.
3. **Planned Unit Development Site (PUD)** – A tract of real estate to be developed as Lake Barrington Shores as described in the Articles of Incorporation.
4. **Lake Barrington Community Homeowners Association (LBCHA)** – The not-for-profit organization established in the Articles of Incorporation to administer and operate the Common Property through its Board of Directors (Master Board).
5. **Condominium Association** – One of 13 Condominium Corpor-

ations, administered by a Board of Directors, which make up the Lake Barrington Community Homeowners Association.

6. **LBCHA and Condominium Association Instruments**

- a. **By-Laws** – Provisions adopted by an organization to govern and regulate its affairs.
    - 1) Lake Barrington Community Homeowners Association
    - 2) Condominium Association Declaration of Condominium Ownership – The instrument by which the Property within a Condominium Association is submitted to the provisions of the Act, as amended.
  - b. **Unit** – A part of an individual condominium, including one or more rooms and occupying one or more floors or a part or parts thereof, designed and intended for independent use and having lawful access to a public way.
  - c. **Person** – A natural individual, corporation, partnership, trust or other entity capable of holding title of real property.
7. **Unit Owner** – The person or persons whose estates or interests, individually or collectively, aggregate fee simple absolute ownership of a unit.
8. **Lake Barrington Community Homeowners Association** – (LBCHA) – One vote per unit.
9. **Condominium Association** – Each unit has a vote equal to the unit's respective percentage of ownership interest in the common elements of the respective Condominium Association.
10. **Resident** – An individual, who may or may not be a Unit Owner, that resides in a unit in the LBS Community.
11. **Charter Group** – A group must have as its purpose to increase or promote the social, recreational or educational opportunities available to all LBS Unit Owners or Residents as well as meeting other requirements as determined by LBCHA. At least 75% of the members or participants must be current LBS Unit Owners or Residents.
12. **Common Property** – All portions of the Property within the LBS Community not within a Condominium Association.
13. **Common Elements** – All portions of the Property within the

Condominium Association except the units.

14. **Limited or Exclusive Use Common Element** – Applies to detached garages, sidewalks, decks, patios, balconies and areas enclosed by a fence (courtyard) for the exclusive use of the Unit Owner.
15. **Common Expense or Assessment** – Any amount which the Master Board and/or Condominium Board may assess or levy against a Unit Owner, either individually or collectively, including regular monthly assessments, special assessments, and charges or expenses or other assessments which are levied pursuant to the LBCHA or Condominium Association Instruments.
16. **Community Management** – The person or entity which has been employed or engaged by LBCHA to manage the day-to-day administration of the Community in the manner directed by the Master Board and individual Condominium Boards.
17. **Landscaping** – Landscaping maintenance will be provided for all Common Property and Common Elements except courtyards and garden areas created through the variance process. This encompasses all trees, plant growth, flowers and grass in all common areas including the Forest Preserve, lake buffer strip and natural habitat areas.

## **II. POLICIES AND PROCEDURES REGARDING ENFORCEMENT OF LAKE BARRINGTON COMMUNITY HOMEOWNERS ASSOCIATION AND CONDOMINIUM ASSOCIATION RULES AND REGULATIONS**

While we encourage neighbors to attempt to resolve their differences amicably between themselves, if a Unit Owner and/or Resident wishes to file a complaint concerning a violation of these Rules and Regulations, the following procedures are to be followed. Note that any person filing a complaint must be willing to be identified as the complainant and to cooperate with their Condominium Board in processing the complaint.

### **A. Complaints**

Any complaint which alleges a violation of the LBCHA or Condominium Association Instruments and/or Rules shall be made in writing and sent to the Management Office: 64 Old Barn Road, Lake Barrington, IL 60010, and shall contain substantially the same information as that set forth in the Witness Statement. At a minimum, the complaint shall set forth:

1. The name, address and phone number of the complaining witness.
2. The Unit Owner's and/or Resident's name, unit number or address of the unit where the subject of the complaint resides.
3. The specific details or description of the violation, including the date, time and location where the violation occurred.
4. A statement by the complaining witness that he or she will cooperate in the enforcement procedures and will provide testimony at any proceedings or hearings which may be necessary.
5. The signature of the complaining witness and the date on which the complaint is made.

#### B. Notification

When a complaint is made pursuant to the above, the Unit Owner shall be notified of the alleged violation by the Condominium Association or its duly authorized agents. If the complaint is based on conduct of the Unit Owner's tenant, the tenant shall also be notified of the alleged violation. The notification shall be in a manner prescribed by the Condominium Board.

#### C. Hearings

If any Unit Owner and/or Resident charged with a violation either believes that no violation has occurred or that he/she has been wrongfully or unjustly charged hereunder, the Unit Owner and/or Resident must proceed as follows:

1. Within twenty-one days after the Notice of Violation has been served on the Unit Owner and/or Resident pursuant to the provisions herein, the Unit Owner and/or Resident must submit, in writing, a request for a hearing concerning the violation. A hearing may be requested by completing the Request for a Hearing form.
2. If a request for a hearing is timely filed, a hearing on the complaint shall be held before the applicable Condominium Board or LBCHA, meeting as a Panel of Inquiry at the next regularly scheduled board meeting.

The Panel of Inquiry shall not include any persons presenting evidence in the hearing. A Unit Owner and/or Resident may request an expedited hearing.

3. At any such hearing, the applicable Condominium Board, meeting as a Panel of Inquiry, shall hear and consider arguments, evidence or statements regarding the alleged violation, first from any person or persons having direct knowledge of the alleged violation and then from the alleged violator and any witnesses on his/her behalf. Following a hearing and due consideration, the Panel of Inquiry shall issue its determination regarding the alleged violation. The decision of the Panel of Inquiry shall be final and binding on the Unit Owner and/or Resident and the Association. The Association's and Unit Owner's and/or Resident's attorneys may be present and participate in the hearing. The hearing need not be conducted in conformity with judicial rules of procedure or evidence. A record shall be kept which identifies all persons participating in the hearing. Upon request of the Unit Owner and/or Resident, one continuance will be granted for a period of not longer than 7 days for good cause shown. The Panel of Inquiry may also reschedule the hearing to accommodate the scheduling needs of its members.
4. Payment of any assessments, charges, costs or expenses made pursuant to the provisions contained herein shall not become due and owed until the Panel of Inquiry has completed its determination, but under appropriate circumstances can include retroactive provisions. Notification of the Panel of Inquiry's determination shall be made in writing.

#### D. No Hearing Requested

If no request for a hearing is filed within twenty-one days, a hearing will be considered waived, the allegations in the Notice of Violation shall be deemed admitted by default, and appropriate sanctions shall be imposed. The Unit Owner and/or Resident shall be notified by the LBCHA or Condominium Association of any such determination using the same form and in the same manner as if a hearing had actually been conducted by a Panel of Inquiry.

#### E. Actions to be Taken

If a Unit Owner and/or Resident is found to have violated personally or is otherwise liable for a violation of any of the provisions of the LBCHA or Condominium Association Instruments and/or Rules and Regulations, the following shall occur:

1. If found to be guilty of a first violation of a given provision of the LBCHA or Condominium Association Instruments and/or

Rules and Regulations, the Unit Owner and/or Resident shall be notified of the finding by LBCHA or the Condominium Association or its duly authorized agents that a first violation has occurred. The first violation, at the discretion of the Board, may be considered a warning that, if any further violations occur, a fine for the violation will be imposed. In the alternative, the Board may elect to assess a fine after considering factors such as the length of time the regulation has been in effect, the length of time the violator has owned a unit or resided on the Property, whether the violation was committed by the Unit Owner and/or Resident, and if not, the extent of control the Unit Owner and/or Resident had or should have had over the violator's conduct, the severity of the violation and other appropriate factors. In addition, any legal expenses incurred by LBCHA or the Condominium Association may be imposed.

2. If found to be guilty of a second or continuing violation of the same provision of the LBCHA or Condominium Association Instruments and/or Rules and Regulations, the Unit Owner and/or Resident shall be notified of the finding by the LBCHA or the Condominium Association or its duly authorized agents. The Unit Owner, at the discretion of Condominium Board, may be assessed a fine.
3. Where a fine is imposed, unless expressly provided in another Section of these Rules and Regulations, it shall be in an amount TO BE DETERMINED for single incidents of violation.
4. If found to be guilty of any violation, including a first violation, the notice of determination may also require the Unit Owner and/or Resident to pay for any damage or any unauthorized condition on the Property for which the Unit Owner and/or Resident has been found responsible, to pay the costs of any repairs which have previously been made or will be made by LBCHA or the Condominium Association, or to pay any legal expenses and costs incurred by said Associations as a result of the violation or its enforcement. Any damage to the Common Property or Common Elements which has been repaired by the Unit Owner and/or Resident must be inspected by the Board's representative to verify that the repair has been properly done. The cost of such inspection and any necessary repairs shall be assessed to the Unit Owner and/or Resident including their share of the Common Expenses.

## F. Collection of Charges

Any Unit Owner and/or Resident assessed hereunder shall pay any charges imposed within thirty days of notification that such charges are due. Failure to make the payment on time shall subject the Unit Owner and/or Resident to fines and all of the legal or equitable remedies necessary for the collection thereof. All charges imposed hereunder shall be added to the Unit Owner's and/or Resident's account and shall be collectible as a Common Expense in the same manner as any regular or special assessment against the Unit.

## G. Delivery of Notices

Time is of the essence for this policy. Notices are deemed served either

1. At the time of delivery if a personal delivery; or
2. On the second business day after deposit in the United States Mail, provided that the notice has been sent both by regular first class and by certified mail—return receipt requested, postage prepaid, to the Unit Owner and/or Resident at the unit address (or to such other address if applicable) and further provided that either the return receipt has been signed and returned or that the notice sent by regular mail has not been returned to the LBCHA or Condominium Association undelivered. For units held in trust, the notices may be sent either to the address of the trustee or to such address as has been provided to the LBCHA or Condominium Association by the trustee or the beneficial owner of the trust.

## H. Other Actions

The remedies hereunder are not exclusive, and the Board may take any action provided at law, in equity, or in the LBCHA or Condominium Association Instruments to prevent or eliminate violations thereof or of these Rules and Regulations.

# **III. RULES AND REGULATIONS OF LAKE BARRINGTON COMMUNITY HOMEOWNERS ASSOCIATION (LBCHA)**

## A. Recreation Areas

### 1. Recreation Center

The Recreation Center is a multi-purpose building housing diverse recreational activities as well as the Management

Office. Its hours of operation are posted at the Recreation Center. For recreational activities, weekend is defined as meaning Saturday and Sunday only. Children under the age of 16 must be accompanied by an adult at all times.

Disorderly conduct in any recreational area will not be tolerated. Individuals reported for such behavior and not removing themselves in an orderly manner will be reported to the Lake County Sheriff's Department for appropriate action.

The facilities for recreational activities are available for use by Unit Owners and Residents, as outlined below. Fee schedules are available at the Management Office.

If a party extends beyond the normal Recreation Center hours, an additional charge will be made.

Parties cannot be extended after hours without advance notice at time of reservation. The current "after hours charge" is for an additional 1 to 4 hours after posted closing time.

If alcohol is to be served, check with Management Office for insurance requirements.

Note: Wherever the term "party" is used, it refers to either a party or an event.

## 2. Unit Owner Private Party

A Unit Owner Private Party is defined as being for the Unit Owner's family and friends. The Unit Owner must make the arrangements for the private party and be in attendance with the guests throughout the party. The Upper Level Lounge and Ballroom are available for private parties for a fee.

## 3. Charter Group Party

A Charter Group Party is defined as being for members and guests of a Charter Group. Groups granted a charter by LBCHA are afforded the use of LBCHA facilities and access to the LBCHA media outlets. A Unit Owner must make the arrangements for the party and be in attendance with the guests throughout the party. The Charter Group does not have to pay a rental fee for the use of the Upper Level Lounge or the Ballroom; however, it will be billed for damages or undue cleanup costs.

## 4. Sponsored Party

A sponsored party is when a Unit Owner sponsors an outside

group and makes all the arrangements for a party for that group. The Unit Owner must be present at all times during the party. Certain fees are charged for the use of the Upper Level Lounge and/or the Ballroom.

5. Scheduling of Parties

All parties, regardless of the type, must be scheduled through the Management Office. Reservations for private and chartered group parties can be made no more than 12 months in advance. Reservations for sponsored parties can be made no more than 6 months in advance. For all types of parties, a deposit is required (see Management Office for amount). This is in case there are any unplanned clean-up costs. If a party, regardless of type, is cancelled less than 60 days prior to the scheduled party date, \$50 of the deposit is not refundable—no exceptions.

6. Rental of Upper Level Lounge and Ballroom

**Rental schedules are maintained at the Management Office and are reviewed periodically. Fees are subject to change without notice.** Special arrangements can be made for use of the balcony, but it must be in conjunction with a reservation of the Upper Level Lounge and/or the Ballroom. When the entire upper level of the Recreation Center is used for a party, the lower level will be available for other Unit Owners and their guests to use.

7. Use of Lower Level of the Recreation Center (Conference Room, Library and Lounge):

- a. Cannot be reserved, rented or used for exclusive use by any Resident or group.
- b. Commissions or Boards may reserve these rooms for Board or Commission meetings or programs organized by the Activities Coordinator.
- c. The Activities Coordinator can bring in a firm or teacher for entertainment or informational classes for the community. Firms or teachers cannot solicit for business, but are allowed to leave their catalogs and brochures. Charges are allowable to cover costs.

8. Smoking

Smoking or the use of any tobacco products is prohibited inside the Recreation Center, swimming pool and on the bal-

cony. Smoking is permitted outside, between the Recreation Center building and the pool fence.

## 9. Swimming Pools

The following Rules and Regulations are for the protection and benefit of all to ensure safe and sanitary operation of the pool facilities. Parents are responsible for their children at all times. Children are defined as any person under the age of 16. Parents must instruct their children to observe all Rules and Regulations and to respect and obey instructions from lifeguards and supervisory employees. All regulations pertain to the indoor, outdoor and kiddies' pool except where noted.

- a. All Residents are required to leave their own personal Identification Card at the reception desk or with the lifeguard on duty and sign the register for himself/herself, for any accompanying minors and guests, prior to using pool facilities. Professional sitters, 16 years of age and older, are permitted to accompany no more than four children to the pools.
- b. In accordance with Illinois Department of Public Health, Statute Section No. 820.300, "Persons under the age of 16 must be accompanied by a parent, guardian or other responsible person who is at least 16 years of age."
- c. Lifeguards shall have authority to eject anyone from the pool for rules violations. Swimming, when no guard is on duty, shall be at the swimmer's risk.
- d. All swimmers are encouraged to take a soap shower before entering the pools and after the use of suntan oils and lotions before entering the pools. Anyone having an infectious disease, excessive sunburn, open sore, or bandage shall not enter the pools.
- e. All swimmers shall wear swim suits (no cutoffs or other apparel). Only proper swimwear is permitted. Street shoes shall not be worn in the pool areas. All children who are not toilet-trained shall wear tight-fitting swimming diapers, rubber or plastic pants (in accordance with the Illinois Department of Public Health). They must be accompanied by an adult.
- f. Running, horseplay, or throwing of any articles is not permitted in the pool areas. Toys, including balls, are

allowed in the pool between 2 and 3 p.m. every day. Flotation devices or tubes may be used in pools at any-time provided they do not obstruct the view of the life-guards. Children's personal safety flotation devices may be used with the supervision of an adult.

- g. Diving is not allowed in the indoor pool.
- h. Smoking and the use of tobacco products, food, gum, drinks including alcoholic beverages or any electrical appliances are not permitted in pool areas (outdoor pool—inside fence; indoor pool—inside room). Littering and glass containers are prohibited. Water in plastic bottles is permitted—users must remove container.
- i. Only battery-operated audio devices using earphones are permitted in the pool areas.
- j. Sunbathers must use towels to protect furniture from suntan oils and lotions.
- k. Lap lanes are for continuous swimming only.
- l. Bathing suits and bare feet are permitted only in the pool areas and locker rooms
- m. Residents are limited to four guests per unit that may accompany them to the pool at any one time. Residents must have their ID cards with them and stay with their guests the entire time and not just check in and leave. One time per calendar year, ten (10) individual use passes are available by request of an Owner/Resident.
- n. Pool parties for children:
  - 1) There is no charge for actual use of the pool. Pool parties are limited to 8 children, under the age of 16, and 2 adults. At least one of the adults must be in swimming attire. If no lifeguard is on duty, both adults must be in swimming attire. The Activities Coordinator must be notified one week prior to the actual party date.
  - 2) All children's pool parties require a deposit of \$100 at the time of reservation and the party will not exceed 2 hours in duration and only 1 pool party per day. A Resident may only have one pool party per year.
  - 3) The outdoor pool is reserved for adults only from the

time the Recreation Center opens until 9 a.m.

#### 10. Locker Rooms

A limited number of lockers are available for Residents and their guests. They are not to be locked except while using the facility. Users must supply their own locks. Personal belongings and locks left overnight shall be removed by the management and unclaimed items will be disposed of after six weeks.

#### 11. Saunas

Sauna baths are provided in the men's and women's locker rooms. Persons 16 years of age and older are permitted to use the saunas. It is not advisable to spend more than 10 minutes in the sauna at any one time. Showers are required before entering the pool after using the sauna. Instructions for the use of the sauna are posted by each door.

#### 12. Whirlpool

Individuals, 16 years of age and older, are permitted to use or be around the whirlpool. Instructions for the use of the whirlpool are posted nearby.

#### 13. Fitness Center

- a. Only persons 16 years of age or older are permitted in the fitness center.
- b. Residents must leave their ID cards at the reception desk and sign in upon entering the Lower Level of the Recreation Center prior to entering the fitness center. The Resident's signature constitutes agreement to the liability waiver contained on the sign-in sheet.
- c. The fitness center room equipment includes strength circuit, free weights and cardio equipment and all are available to the Residents. Athletic shoes must be worn. No open toed shoes are permitted in the exercise room.
- d. CAUTION! One should always check with one's doctor before using exercise equipment or before beginning an exercise program. The use of the fitness center equipment is at the user's own risk.

#### 14. Multi-Purpose Room

Pool and table tennis tables have been provided for the use

of Residents and their guests. Keys to the billiard equipment are available at the Management Office. Residents must leave their ID cards at the Management Office to obtain the keys. Please limit time of play to one hour if others are waiting. Please return all equipment to the locked cabinet or Management Office.

## 15. Guests

Guests must be accompanied by their host or hostess at all times.

## B. Outdoor Recreation Areas

### 1. Marina

All laws of the State of Illinois which pertain to boating and fishing will be enforced. Boats, except for rowboats, are available only for use when the Marina is open, weather permitting. All Residents must file a one time yearly waiver in the Management Office before using any boat, with the exception of the pontoon boat.

#### a. Boating Rules

- 1) Only Residents 16 years of age and older shall be permitted to use any boat without adult supervision.
- 2) Only boats owned by the LBCHA will be permitted on the lake. A valid LBS ID must be presented to the attendant every time a boat is checked out.
- 3) Lifeguards are periodically located at the beach and Marina. Each boater assumes responsibility for any accompanying minor or guest when using any boat. All guests must be accompanied by an adult Resident when using boats or when swimming.
- 4) Rowboats are available to Residents at dawn. Keys are available at the Main Gate from dawn until the Marina opens, and after that, from the Marina. All boats must be returned to the boat house by 7:45 p.m. or dusk, whichever is earlier.
- 5) As a courtesy to fellow Residents, row boats must be used within one hour of check-out and the key returned within one hour after use.
- 6) Boats shall not be landed or tied up other than at the Marina. Each person in the boat will be provided

with a U.S. Coast Guard approved life vest, as recommended to be worn at all times. Life vests must remain in full view. Users of boats are responsible for returning boats to the correct slip, tying the boat securely and locking it up. Return oars, keys and life jackets to the location where they were picked up.

- 7) Only electric motors shall be used.
  - 8) Alcoholic beverages are not permitted in any marine craft except on the pontoon boat.
  - 9) Intentional tipping, ramming or other misuse of boats is not permitted.
  - 10) The Lifeguards have the authority to enforce these and other such rules as may be established by the Master Board. When, in the judgment of the attendant, an individual or individuals may be a hazard to themselves or others due to unacceptable behavior, the attendant will refuse to allow such individuals to check out any boat or be a passenger on the pontoon boat.
  - 11) Swimming from boats is not permitted
  - 12) Safety rules require that only two (2) people will be allowed in a sailboat at one time.
  - 13) The pontoon boat is available to Residents and their accompanying guests. Residents may rent the pontoon boat for one hour at a time, with a maximum of two hours. No person or group may use the pontoon boat for more than two hours at a time. Hourly fees and schedules are available at the Management Office. Refunds will not be made for cancellations, unless the reservation is cancelled by the Management Office.
  - 14) Red Cross and Lake County Public Health rules apply.
- b. Beach Rules
- 1) Swimming in the lake is limited to the designated areas of the beach. Swim at your own risk when a lifeguard is not on duty.
  - 2) Children under 16 years of age are to be accompa-

nied by a Resident or babysitter 16 years of age or older.

- 3) Each swimmer assumes responsibility for himself/herself and for any accompanying minor.
- 4) Jumping or diving from the Marina building is not permitted.
- 5) Personal belongings cannot be stored at the Marina.
- 6) The Marina attendant has the authority to remove anyone from the beach and Marina for rule violations.
- 7) Pets are not allowed at the Marina, beach, Recreation Center or any of the other recreational areas.
- 8) Beach parties for groups of 10 or more require a reservation, with a maximum number of 25 people. Cancellations can be made up to 1 week prior to the date of the party. Only 1 beach party per day is allowed.

c. Fishing Rules

- 1) All laws of the State of Illinois pertain to anyone fishing in the LBS Community. Individuals, 16 years of age and older, need a State of Illinois fishing license. Anglers under 16 years of age, and persons declared legally disabled or blind, may fish without a license.
- 2) All largemouth bass and northern pike are to be released regardless of size. There are no creel or length limits on pan fish. The taking of pan fish is encouraged.
- 3) The use of minnows and/or leeches from anywhere as bait is not permitted.
- 4) Fishing gear is limited to two hand-held fishing rods at one time per person.
- 5) Ice fishing is not permitted anywhere.

2. Lake, Ponds and Natural Areas

- a. Swimming, fishing or boating is not permitted in any pond, except fishing is allowed in Hidden Lake.

- b. Ice skating is not permitted anywhere on the lake and ponds.
- c. Natural marsh areas can be dangerous and should be avoided.
- d. Residents are not to litter the lake, ponds and natural areas. Please pick up any litter.

### 3. Tennis Courts

Tennis courts are open daily dawn to dusk during the tennis season. In the absence of a court reservation system, please follow the procedures below:

- a. When others are waiting to play, limit playing time to one hour for both doubles and singles.
- b. All tennis players need to register (by leaving their ID card) at the Management Office before using any of the courts.
- c. Guests must be accompanied by their host or hostess (Unit Owner or Resident) at all times.
- d. Food and drinks, except for water, shall not be consumed on the courts.
- e. The tennis courts shall not be used for any activity other than tennis.
- f. Proper tennis attire is required.

### 4. Platform Tennis Courts

Only one of the two courts can be reserved at the Recreation Center, for a maximum of two hours, up to one week in advance. The second court is on a first come, first serve basis, and play time is not to exceed one hour when others are waiting. Reservations can be made and equipment can be checked out at the Management Office.

- a. Courts are for the use of Residents and their guests.
- b. All Platform Tennis players need to register (by leaving their ID cards) at the Management Office before using either court.
- c. Guests must be accompanied by their host or hostess (Unit Owner or Resident) at all times.

- d. Only official Platform Tennis equipment is permitted on the courts.
- e. Snow will be shoveled off courts by those using the courts.
- f. Use heaters to melt the remaining snow only after shoveling the snow and ice. Heaters are not to provide warmth.
- g. Only use lights intended for your court. Turn off lights when not in use.
- h. The warming hut can be used only in conjunction with tennis or paddle ball activities and cannot be reserved for exclusive use by any group.

5. Softball Field, Basketball, Bocce Ball and Volleyball Courts

These facilities are provided for the use of the Residents and their guests and are open from dawn to dusk. After using the facilities, the users must clean up all debris.

6. Outdoor Areas

- a. The outdoor recreation facilities are for Residents and their guests only. Guests must be accompanied by the Resident host. These facilities are not available for sponsored groups and cannot be reserved.
- b. Parties are limited in size and must be approved by the Management Office.
- c. Cooking at the beach is only permitted on grills provided at the Beach.
- d. Parking is permitted in designated areas. No overnight parking is permitted in outdoor recreational areas.
- e. Overnight camping is not permitted.
- f. No archery or golf practice, or any other activity considered to be dangerous or damaging to the facilities or grounds or surrounding units and their occupants will be permitted.

7. Forest Preserve

The following are prohibited: picking or transplanting flowers, campfires, motorized vehicles, camping, hunting or trapping of any animals, removal of rocks, wood or logs, building of

tree houses, play houses, caves or other construction.

#### 8. Nature Path

A nature path circles the lake and passes through the Forest Preserve. Motorized vehicles are prohibited except for any electrical vehicle used to assist the disabled. Bike riding and walking on this path is at the individual's risk. Bicyclists are asked to keep a moderate pace when pedestrians are present. Bicyclists should announce their presence to pedestrians when approaching and always pass on the left. Pedestrians have the right-of-way.

#### 9. Buffer Strip Rule

"Buffer strip" is defined as the area between the bike path and the lake. In areas without a bike path, 20 feet of ground from the shoreline will be restricted to buffer use except where a limited common area exists.

Based on the important function that the buffer strip serves in the maintenance of Lake Barrington, said strip will be managed and maintained by LBCHA through the Landscape Manager. The Landscape Manager will consult with the Landscape Commission, Lake and Ponds Commission, Conservators and Consultants. Only the Landscape Manager and the Landscape Commission can plant or remove any plant from the buffer strip. Only plantings from the approved list, "Native Plants for Naturalizing", will be permitted in the buffer, and flowers and grasses shall not exceed 4 feet in height.

No Unit Owner variances will be considered for the lake shoreline buffer areas.

#### 10. Naturalized Areas

Naturalized areas (which are defined as "Common Ground, without turf grass or designated landscape beds, from the bike path or the 20-foot lake shoreline buffers strip to the buildings") will be managed and maintained by LBCHA through the Landscape Manager, the Landscape Commission, and/or homeowners who have an approved variance.

Only plantings from the approved list, "Native Plants for Naturalizing", will be permitted in naturalized areas.

The use of fertilizer is not permitted in the naturalized areas.

## 11. Ponds

Certain ponds have direct water flow to the lake; therefore, only liquid fertilizer shall be used on turf grass, landscape beds, or naturalized areas within 50 feet of those ponds.

The pond buffer strips shall be defined as an area 10 feet from the shoreline.

## **IV. RULES AND REGULATIONS OF CONDOMINIUM ASSOCIATIONS**

The application of the following rules and regulations is dependent on the individual condominium Declaration and By-Laws.

### A. Individual Units

Each unit comes under the jurisdiction of a Condominium Association. Monthly assessments are set annually by the Condominium Board. This includes the assessment by LBCHA. **Assessments are due on the first day of each month. Arrangements can be made for automatic debit payment of assessments.**

#### 1. Description

##### a. Town Houses

Town Houses are units which share only vertical partitions with other units and have individual entrances.

##### b. Manor and Carriage Houses

Manor Houses are multi-unit buildings in which units share vertical and horizontal partitions and all units have entrances in a common lobby area. Carriage Houses are multi-unit buildings in which units share vertical and horizontal partitions, but all units have individual entrances.

- 1) Owners of units in Manor Houses wishing to decorate their lobby, common entrance areas or interior access doors must receive prior written permission from their Condominium Board.
- 2) Personal items including boots and shoes shall not be left in the lobby or common entrance areas.
- 3) All second floor Manor and Carriage Houses shall maintain permanently adhered wall-to-wall carpeting over adequate padding in the living room, dining room, halls, bedrooms and walk-in closets.

- 4) The kitchen shall have similar permanently adhered carpeting or padded indoor/outdoor carpeting. Alternate flooring may be used if a sound barrier with a FIIC (Field Impact Insulation Class) rating of 60 or above is used under the floor. Only FIIC rated products will be approved. Bathrooms may have ceramic tile floors and loft areas do not have to be carpeted.
- 5) The Management Office has the required procedures for obtaining approval, installation and inspection of alternative kitchen flooring.

## 2. Maintenance of Units

- a. Each Unit Owner shall be responsible for repair, maintenance and appearance of the patios, decks and balconies. A Unit Owner shall not paint or otherwise decorate, adorn or change the appearance of the structure of any balcony, deck or patio without prior written consent of the Condominium Board.
- b. Each Unit Owner shall furnish, and be responsible for all maintenance, repairs and replacements within his own unit, and of all windows, doors and skylights of his own unit. Each Unit Owner shall also furnish and be responsible for the maintenance, repair and replacement of all internal installations of the unit such as refrigerators, ranges and other kitchen appliances, lighting fixtures and other electrical fixtures and appliances, heating, plumbing and air conditioning fixtures and installations which may be located outside of the unit but only serving that unit. Report any roof leaks or other maintenance matters to the Management Office.
- c. Appliance and Drain Pans

Upper level condominium units that do not have installed properly functioning drain pans under appliances are strongly encouraged to have them installed. A properly-functioning drain pan can either be plastic or metal and must have sides high enough to retain and properly drain the water of a leaking or overflowing appliance and have a tube going from the drain pan to the floor drain.

A properly functioning drain pan must be installed in an upper level condominium under each appliance that uses, conditions or precipitates water when: (1) an appli-

ance is replaced or a new appliance is installed; (2) an appliance caused damage to an adjoining or lower level condominium unit(s); (3) or a complaint is made in writing to the appropriate Condominium Board or the Management Office by the adjoining condominium Unit Owner(s) that an appliance in the second level condominium caused property damage. A reputable dealer should be used to recommend and install proper sized furnaces and appliances to be replace older ones.

d. Exterior Lighting and Decorations

- 1) All exterior lighting is permanent and may not be altered by Residents.
- 2) Residents shall be responsible for changing their own exterior bulbs. Bulbs are available in the Management Office at no charge.
- 3) Holiday lights and exterior decorations will only be allowed from December 1st to January 31st.
- 4) Decorations for other holidays, when appropriate, will be allowed one week before and one week after the holiday.
- 5) No signs for any purpose are permitted on any building, vehicle, in Common Elements, or on Common Property except for signs placed by LBCHA or Condominium Associations.

e. Window Washing

All window washing is the responsibility of the individual Resident, except in the case of common element areas of Manor and Carriage Houses, which are maintained by the individual Condominium Associations.

f. Firewood

Firewood shall be stored in garages or other enclosed areas but not on porches, patios or decks. Firewood cannot be stored in view of others. Duraflame® or pressed logs cannot be used because they burn too hot and can cause chimney fires.

g. Sewer

If experiencing a sewer back-up problem, contact the Public Works Department at once. If this occurs during

hours that the Recreation Center is open, call 382-1660 and the person in the office will contact Public Works for you. If the sewer back-up happens when the Recreation Center is closed, call Public Safety at 381-6515 and they will contact Public Works.

The LBS maintenance person on call will either come to your unit or advise you to contact a plumber to come out and remedy the situation. If you call the Management Office, you may not be charged for the repair depending on the determination of cause by the Public Works Department. **IF YOU CALL A PLUMBER DIRECTLY, ANY COST WILL BE YOUR RESPONSIBILITY.**

- h. No heating device of any kind is permitted on patios, balconies or any common areas except those solely designed for cooking purposes.
- i. Refuse Storage and Collection
  - 1) Refuse collection is provided by the Village of Lake Barrington.
  - 2) Refuse must be stored indoors until 6:00 a.m. the day of pickup. If the designated pickup day is a major holiday, or there is a major holiday immediately preceding the pickup day, refuse will be picked up the next day unless it is a Sunday.
  - 3) Anything other than common household waste will not be picked up during the regular garbage collection. For these items (carpet, cardboard packing boxes, furniture, appliances, etc.), arrangements must be made for a special pick-up. Relevant phone numbers are available at the Management Office.
  - 4) Curbside Recycling Program: The green recycling bins should be placed outside with your regular garbage after 6:00 a.m. the day of regular garbage pickup. Items should be arranged in such a manner that they do not blow away or otherwise become scattered. Do not, however, place recyclables in sealed plastic bags—the items must be identifiable as recyclable materials to the pick-up personnel. If your bin cannot accommodate everything, newspapers should be placed in paper bags or on top of the bin. Additional bins may be purchased at the Village's office for a small fee. Please retrieve your

emptied bins as soon as possible to help prevent loss or damage.

- 5) Landscape waste generated by Unit Owners from their private courtyards and individual landscape projects will be picked up on the regular garbage pick-up day only if the waste material is in approved landscape bags (available at most major local supermarkets), with the approved Village sticker (available at the Lake Barrington Village Hall or at the Lake Barrington Realty real estate office in the Market Place).

j. Use and Occupancy Restrictions

- 1) Each unit shall be used as a residence for a single family and for no other purpose by the Unit Owner and his/her family, or by a person or single family to whom the Unit Owner shall have leased his/her unit.
- 2) The Common Elements shall be used only for access, ingress and egress to and from the respective units by the respective families residing therein and their respective guests, household help and other authorized visitors, and for such other purposes which are incidental to the residential use of the respective units.
- 3) No unlawful, immoral, obnoxious or offensive activities shall be carried on in any unit or elsewhere on the property, nor shall anything be done therein or thereon which shall constitute a nuisance, or which shall be, in the judgment of the Board, a cause of unreasonable noise or disturbance to others.

k. Pets

- 1) No animals (other than dogs, cats, fish, birds or other animals determined by the Board to be household pets) shall be raised, bred, or kept anywhere on the Property, nor shall any animals be kept, bred or maintained for any commercial purpose.
- 2) Any animal must be expressly approved in writing by the Condominium Board before the animal is brought into the LBS Community. In deciding whether a proposed pet is permissible, said Board shall consider: health, safety, and comfort considerations of

Residents; legal restrictions; humane considerations for the animal; the purpose and intent of the LBCHA and/or Condominium Association Instruments; traditional household character of the animal in LBS; and such other relevant factors as the Condominium Board deems appropriate to the specific circumstances.

- 3) All pets must have a valid registration with Lake County. All pets must be registered with the Management Office. Unit Owners bringing a pet into the LBS Community must register it within 15 days of ownership.
- 4) At all times pets shall be kept under control on a leash and shall not be a nuisance to other residents. There is a leash law in Lake County.
- 5) Pets shall not be allowed to run loose in the Common Elements or in the Common Property. They shall be leashed when walked to protect the landscaping and privacy. Pets shall not be tied up or left unattended outside any unit.
- 6) Pet owners have the responsibility for picking up immediately after their pets in all areas and in all seasons.
- 7) No pets over 25 pounds when fully grown will be allowed to reside in Manor Houses, Carriage Houses or units above another unit.
- 8) Residents who have received a warning letter involving a pet and who continue to disregard the Rules and Regulations are subject to a fine. Three violations will require an appearance before the appropriate Condominium Board to show cause why the pet should not be removed.
- 9) A Unit Owner is responsible for the actions of pets of anyone residing in or visiting his unit. The costs of repairing any damage caused by a pet shall be charged to the Unit Owner responsible as an addition to his share of the Common Expense.

#### I. Sump Pumps

Sump pumps are installed to discharge water from lower levels onto the ground outside the building to prevent or

reduce damage to property within the building. Discharges from water softeners, appliances and other equipment are to be connected to the sanitary sewer system and not to the sump pump. Sump pump failures should be reported to the Management Office during working hours or to the Public Safety Officer after working hours. If the sump pump is serving only one unit, the Unit Owner is responsible for the replacement/repair costs. It is always advisable to have a battery-operated backup to a sump pump.

m. Master Cable Television System

- 1) LBCHA has a long-term franchise agreement contract with a cable television company. Basic and expanded television coverage is provided to all units within the community and the cost is included in the monthly assessments. Residents desiring premium channels may subscribe to them by ordering them from and paying for them directly to the cable company.
- 2) All connections, disconnections and maintenance of the system are carried out by the cable company.
- 3) A channel is dedicated for use by LBCHA for announcements of interest to the Residents. Announcements are inserted and updated by the Management Office on the LBCHA TV channel .
- 4) Satellite dishes are allowed if they follow the rules of the LBCHA and the F.C.C. Satellite dishes may not be situated or installed on any common area, including siding, roofs, fences and chimneys. Satellite dish rules are available at the Management Office.

n. Resale of Unit

- 1) The Individual Condominium Board has the right of first refusal on the resale of units. The appropriate documents and transfer fee schedules are available at the Management Office.
- 2) When an owner decides to put his/her unit up for sale, the Management Office and Public Safety must be informed. The Unit Owner must provide Public Safety, in writing, the name of his/her listing agent.

- 3) The listing agent will then contact Public Safety. The agent will be advised that he/she or any other agent must present a Pocket Card License each time the unit is shown.
  - 4) On occasion, a broker's "Open House" is held. The Unit Owner must inform the listing agent that all agents attending the open house MUST provide the gate officer with a Pocket Card License and a specific address in order to be admitted.
  - 5) At no time are "Open House" or "For Sale" signs allowed on the common grounds of the LBS Community. Public Safety will remove any such signs.
  - 6) The general public will not be admitted to the LBS Community to inspect real estate or for any other purpose without proper authorization.
  - 7) If the unit is sold to a corporation, partnership or trust, a specific individual who will be the designated contact for the unit will be listed.
  - 8) Documents required for the sale of a unit must be submitted 30 days prior to approval.
- o. Lease of Unit
- 1) Any homeowner desiring to lease a unit may obtain the proper lease forms from the Management Office, have them completed by the proposed lessee and submit them to the Condominium Board for approval before the lessee may occupy the unit. There are document and transfer fees for the lease of each unit.
  - 2) All documents and leases are to be submitted to the Management Office 30 days prior to the approval by the Condominium Board.
  - 3) All leases must be for a period of one year (no more or less) and no sub-leases will be permitted. Renewals of leases must be approved by the Condominium Board.
  - 4) Corporations, partnerships, limited liability companies, and trusts may buy a unit and lease said unit to their employees, subject to conditions in items #1 &

#2 above, but only one family may reside in that unit throughout the one-year lease.

## B. Garages

1. All garage doors shall be totally closed except when Residents are entering or leaving.
2. Attached garages are part of the unit and the Unit Owner is responsible for the garage door opener, rails, springs, remote opener, appurtenances, and the maintenance of same. Unattached garages are not part of the unit; Unit Owners are only responsible for the garage door openers and the maintenance of items not part of the original construction. Remaining maintenance is the responsibility of the individual Condominium Association.
3. Garages are to be used for storage of motor vehicles and other customary storage purposes only. Flammable or dangerous materials should not be stored except in certified containers.
4. Driveways shall not be used for vehicle repairs.
5. The electricity to unattached garages is charged to the Condominium Association and not to individual Residents. Therefore, the electricity should be used only for normal lighting and garage door openers and shall not be used for other purposes.
6. Please respect your neighbor's rights and do not block the driveway in front of a neighbor's garage for even short periods of time or park in Resident's assigned spaces.

## C. Vehicles

### 1. Vehicle Registration

All motor vehicles of LBS residents must be registered annually with the Management Office using the Vehicle Registration Form. All vehicles must have a current State registration. Either a transponder must be permanently affixed to the windshield, or a Visitor Pass must be displayed on the dashboard of any vehicle when on the grounds of the LBS Community. If a vehicle has neither, it is subject to ticketing. (The design of some vehicles requires that the transponder be attached to the front bumper or license plate.)

Only Unit Owners and their family members living with them

and approved lessees may have a transponder. Residency must be verified by producing one of the following documents that show the name of the Resident and his/her address here in the LBS Community: driver's license, insurance card showing proof of insurance, state issued ID or State voter registration card. New Residents must fill out and return the LBS Vehicle Registration Form and the New Unit Owner Vehicle Registration Form for Transponders.

Permitted vehicles are non-commercial automobiles and vans, with standard suspensions and configurations of a size which fit into the Unit Owner's garage and are licensed as a passenger vehicle. Exceptions must be approved by the respective Condominium Board and renewed annually.

A unit with a one-car garage may be issued up to two transponders and have two cars on the premises only if there are permanent parking spaces for both vehicles; a unit with a two-car garage may be issued up to four transponders and have four cars on the premises only if there are permanent parking spaces available for these vehicles. Where garages face each other and interfere with the access of others to their garage, alternate spaces may have been provided adjacent to the driveway or garage in lieu of in front of it. All vehicles must have a permanent parking space. Any additional cars or transponders must be approved by the individual Condominium Board.

## 2. Transponders

Numbered transponders are issued and installed by the Management Office only to vehicles registered on the Lake Barrington Shores Vehicle Form. The transponders are to be permanently attached to the inside of the windshield of the vehicle to which they have been installed. When a Resident buys a different vehicle, the transponder from the formerly-owned vehicle must be removed and returned to the Management Office. Proof of ownership and showing the date of purchase, i.e., either the state vehicle registration or purchase contract for the vehicle, must accompany any request for a new or replacement transponder. Charges for installation of a transponder are:

\$25.00 for each transponder issued to new Residents.

No charge for issuing a transponder for a current Resident's new vehicle if the transfer is completed within 30 days of

securing the new vehicle and the old transponder is returned, \$25.00 for issuing a transponder for a current Resident's new vehicle if the transfer is not completed within 30 days of securing the new vehicle and the old transponder is returned.

An appointment must be made with the Management Office to install or replace transponders. Installation hours are 2:00 p.m. to 3:00 p.m., Monday through Friday and 9:00 a.m. to Noon on Saturday and Sunday.

If a transponder is removed from the windshield and used as a handheld unit, the transponder shall be confiscated or deactivated. Lost, stolen, confiscated or deactivated transponders can be replaced or retrieved with payment of the following fee:

\$100.00 for confiscated or deactivated transponder.

\$25.00 for lost or stolen transponder.

Transponders are to be returned to the Management Office when Residents move from the LBS Community.

### 3. Motor Vehicle Regulations

#### a. Vehicle Moving Violations

1) The speed limit within the LBS Community, as posted, is 20 mph. Any Resident, guest or vendor cited by a Public Safety Officer of LBCHA while operating a motor vehicle at a speed greater than the posted is subject to being ticketed. Unit Owners are responsible for moving violations of their guests or the trades people servicing the unit. A copy of the citation shall be furnished to the Management Office and the appropriate Condominium Board.

2) The fines for all moving violations are as follows:

1st Offense — warning

2nd Offense — \$75.00 fine

3rd Offense & thereafter — \$100.00  
fine — also see Item 4 below

In addition to the \$100 fine for the 3rd offense and thereafter for moving violation citations, offenders will be referred to their Condominium Board for further action. The institution of fines will be based on the

date of the first offense within any consecutive 12-month period. All collected fines will be credited to the Resident's Condominium Association.

- 3) Individuals who are ticketed for exceeding the 35 mph limit will be fined \$100.00 without a warning. If a violator is a guest of a Resident, the Resident is the responsible party.
  - 4) When a citation is issued for any moving violation, a warning letter will be sent to the Resident by the Community Management on behalf of the appropriate Condominium Board.
  - 5) If a Resident or guest receives a third or subsequent citation, the appropriate Condominium Board shall demand that the Resident or the offender's host appears before said Board for a hearing to determine what additional action may be called for to enforce vehicle moving violations. The date and time of appearance will be determined by the Condominium Board. If a Resident fails to appear or show cause, said Board may take action deemed necessary to ensure conformance with the traffic rules, including, but not limited to, confiscation or deactivation of the Resident's vehicle transponder and greatly increased fines.
- b. All motor-driven vehicles driven on LBCHA streets shall be properly licensed and driven by licensed drivers, except for motorized scooters used by handicapped persons.
  - c. All vehicles (including bicycles) must observe all speed and traffic regulations.
  - d. Vehicles with abnormally loud exhaust systems, such as motorcycles, shall be driven in such a manner as to not disturb others.
  - e. All motor-driven vehicles must be of a size which will fit into the Resident's garage and, except for passenger automobiles, SUV's and minivans, be kept there.
  - f. Recreational and commercial vehicles, trailers, campers, boats, motorcycles and trucks of any kind shall not be parked in driveways, on streets or Common Elements at any time. The sole exception shall be commercial vehi-

cles temporarily parked by trades people serving residential needs. Owners of the offending vehicles or boats will be ticketed. "Recreational vehicles" shall be defined as any vehicle bearing a valid recreational license plate. Vehicles with passenger license plates, but too large to fit into the Resident's garage, are also defined as recreational vehicles.

- g. Workmen, including moving companies, are permitted only to work Monday through Friday between 7:00 a.m. and 7:00 p.m. and Saturday and Sunday between 7:00 a.m. and 3:00 p.m. so that neighbors are not disturbed by the noise. Emergency repairs by utility companies (electric, telephone, sewer and water) can be done at any time. Trucks are not to be left unattended and "idling".
- h. Mini-bikes, trail bikes, snowmobiles and other non-licensed motorized vehicles are not to be driven within the LBS Community. Owners of these vehicles should have proper trailers to bring the vehicles to and from their homes. Storage of these vehicles and their trailers must be in garages, not outside of units. Bicycles are to be ridden on the roads and nature paths, not on the grass.

#### 4. Parking and Parking Violations

- a. Unless otherwise specifically stated, in writing, at the time of original purchase of a unit, all parking spaces are part of the common elements and assignment of parking spaces, if any, is made by the individual Condominium Board. Space for at least two vehicles has been provided for each unit. One space is in the garage and the other is directly outside the garage door. Where the outside space interferes with the access of others to their garage, alternate spaces may have been provided adjacent to the driveway or garage in lieu of in front of it. All vehicles must have a permanent parking space.
- b. Citations for parking violations shall be issued in areas where parking is prohibited by current rules and regulations. Parking citations shall be issued to the Unit Owners. The Management Office and the appropriate Condominium Board will be informed of the citation.
- c. Resident and guest parking is permitted on the streets, and other areas with the following restrictions.
  - Park only on one side of a street, observing all "No

Parking This Side” signs where posted. Never park on both sides of a street so that access of emergency vehicles would be limited or blocked.

- Always park in the direction of traffic flow.
- Do not park on hills and curves.
- Do not park on the grass—all wheels must be on the pavement.

If garages face each other, vehicles cannot be parked in the areas between the garages. Violators will be ticketed.

- d. Overnight parking, 2:00 a.m. to 6:00 a.m. is not permitted on any street, or at the marina and Recreation Center.
- e. Unit Owners are responsible for parking violations of their guests or the trades people servicing their unit.
- f. Parking in the lot directly opposite the entrance to the Recreation Center is for Residents’ vehicles with a transponder affixed to the car windshields.
- g. Guests arriving in recreational vehicles, trucks or cars may park at the Recreation Center, if space is available, and if it is approved in advance by the Management Office. This approved parking is for a time no longer than 48 hours, including two nights, in any 30 consecutive day period, after which time the vehicle must be removed from the LBS Community. No one is allowed to live in recreational vehicles while on the premises.
- h. Never park vehicles in such a manner that they would block access to/from another Resident’s garage or assigned parking space. This applies not only to Resident and guest vehicles, but also commercial vehicles temporarily parked by trades people. Residents should inform guests and any trades people coming to their units of the parking rules, as parking violations by them will be “charged” to the Unit Owners.
- i. The parking violation fines are as follows:

Parking: 1st Offense — warning  
2nd Offense — \$25.00 fine  
3rd Offense & thereafter — \$50.00 fine  
Handicap parking violation — \$100 fine without warning

The institution of fines will be based on the date of the

first offense within any consecutive 12-month period. All collected fines will be credited to the Resident's Condominium Association.

- j. Any vehicle, which is wrecked, burned, partially dismantled or in a state of disrepair rendering it incapable of being driven in its present condition, is subject to being ticketed and must be removed within 30 days. If not removed by the owner, the association will arrange for removal, the cost of which will be charged to the Unit Owner's account.
- k. Any vehicle which is parked in a non-assigned Guest Parking space or recreational parking areas which has not been used or moved for at least seven consecutive days may be ticketed unless such parking was approved in advance by the Management Office.

#### **D. Common Elements**

Common Elements include any element that serves more than one unit such as the land, outside walks and driveways, landscaping, parking areas, unattached garages, roofs, pipes, water and sewer ducts, electrical wiring and conduits, public utility lines and other utility installations to the outlets, floors, ceilings and perimeter walls.

##### **Landscaping and Buildings**

###### **1. Landscaping**

All landscaping within each Condominium is part of its common elements. The maintenance of the landscaping is under the direction of the Landscape Commission and carried out by a landscape contractor under a maintenance contract.

###### **2. Buildings**

The exterior of all buildings within each Condominium is included in the common elements. The maintenance of the buildings within Condominiums is under the direction of the Condominium Board and is carried out by the Maintenance Department and maintenance contractors.

###### **3. Landscape and Building Maintenance**

- a. Residents shall not give instructions to any maintenance employees.
- b. Maintenance of Residents' plantings which were

approved by the Landscape Commission and Condominium Board through a variance application, including plantings within their fenced-in areas, will be the responsibility of the Resident.

- c. Furniture, umbrellas, patio furnishings or plant materials shall not obstruct the view of or be detrimental or dangerous to other Residents.
  - d. Personal property shall not be left on Common Elements.
  - e. Patios, decks, balconies and fenced-in areas (courtyards) are considered private and will not be part of landscape maintenance. These are Limited Common Elements or Exclusive Use areas. According to the Condominium Declaration, Residents are responsible for the maintenance of decks, balconies, patios and courtyards.
  - f. Homeowners may install only the type and color of awnings and storm and/or screen doors established as the LBS Community standards by the Architectural Commission and/or approved by the individual condominium association and kept on file in the Management Office.
  - g. Electric “bug zappers” may not be operated after 10:00 p.m.
4. Changes to Buildings or Grounds
- a. Any expansion or change of any kind which alters descriptions of Common Elements, limited Common Elements or significantly alters exterior portions of any building, including but not limited to roofs, siding and other Common Elements, requires written authorization and amendment of the homeowners representing 2/3 of the Condominium Association, once this change is recommended by the Architectural Commission. (Reference Section 27(a) of the Illinois Condominium Property Act.)
  - b. Homeowners wishing to make changes to buildings, grounds or plant materials must have their proposal reviewed by the Architectural or Landscape Commissions by submitting the appropriate completed form available at the Management Office. After the Commissions make a recommendation, the Condominium Board reviews the proposal and makes the final decision. Its approval must

be obtained before any work can begin. Decks, patios, balconies and other permanent structures in fenced-in courtyards are included in this approval process.

- c. If a Unit Owner makes any changes without these approvals, there may be a fine and it may be required that the area of change be returned to its original condition.
- d. If the Unit Owner restores the unauthorized work to its prior condition within 60-days of discovery of violation or presents evidence to their Condominium Board of a signed contract to have such restoration work done within a reasonable amount of time by an acceptable contractor, the Condominium Board may reduce some or all of the fine, dependent on the extent of residual damage to common elements. If the violation is not corrected or a contract signed for correction within the 60-day period, additional fines of \$10 per day may be imposed for each day that the violation continues until the violation is corrected. All data pertaining to the violation and its remediation shall be placed in the Unit Owner's file in the Management Office. To the extent permitted by law and/or the governing documents, the Association shall be entitled to reasonable attorney fees, costs and expenses incurred in the enforcement of this policy. The Unit Owner responsible for the violation, whether caused by the owner, owner's tenant or authorized occupant shall pay these expenses.
- e. All plumbing shall meet the requirements of the Illinois Plumbing Code. As a condition of drinking water service, no physical connection shall be permitted between the potable portion of a supply and any other water supply not of equal or better bacteriological and chemical quality. There shall be no arrangement or connection by which an unsafe substance may enter a potable water line.

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