

# Cedarwood Cooperative, Inc.



## House and Grounds Manual

Revised March, 1982  
Revised November, 1987  
Revised May, 1994  
Revised January, 1998  
Revised April, 2004  
Revised May, 2006  
Revised October, 2013  
Revised November, 2016  
Revised May, 2021  
Revised May, 2023

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# HOUSE AND GROUNDS MANUAL

## General Information

### **Cedarwood Cooperative, Inc.**

63 Cedar Street  
Park Forest, IL 60466  
Phone 708-747-3833  
Fax 708-747-6589  
www.mycedarwood.com

### **Office Hours**

Monday through Friday  
9:00 AM to 4:30 PM

### **Office Closings**

New Year's Day  
Martin Luther King Day  
Memorial Day (Monday)  
Juneteenth  
Independence Day  
Labor Day (Monday)  
Thanksgiving (Thursday and Friday)  
Christmas Eve Day and Christmas Day  
New Year's Eve Day

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## Telephone Numbers

Cooperative Office – 708-747-3833  
Emergency Maintenance (Non-office hours) – 708-747-4422

## Police and Fire Department

Emergency – **911**  
Non-emergency – 708-748-4700  
Village of Park Forest Hall – 708-748-1112

## Other Important Numbers

NICOR –888-642-6748  
Commonwealth Edison – 800-334-7661  
JULIE – 1-800-892-0123  
Jolly Trolley – 708-748-4433  
Village of Park Forest Water Department – 708-748-1112

## INTRODUCTION

To reside in Cedarwood Cooperative (the “Cooperative”) is to participate in a rather special community consisting of 541 individual households (approximately 2,000 men, women and children) in unusually close proximity to one another.

Essential elements to the happiness and harmony of all Members of the Cooperative is that all Members cooperate with one another and are thoughtful to one another, such principles of cooperation and thoughtfulness apply here, perhaps more so than in other private residential areas elsewhere in the Village of Park Forest (the “Village”). It follows, therefore, that every Member of the Cooperative is personally responsible for maintaining the Cooperative as an attractive and comfortable place in which to live.

This responsibility extends both to the physical environment of the Cooperative and the quality of life in the Cooperative as a whole. After all, this is our home and it will be no better than we make it.

Just as the Cooperative lives by its Articles and By-laws, you as Members are asked to live by everyday rules, which are set forth in this “HOUSE AND GROUNDS MANUAL”.

The purpose of this “HOUSE AND GROUNDS MANUAL”, and the enforcement of the procedures set forth herein, is to provide for the safety, comfort and general well-being of all Cooperative residents in an equitable fashion. **It is important that you read and study these rules carefully as every resident is expected to adhere to these rules.**

This manual is one of your most important documents for reference and guidance on a day-to-day basis. **KEEP IT HANDY.**

## **VIOLATIONS**

As a general rule, the first violation, \*(except those described in this section) of any of the rules set forth herein will result in a warning and all subsequent violations will result in the assessment of a fine, provided that in certain circumstances, violations of these rules may result in the assessment of a fine without warning and may result in the commencement of eviction proceedings.

**The fine structure is as follows:**

<b>First violation</b>	<b>Warning</b>
<b>Second violation</b>	<b>\$25.00 Fine</b>
<b>Third violation</b>	<b>\$50.00 Fine</b>
<b>Fourth violation</b>	<b>\$100.00 Fine</b>
<b>Fifth violation</b>	<b>\$200.00 Fine</b>
<b>Sixth violation</b>	<b>\$400.00 Fine</b>

**ANY VIOLATION AFTER A SIXTH VIOLATION MAY RESULT IN THE COMMENCEMENT OF EVICTION PROCEEDINGS BY THE COOPERATIVE AND/OR THE ASSESSMENT OF ADDITIONAL FINES.**

Any failure to abide by the rules set forth in this "HOUSE AND GROUNDS MANUAL" will be deemed a violation of Article 5 of the Occupancy Agreement, which in pertinent part, provides:

"The Member shall occupy the dwelling unit covered by this agreement as a private dwelling for himself and his immediate family, and for no other purpose, and may enjoy the use, in common with the other Members of the [Cooperative], of all community property and facilities of the [Cooperative], so long as he continues to own a Membership of the [Cooperative], occupies his dwelling unit, and abides by the terms of the [Occupancy Agreement].

The Member shall not permit or suffer anything to be done to or kept upon said premises which will increase the rate of insurance on the building, or on the contents thereof, or which will obstruct or interfere with the rights of other occupants, or annoy them by unreasonable noise or otherwise, nor will he commit or permit any nuisance on the premises or commit or suffer any immoral or illegal act to be committed thereon."

In certain circumstances a violation of the rules set forth in this "HOUSE AND GROUNDS MANUAL" may result in the commencement of eviction proceedings by the Cooperative, at the Cooperative's sole discretion.

Members found to be in violation of the rules set forth in this "HOUSE AND GROUNDS MANUAL" are responsible for all expenses incurred by the Cooperative in the administration and enforcement of such rules. In addition, Members are responsible for all costs including legal fees as well as court costs, if awarded by the court, incurred by the Cooperative as a result



of such Members' noncompliance with the rules set forth in this "HOUSE AND GROUNDS MANUAL" and which result in damages and/or additional time spent by employees of the Cooperative in enforcing such rules. All such monies are payable to the Cooperative Office within ten (10) days of the first of the month following the notice of assessment. Failure to pay within this time will result in an additional administrative charge to be determined by the Cooperative Office in its sole discretion.

Refusal to pay these assessments, like failure to pay carrying charges, shall place a Member in default of his/her Occupancy Agreement and subject to eviction proceedings.

**\* A fine shall be automatically assessed without warning for the following:**

**A. Any pet that is not properly registered with the Cooperative Office - \$25. Fines are doubled for subsequent violations.**

**B. Garbage disposal practices that violate this manual including but not limited to pet defecation products on lawn, food products on lawn - \$25. Fines are doubled for subsequent violations.**

**C. Alterations of dwelling and/or home improvement projects started by the member without prior approval - \$150 with fines doubled on subsequent violations.**

## **PENALTIES AND FINES**

At its sole discretion, the Cooperative Office may assess monetary fines for violations of the rules set forth in this "HOUSE AND GROUNDS MANUAL". Failure to pay any fines and/or continuous violations of the rules set forth in this "HOUSE AND GROUNDS MANUAL" may subject a Member to eviction proceedings for nonpayment of monies due to the Cooperative.

If a Member needs an extension of time to correct a violation, the Member may request an extension in writing to the Cooperative Office. Such a request must include the length of the extension being requested and the reason for the extension. The Cooperative Office in its sole discretion may decide whether to grant or deny the extension request.

## **ENFORCEMENT**

No regulation, whatever its content, can fully achieve its intended purpose without the active cooperation of all Members of the Cooperative. Responsibility for compliance, therefore, must lie with the membership both individually and as a body.

In the event of violations of the rules set forth herein or grievances pertaining to such rules, every reasonable effort should be made to rectify the situation on a neighbor-to-neighbor basis by all the parties involved.

In the event violations are not resolved, the Cooperative can correct these violations by internal administrative procedures and/or court proceedings for eviction and/or other remedies.

Violations of certain rules in this "HOUSE AND GROUNDS MANUAL" may also constitute violations of the Village ordinances. Members thus have the right and responsibility to bring such violations to the attention of the Village authorities for corrective action.

Do not forget that we are citizens of the Village and have a fine Police Department available.

## HOUSE PETS

**NO MORE THAN TWO PETS (DOGS OR CATS) MAY BE DOMICILED IN ANY DWELLING UNIT AT ANY TIME.** Animals in excess of this number because of litters must be removed within sixty (60) days. "Pet sitting" may be allowed for all Members unless the member has had their pet privileges revoked due to pet policy violations. However, no more than two pets may be domiciled in the dwelling and shall not exceed 30 days for each session. Members may pet sit once per year and must properly register such pet with the Cooperative Office.

### A. REGISTRATION

Member's pet(s) must be registered on a yearly basis with the **Cooperative Office**. Members must also show proof of current registration with the Village. A copy of such valid registration with the Village and current vaccinations must be provided to the Cooperative Office annually by May 31 in order for the pet(s) to be properly registered. Members must submit an appropriate picture which may be a hard copy or in digital format for the 1<sup>st</sup> and 3<sup>rd</sup> years of the registered pet.

Any pet(s) acquired after May 31 must be registered with the Cooperative Office within thirty days (30) of such pet being acquired.

A fine shall be automatically assessed (per pet), without warning for any pet that is not properly registered with the Cooperative Office. An additional fine will be assessed each subsequent month the pet(s) are not registered. All such fines will be in accordance with the fine structure set forth below relating to the failure of a Member to properly register his/her pet(s). A Member must immediately notify the Cooperative Office, in writing, if the Member was registered as a pet owner but no longer owns pet(s).

### B. BEHAVIOR AND DISCIPLINE

It is a violation of the rules set forth herein for any Member to allow any animal owned by such Member or under such Member's control to disturb the quiet of the community, to snap at or attempt to bite any person or to otherwise interfere in any manner with the rights, comforts, and convenience of any Member of the Cooperative.

- 1) No animal, including cats, shall be allowed to run free and/or unattended in the Cooperative at any time.
- 2) No animal shall be left tethered unattended outside the dwelling unit at any time. All animals must be tethered in such a manner that the animals cannot impede the use of any public sidewalk or the use of grassy areas and access sidewalks in the front or rear of a neighbor's dwelling unit.
- 3) No animal shall be left unattended inside a dwelling unit for more than twenty-four (24) hours.
- 4) No animal shall be allowed upon the grassy areas, which are the responsibility of another Member, unless such other Member consents to the presence of such animal on such grassy areas.
- 5) Members are responsible for any and all property damage caused by their pet(s).

6) Members must clean up immediately after their animals at all times particularly feces. This rule applies to all private and public areas of the Cooperative. A fine will be assessed against a Member that is in violation of this regulation.

**7) Violation of these regulations may result in the imposition of fines. Upon receipt of notice of a fourth violation of the pet policy rules within a cumulative thirty-six (36) month period, a Member will be informed that he/she has forfeited the privilege of owning pets and that he/she must remove his/her pets from the Cooperative within thirty (30) days. If a Member fails to remove his/her pets by the end of such period, the Cooperative has the option to initiate eviction proceedings. The fine structure for pet violations, excluding violations for the failure to properly register a pet, is as follows:**

<b>1<sup>st</sup> Violation</b>	<b>Warning</b>
<b>2<sup>nd</sup> Violation</b>	<b>\$ 25.00</b>
<b>3<sup>rd</sup> Violation</b>	<b>\$ 50.00</b>
<b>4<sup>th</sup> Violation</b>	<b>\$100.00 and forfeiture of pet privileges if the fourth violation is issued within a consecutive thirty-six (36) month period.</b>

**The fine structure for not properly registering a pet is as follows:**

<b>1<sup>st</sup> Violation</b>	<b>\$ 25.00 each</b>	<b>4<sup>th</sup> Violation</b>	<b>\$100.00 each</b>
<b>2<sup>nd</sup> Violation</b>	<b>\$ 50.00 each</b>	<b>5<sup>th</sup> Violation</b>	<b>\$200.00 each</b>
<b>3<sup>rd</sup> Violation</b>	<b>\$ 75.00 each</b>	<b>6<sup>th</sup> Violation</b>	<b>\$400.00 each</b>

**Any violation after a sixth violation may result in the commencement of eviction proceedings by the Cooperative and/or the assessment of additional fines.**

8) Any maintenance fees for work done by Cooperative personnel or those employed by the Cooperative resulting from damages caused by a pet(s) will be charged to the Member responsible for such pet. This fee will be charged in addition to any fines which may have already been assessed to the Member. These regulations apply equally to all pets.

### **C. VICIOUS DOGS**

Pit bull Terriers and other vicious dogs are strictly prohibited on the property. Any member who owns or allows Pit bull Terriers and other vicious dogs will be considered to be in violation of the House and Grounds Manual.

**Vicious Dog (Definition)** ♦Any dog with a known propensity, tendency or disposition to attack unprovoked, to cause injury to, or otherwise threaten the safety of human beings or domestic animals or ♦Any dog which, without provocation, attacks or bites, or has attacked or bitten, a human being or domestic animal or ♦Any Pit bull Terrier, which shall be defined as any American Pit bull or Staffordshire bull Terrier or American Staffordshire Terrier breed of dog, or any mixed breed of dog which contains as an element of its breeding the breed of American Pit bull Terrier or Staffordshire Bull Terrier or American Staffordshire Terrier as to be identifiable as partially of the breed of American Pit bull Terrier or Staffordshire bull Terrier or American Staffordshire bull Terrier or ♦Any other breed of dog determined by the board or management to possess such characteristics so as to make it dangerous to human beings or other domestic animals.

### **D. PET RESTRICTIONS**

Pet Weight Limitations: Less than or equal to 75 lbs. each.

## MAINTENANCE EMERGENCIES

If you have a **maintenance emergency** after regular working hours (before 10:00 AM or after 4:30 PM on weekdays) and/or anytime on Saturdays or Sundays, please call Emergency Maintenance at 708-747-4422. The following are considered maintenance emergencies:

### **FIRE**

In the case of a fire please call 911 immediately and as soon as is reasonably practicable please contact the Cooperative Office.

### **HEAT**

Calls will be serviced when the inside temperature of a dwelling unit is below sixty-eight (68) degrees.

### **COMPLETE ELECTRICAL FAILURE**

In the case of a complete electrical failure please contact Emergency Maintenance.

### **SEWER BACK-UP; BASEMENT FLOODING**

In the case of any sewer back up or basement flooding please contact Emergency Maintenance.

### **BROKEN, BURST OR FROZEN PIPES**

In the case of any broken, burst or frozen pipes please contact Emergency Maintenance.

### **STOPPED UP TOILET**

In the case of any stopped-up toilet, Member will be charged a \$25.00 fee or the then current service fee if plunging is all that is required. If additional work is necessary and a foreign object is found in the toilet due to the Member's conduct (i.e., toys, combs, sanitary napkins, diapers, etc.), the Member will be charged all costs for such additional work.

### **GAS LEAKS**

In the case of a gas leak please contact NICOR immediately at 708-756-5100. If NICOR informs the Member that the Cooperative must correct the leak, please contact Emergency Maintenance immediately.

### **LOCK-OUT**

If maintenance is called to let a Member into his/her dwelling unit because such Member is locked out of his/her dwelling unit, the Member must sign a work order and provide proper identification. During regular office hours, the Member will be charged a \$25.00 service fee and after regular office hours, the Member will be charged a \$35.00 service fee.

### **NO AIR CONDITIONING**

If the outside temperature is in excess of seventy-two (72) degrees and your air conditioner is not working please contact Emergency Maintenance. However, prior to calling Emergency Maintenance, please check the thermostat setting. The fan button should be set on "auto" and the other button should be set on "cool". Please also check the circuit breaker box and/or fuses and reset if necessary.

### **BROKEN WINDOWS**

In the case of a broken window, please contact Emergency Maintenance. Emergency Maintenance will board up the glass until the window can be fixed or replaced by the Cooperative's glass contractor. **Members are responsible for the cost of the glass replacement and/or repair. The member will be invoiced and payment must be made to the Cooperative office with the next month's carrying charge.**

### **CLOGGED SINK**

In the case of a clogged sink after regular office hours the Member will be charged with all costs to repair such sink. However, if the Member is able to wait until regular office hours, the repair will be made at no charge. **PLEASE DO NOT USE ANY DRAIN CLEANERS.**

## **MAINTENANCE PROCEDURES**

### **WORK ORDERS**

Work order requests are taken during Cooperative Office hours. In order for work orders to be properly and promptly addressed, a Member requesting a work order must help in the following ways:

1. Grant our maintenance staff permission to enter your unit so that they can perform the requested work.
2. Confine any pet to a room where the requested work is not being performed.
3. Allow our maintenance staff access to the basement for plumbing and electrical work, if necessary.
4. If you DO NOT grant us permission to enter, YOU MUST BE AT HOME on the specified service day agreed upon by you and the maintenance staff. If you are not at home on your scheduled service day, you will be assessed a broken service appointment fee of \$25.00 (or the then current price in effect), unless you have given the Cooperative Office advance notice of twenty-four (24) hours. If the maintenance staff has not shown up for your appointment and you have not received a call, please contact the Cooperative Office immediately.

If you intend to have a neighbor care for your pet when the maintenance staff is scheduled, please be sure they will be home on that day.

Prior to the completion of any work order, maintenance staff shall also inspect all smoke detectors in the dwelling unit and shall repair or replace any smoke detector that is defective or not properly operating. Member shall bear the costs of any such repair or replacement.

### **ABUSE OR NEGLECT**

Any repair due to abuse or neglect will be completed and/or repaired at the Member's sole expense as prescribed by the terms and conditions of the Member's Occupancy Agreement.

## PERSONAL PROPERTY INSURANCE

Since the Cooperative is not responsible for personal property belonging to its Members, the Cooperative **strongly urges** Members to contact their insurance agent in order to obtain personal property insurance.



## **REFERRAL FEES/FINDERS FEES**

The Cooperative may pay a referral fee to a Member if (i) he/she refers a prospective member to the Cooperative, (ii) the prospective member has identified the Member on the initial visitor's card, and (iii) the prospective member moves to the Cooperative. Referral fees are not payable to a Member upon the sale of their unit.

## **MEMBERS' LIABILITIES**

A Member is responsible for all personal injury, property damage, damage to grassy areas, violations of the rules set forth in this "HOUSE AND GROUNDS MANUAL" and any and all other damage caused by Member and/or Member's family, guests, pets and/or agents.

## TOWING

Parking is a precious and limited commodity in the Cooperative and thus disputes may arise from time to time. There is a towing service available to remove illegally or improperly parked motor vehicles. The towing service can be used to remove any vehicle in violation of the rules set forth herein by calling the Cooperative Office at 708-747-3833. The Cooperative Office may also contact the towing service to remove any illegally or improperly parked motor vehicles.

Members can call the Cooperative Office to report any illegally or improperly parked motor vehicles. Motor vehicles that are parked in a fire lane or on the grass or that are blocking in other vehicles are subject to immediate tow.

Any vehicle towed will be towed at the owner's expense. Members are responsible for ensuring that their visitors are in compliance with the parking rules set forth herein. Any noncompliance by a visitor, may result in the assessment of a fine by the Cooperative Office against the Member who is in violation.

A Member must provide the following information to the Cooperative Office in order to have an illegally or improperly parked vehicle towed:

1. Location of the vehicle
2. Make, model and color of the vehicle
3. License plate number
4. Member's name
5. Member's phone number
6. Member's address

All the above information is required prior to the towing of any vehicle at the request of a Member.

# **CEDARWOOD COOPERATIVE PARKING LOT LOCATED BETWEEN COURTS C/6 – C/7**

## **PARKING RULES & REGULATIONS**

- 1) Only one parking tag per dwelling unit will be issued.
- 2) If a parking tag is lost the Cooperative Office will issue replacement parking tags. The first replacement parking tag will cost \$25.00 and every replacement parking tag thereafter will cost \$50.00. All lost parking tags will be voided.
- 3) Use of the lot located between courts C/6 – C/7 is on a first-come first-served basis.
- 4) The parking tag must be hung from the review mirror at all times when a car is in the lot located between courts C/6 – C/7.
- 5) No disabled or abandoned vehicles are permitted to be parked in the parking lot located between courts C/6 – C/7. All vehicles must be licensed, functional and have current license plates and state and Village stickers. Any vehicle left abandoned for more than three (3) days will be towed and parking privileges for such Member may be revoked at the discretion of the Cooperative Office.
- 6) All vehicle repairs including but not limited to greasing, oil changes are strictly prohibited in the lot located between courts C/6 – C/7. The Cooperative Office may assess a fine for damages resulting from any oil or gasoline leaks from a Member's vehicle.
- 7) Recreational vehicles, commercial vehicles, heavy equipment, motorcycles, trailers and boats are prohibited from being parked or stored in the parking lot located between courts C/6 – C/7.
- 8) No vehicle will be parked in such a manner as to impede passage to the street or to prevent ready access to the driveway.
- 9) THE COOPERATIVE MAY MODIFY THE RULES AND REGULATIONS FOR USE OF THE PARKING LOT LOCATED BETWEEN COURTS C/6 – C/7 AT ANY TIME.

The Cooperative may issue temporary parking tags for the parking lot located between courts C/6 – C/7 only when a Member is on vacation. Temporary parking tags are valid for up to twenty-one (21) days.

## **PARKING AND MOTOR VEHICLES**

### **A. MOTOR VEHICLE OPERATION**

Extreme caution in the operation of all motor vehicles is required at all times, particularly during those hours when children are most likely to be playing outside. Speed limits for all motor vehicles will not exceed **five (5) miles per hour** in court entrances and court parking lots. Any and all activity pertaining to the operation of all motor vehicles that will or may be disturbing or annoying to other Members, a health or safety hazard, or in violation of Village Ordinances or any applicable state law or other law will be considered a violation of the rules set forth herein.

### **B. IN-COURT PARKING BY MEMBERS**

1. In-court parking is limited to one (1) parking space per dwelling unit. These are assigned by the Cooperative and designated by address numbers.
2. Members who possess more than one (1) vehicle will not park their extra vehicles in any court parking lot, however, other Members may use parking spaces assigned to other Members who are not using their parking space, provided that such member has consented to the use of his/her parking space.
3. Vehicles in violation of any parking rules are subject to being towed away at the owner's expense.
4. Parking is not permitted in court entrances, on the grass, or in any other area designated "No Parking" and/or so identified by a similar sign, a painted yellow curb or any other markings.
5. No motor vehicle, trailer, mobile home, boat or boat trailer combination may be driven onto or parked upon any sidewalk or grassy area for any reason at any time.
6. Motor vehicles parked so as to take up more than one (1) parking space will be considered in violation of the rules set forth herein and may be subject to immediate tow at the owner's expense.
7. Parking spaces shall accommodate one motor vehicle only.
8. In accordance with Village ordinance, "No trailer, mobile home, boat or boat trailer combination shall be parked in any parking court in a multi-family area."

### **C. VEHICLE REPAIRS**

All vehicle repairs including but not limited to greasing, oil changes are strictly prohibited in parking areas. The Cooperative Office may assess a fine for damages resulting from any oil or gasoline leaks from a Member's vehicle.

#### **D. WASHING YOUR VEHICLE**

A Member is permitted to wash his/her vehicle provided that it is done in the Member's designated parking space and it does not interfere with the rights and comforts of other Members. Vehicle washing is restricted to the vehicles of Members and unit occupants. Any hose used to wash a vehicle should have a control nozzle with an operational shut-off and at no time should water be left running so as to be able to run onto the Cooperative grounds.

#### **E. AUTO ALARMS**

Highly sensitive auto alarms may be a nuisance when continuous and loud. Members may be fined when these alarms interfere with the rights and comforts of Members of the Cooperative.

#### **F. PARKING BY VISITORS**

Illegally parked vehicles may be towed. Members must insure that visitors to their households are informed of the rules set forth herein and that they abide by such rules at all times. A fine may be assessed against a Member for any violations of the rules set forth herein caused by his/her guests and/or agents.

#### **G. MOTORCYCLES AND MOPEDS**

Motorcycles, mopeds or other similar licensed vehicles must be parked either in the responsible Member's assigned parking space or on pads installed by the Member at his/her expense. These pads will be considered patios and require prior written approval from the Cooperative Office.

Motorcycles, mopeds and/or other similar licensed vehicles must be operated at all times so as to not disturb the quiet enjoyment of Members of the Cooperative. The operation of such vehicles in a manner which results in the disturbance of the quiet enjoyment of the Members may result in the assessment of a fine by the Cooperative Office.

#### **H. UNLICENSED MOTOR VEHICLES**

Motor scooters, go-carts, and similar unlicensed motor vehicles, excluding motorized wheelchairs, will not be operated in the Cooperative area, including but not limited to sidewalks, courts, parking lots, and grassy areas.

## **I . UNAUTHORIZED USE OF PARKING SPACE**

No parking area, including a Member's own parking space, may be used for parking unlicensed (i.e. vehicles which do not have current license plates or state or Village stickers) or inoperative vehicles for a period exceeding thirty (30) days. Any Member who violates the foregoing rule and who has not corrected the violation after receiving a warning, may be assessed a fine and/or the unauthorized vehicle may be towed at the owner's expense.

No vehicle may be parked in a Cedarwood parking area that is longer than a B class vehicle, excluding moving vans that are engaged in moving in and/or moving out a Member. Any vehicle in violation of this restriction may be towed at the owner's expense and a fine may be assessed against the Member in violation of such restriction by the Cooperative Office.

## **CARRYING CHARGES AND ALL OTHER SUMS**

Payment of Carrying Charges and all other sums owed the Cooperative are due on the first (1<sup>st</sup>) day of each month.

### **A. LATE PAYMENTS**

Members whose carrying charges and all other sums owed the Cooperative that have not been received in the Cooperative Office by 9 A.M. on the first business day following the tenth (10<sup>th</sup>) day of the month will be issued a "Notice of Default and Expiration of Occupancy Agreement." Members will be assessed a charge for all late payments as set forth in their Occupancy Agreement. The "Notice of Default and Expiration of Occupancy Agreement" may be affixed to the rear door of the unit if the Member is not at home to receive it.

### **B. MAILED PAYMENTS**

All payments sent via mail must be received by the Cooperative Office by 9 A.M. on the first business day following the tenth (10<sup>th</sup>) day of the month. If such payment is not received by such date then a "Notice of Default and Expiration of Occupancy Agreement" will be issued.

### **C. PREVIOUS SUMS DUE**

Current carrying charges will not be accepted until all previous sums due the Cooperative have been paid in full. The Cooperative Office is authorized to accept a check for the entire amount only, and no partial payments will be accepted. If a "Notice of Default and Expiration of Occupancy Agreement" is issued, all amounts shown on the notice must be paid in full in order to satisfy the notice. Partial payments will not be accepted under any circumstances.

### **D. NOTICE OF DEFAULT AND EXPIRATION OF OCCUPANCY AGREEMENT**

If payment is not made within the time stated in the "Notice of Default and Expiration of Occupancy Agreement," the Cooperative will initiate eviction proceedings. In addition, all monies due the Cooperative (including but not limited to, all attorney, clerk and sheriff fees) or as stipulated in the Member's Occupancy Agreement or ordered by the court must be paid via cash, certified check or money order. No personal checks will be accepted. The Cooperative has the right to refuse any payment after the time set forth in the "Notice of Default and Expiration of Occupancy Agreement" has expired.

### **E. ATTORNEY FEES**

If a Member is in default for failing to (i) pay his/her carrying charges or (ii) observe any of the provisions of his/her Occupancy Agreement, and such failure requires the Cooperative to obtain the services of an attorney, then the Member will be required to pay to the Cooperative any fees or costs involved in obtaining the services of such attorney or as stipulated in the Member's Occupancy Agreement. In case a suit is instituted, the Member will also pay the costs and fees



of the suit, in addition to other aforesaid costs and fees or as stipulated in the Member's Occupancy Agreement, or by order of the court.

## F. NSF CHECKS

If a personal check for monies due the Cooperative is returned from the bank stamped "NSF" or "Uncollected Funds", such checks will be processed as follows:

- If returned on or before the tenth (10<sup>th</sup>) day of the month, the check will be re-deposited and a letter will be sent to inform the defaulting Member that an "NSF" fee or "Uncollected Funds" fee is due.
- If returned after the tenth (10<sup>th</sup>) day of the month, the check will NOT be re-deposited, a "Notice of Default and Expiration of Occupancy Agreement" will be issued to the defaulting Member, and a letter will also be sent to the defaulting Member advising such Member that a late charge and an "NSF" fee or "Uncollected Funds" fee are due. All payments thereafter will have to be made in accordance with the provisions set forth under the section "Notice of Default and Expiration of Occupancy Agreement."

If a Member has two (2) checks during a twelve (12) month period returned from the bank stamped "NSF" or "Uncollected Funds", all payments thereafter for one (1) year must be made via cash, certified check or money order.

## G. AUTOMATED PAYMENTS

The Cooperative has implemented a service that allows Members to have their monthly payments automatically debited from their checking account on the fifth (5<sup>th</sup>) of every month. If the fifth (5<sup>th</sup>) of the month falls on a weekend or a holiday, the debit will be made on the business day **prior** to the fifth (5<sup>th</sup>) of the month. This service will apply to all sums due the Cooperative, including but not limited to carrying charges, window payments, maintenance charges, fines, and any other amounts due and owing to the Cooperative. Your monthly bank statement will reflect the debit as an electronic payment. To utilize this service an **"Authorization Agreement for Automated Payment"** form must be completed. This form is available in the Cooperative Office.

## H. DELINQUENT WATER BILLS

Cedarwood Cooperative shall pay any Member's delinquent water and sewer bill as a *last resort* to prevent having the water meter removed (shutting off service): however, the member will have to reimburse the Cooperative for the amount paid and the Cooperative **will also issue a "water delinquency" fine of \$100 to the member for each occurrence.** If the Cooperative does not receive reimbursement for said payment by the end of the month, the cooperative will not accept the following month's Carrying Charges. Procedures and penalties similar to any and other delinquent accounts will be in effect.

## **GRIEVANCE RESOLUTION PROCEDURE**

Complaints for violations of the rules in this "HOUSE AND GROUNDS MANUAL" originate from two sources. One source is the Cooperative Member, and the second source is the Cooperative's property manager or designee.

### **A. MEMBER ORIGINATED COMPLAINTS**

A Member wishing to complain about another Member's violations of the rules set forth herein must provide the Cooperative with the following:

1. A description of the alleged violation(s).
2. The name(s) and address(es) of the alleged violator(s).
3. The submission of a "Membership Complaint" form, which is available in the Cooperative Office. All complaints will be kept strictly confidential.
4. A signed copy of the complaint.

Once a written complaint is received in the Cooperative Office, the Cooperative Office will respond to such complaint within three (3) to five (5) business days, unless further investigation is needed, in which case the complaint will be responded to no later than ten (10) business days from when it was received by the Cooperative Office. The Cooperative Office will have the authority to take any of the following actions in response to a complaint: (A) assess a monetary fine; (B) commence immediate eviction proceedings; or (C) dismiss the complaint. All final decisions of the Cooperative Office may be appealed to the Member Relations Committee or the Board of Directors in the absence of such a committee, as discussed below. The Member Relations Committee or the Board of Directors, as applicable, has the sole discretion to accept or reject any appeals.

If the Cooperative Office determines that it cannot adequately respond to the complaint or if the decision of the Cooperative Office is appealed, the complaint will be submitted to the Member Relations Committee or the Board of Directors in the absence of a Member Relations Committee for investigation and review. The Members' Relations Committee will consist of volunteers from the general membership of the Cooperative and a member of the Board of Directors. Both the complaining member and the alleged violator must appear at a Member Relations Committee Hearing or the Board of Directors Hearing, as applicable. The complaint is subject to dismissal if the complaining member does not appear.

Upon the completion of its investigation and review which shall take no longer than twenty (20) days, the Member Relations Committee or the Board of Directors, as applicable, will have the authority to take any of the following actions: (A) assess a monetary fine; (B) commence immediate eviction proceedings; or (C) dismiss the complaint.

## **B. MANAGEMENT ORIGINATED COMPLAINTS**

The Cooperative employs an individual for general custodial duties. From time to time, the custodian may issue citations for violations of the rules in this "HOUSE AND GROUNDS MANUAL" occurring on the exterior of a Member's unit.

A Member receiving such a citation must correct the specified violation. The Cooperative Office may also assess a fine for any such violations. Failure to pay such fine may subject the Member to eviction for nonpayment of monies due the Cooperative.

A Member may appeal the issuance of a citation to the Member Relations Committee or the Board of Directors in the absence of a Members Relation Committee and such appeal will be handled in the same manner as are appeals for Member originated complaints.

## **C. IMMEDIATE EVICTION PROCEEDINGS**

Notwithstanding the foregoing, in situations which involve loss of life, threats of bodily injury, bodily injury, property damage in excess of \$150.00, nuisances, and/or other emergency situations, the Cooperative may in its sole discretion bring immediate eviction proceedings.

## **D. MEMBER ORIGINATED COMPLAINTS ABOUT STAFF OR MANAGEMENT**

A Member wishing to complain about staff or management must complete a Staff/Management Complaint Form and deliver it sealed to the office. Said sealed complaint will be given to the Secretary of the Board. In an "in camera" meeting, it will be presented to and addressed by the Board of Directors.

## **NOISE AND DISTURBANCE**

No Member shall make or permit any noises or disturbances or operate any instruments or other devices that interfere with the quiet enjoyment, rights, comforts and convenience of any other Member of the Cooperative.

Stereos, televisions and radios must be operated at a reasonable level at all times, and from the hours of 9:00 P.M. until 8:00 A.M. all such devices must be operated at a level so as not to disturb sleeping persons. Power tools, lawn mowers and other similar items are strictly prohibited from being used during the hours of 9:00 PM until 8:00 AM.

## **DISTURBANCE AND DISORDERLY CONDUCT**

In the case of a disturbance or disorderly conduct that is not life threatening please contact the Police Department at their non-emergency number at (708) 748-4700. If the situation is life-threatening, please contact 911 immediately.

## OCCUPANCY

Only the Member(s) whose name(s) appear on the Membership Certificate and his/her immediate family may occupy a dwelling unit. Absentee members are not permitted in the Cooperative. An absentee member is a member of record who does not use the dwelling unit as his/her primary residence.

Subleasing or renting of a Member's unit is strictly prohibited without the written consent of the Cooperative Office. Any violation of this provision as provided by the Member's Occupancy Agreement shall at the option of the Cooperative "result in termination and forfeiture of the Member's rights" under the Occupancy Agreement.

Houseguests shall not reside in a unit for more than thirty days (30), whether consecutive days or not, during any ninety-day (90) period.

Guests are not permitted to bring their pets. Guests shall not infringe on the rights or privacy of other Cooperative Members and must abide by all the rules and regulations of the Cooperative. A Member will be held accountable for the behavior of his/her guests at all times.

Any Member permitting a guest to remain beyond the thirty-day (30) period shall be in violation of Article V, "Premises To Be Used For Residential Purposes Only" of the Occupancy Agreement. Only the **Board of Directors** of the Cooperative, in writing, following receipt of a written request by a Member showing good cause, may make any exception to this rule. The determination of good cause shall be made at the sole discretion of the Board of Directors.

### OCCUPANCY REQUIREMENT

<b>Size of Unit</b>	<b>Allowable persons in residence</b>
One Bedroom	Maximum of two (2) qualifying persons
Two Bedroom	Maximum of four (4) qualifying persons
Three Bedroom	Maximum of six (6) qualifying persons

No unit shall have sleeping quarters of any kind in the basement. It is a violation of this manual and the rules and regulations of the Village to have any such sleeping quarters.

## REQUESTS FOR APPROVAL OF DWELLING CHANGES

Any landscaping, installations, remodeling, alterations, structural changes, or home improvement projects to a Member's unit must be approved by the Cooperative Office prior to the commencement of any such work. All requests must be made in writing and addressed to the Cooperative Office on a paper or digital "Alteration of Dwelling Form", a copy of which is available in the Cooperative Office and the Cedarwood website. All communications regarding the status of the request for change will be made in writing. Members should keep copies of all such documents for future reference. An automatic \$150 fine (no warning) will be issued for any home improvement project or alteration of the unit without prior approval. Work must cease immediately until approval is issued by the cooperative office. If work continues without approval, fines will be doubled on a daily basis and upon the fourth violation, eviction proceedings may commence.

The Cooperative does not assume any liability or maintenance responsibility for any alterations made to a Member's unit.

### ALTERATIONS AND IMPROVEMENTS:

Members are encouraged to beautify or otherwise improve their dwelling unit and the adjacent grassy areas at their own expense. The Cooperative Office is available for guidance and advice and may provide assistance for specific projects upon request.

#### A. REMODELING/IMPROVEMENTS

All landscaping, installations, remodeling, alterations, structural changes, home improvement projects and/or other improvements of the dwelling unit must comply with the building codes of the Village. Prior to the commencement of any such work, the Member must submit proof to the Cooperative Office that he/she has all applicable permits or licenses and any and all insurance which may be required by the Cooperative Office. No work shall commence until Member has obtained all necessary permits or licenses and any required insurance.

Plans and drawings must accompany an "Alteration of Dwelling Form" and be submitted to the Cooperative Office at least thirty (30) days prior to the Member's anticipated date of commencement. If contract labor is used, proof of general liability and of workers' compensation insurance coverage is required.

Any landscaping, installations, remodeling, alterations, structural changes, or other home improvement projects done in violation of these provisions must be corrected to the satisfaction of the Cooperative Office or any such landscaping, installations, remodeling, alterations, structural changes, or other home improvements will be corrected at the Member's sole expense by the Cooperative. In addition, a fine will be assessed against the Member in violation.

#### B. REPAIR AND MAINTENANCE

The Member is responsible for the care, maintenance and repair of all improvements made by the Member and those inherited from any former Member.

**C. OUTSIDE CONTRACTORS**

Any outside contractor(s) or individual who is hired by a Member for landscaping, installation, remodeling, alterations, structural changes, maintenance, repair purposes or the construction of any other improvements must be approved by the Cooperative Office and provide evidence of satisfactory general liability and workers compensation insurance coverage. All contractors must be licensed in the Village. If a Member does not adhere to any of these rules, he/she is fully responsible for all resulting injury and/or damages, and a \$150 fine will be assessed against the Member in violation.

## CARE AND MAINTENANCE OF UNIT - INTERIOR

Members are responsible for taking good care of all living and storage areas in their dwelling unit and all fixtures and equipment therein as stipulated in the Occupancy Agreement to the satisfaction of the Cooperative.

### A. DOOR LOCKS

Members shall not change locks or install additional locking devices that could impede the Cooperative Office's entry into a dwelling unit in the event of an emergency. If an alarm system is installed, it is the Members' responsibility to provide the Cooperative with entry and exit codes. If at anytime the Cooperative Office cannot enter a dwelling unit due to a Member's failure to provide the Cooperative Office with the key and/or codes, the Member may be assessed a fine.

If the Member is not at home and the Cooperative Office must enter a dwelling unit as described in the Occupancy Agreement, and the Cooperative Office's master key does not give management entry to the dwelling unit, the Member will be responsible for all repairs resulting from a forced entry. In addition, a fine will be assessed against the Member in violation.

### B. STORAGE AREAS

1. All storage areas must be kept clean and neat at all times.
2. Stored materials must not impede the use of stairways, doors or any other passageways.
3. Nothing will be stored within five (5) feet of a furnace, water heater, electrical service panel and/or other similar devices. The furnace and water heater must be accessible for repair work and kept clean to avoid fire.
4. No highly flammable material will be stored inside any dwelling unit.

### C. FURNACE AND CENTRAL AIR-CONDITIONING

Repair and maintenance of the furnace and central air-conditioning equipment are the responsibility of the Cooperative. Any repairs or service necessitated by improper use or neglect of the equipment by the Member will be the sole responsibility of the Member.

Members are responsible for maintaining or changing furnace and air conditioner filters as often as is necessary to prevent damage to the furnace or air conditioner and to maintain their efficiency. It is recommended that furnace and air conditioner filters be changed every **three (3) months**.

Members are responsible for cleaning humidifiers and for replacing the evaporative pad as necessary.

### D. ELECTRICAL WIRING

Repair of the standard electrical wiring provided with the dwelling unit is the responsibility of the Cooperative. Any alteration to the Cooperative's wiring, including additional wiring without the prior written approval of the Cooperative Office, is a violation of the Cooperative's rules and may result in the assessment of a fine by the Cooperative Office. All necessary corrections or



repairs will be accomplished to the satisfaction of the Cooperative and at the Member's sole expense.

#### **E. PLUMBING AND WATER LEAKAGE**

Repair and maintenance of the standard plumbing fixtures, pipes and drainage systems are the responsibility of the Cooperative. Any repairs and/or maintenance caused by a Member's improper use or neglect will be the sole responsibility of the Member.

THE COOPERATIVE IS NOT RESPONSIBLE FOR ANY DAMAGE TO A MEMBER'S POSSESSIONS CAUSED BY WATER LEAKING OR SEWER BACK-UPS.

Any alteration(s) to the Cooperative's plumbing without the prior written approval of the Cooperative Office is considered a violation of the Cooperative's rules and may result in the assessment of a fine by the Cooperative Office. All necessary corrections or repairs resulting from such unauthorized alterations will be accomplished to the satisfaction of the Cooperative and at the Member's sole expense.

#### **F. STRUCTURAL DEFECTS AND DAMAGE**

Repair of any and all structural defects and damage not caused by or the responsibility of a Member is the responsibility of the Cooperative. The Cooperative will repair at the Member's sole expense any defects and/or damage for which a Member is responsible.

#### **G. PAINTING AND REDECORATING**

Members may paint or wallpaper or otherwise redecorate the interior walls of their dwelling unit as long as it is done in a workmanlike and professional manner. Painting over wallpaper is strictly prohibited unless the wallpaper is made for that specific purpose. Any torn or dirty wallpaper must be cleaned or removed within ninety (90) days of its request for removal by the Cooperative Office. Any wallpaper that is not cleaned or removed within such period, will be removed by the Cooperative at the Member's sole expense and may result in the assessment of a fine by the Cooperative Office. Any painting and/or wallpapering must be done in a workmanlike and professional manner.

#### **H. WINDOW COVERINGS**

Windows shall be properly covered from the interior of the dwelling unit. At no time will bed sheets, blankets, newspapers, flags, aluminum foil or like materials be used to cover windows. Temporary coverings will be allowed for 45 days for new Members. After 45 days, all new members must install appropriate window treatments. Only coverings that are specifically made for the purpose of covering a window will be allowed.

Only the inside of windows may be covered with insulating material (i.e. clear plastic) and any such installation of insulating material must be maintained in good condition. The Cooperative shall determine in its sole discretion what constitutes a "good condition."

## I. ONE BEDROOM UNITS

Members of "A" units (1 bedroom downstairs) are responsible for keeping the common area stairway clean and neat during the even months of the year (February, April, June, August, October, and December). Members of "B" units (1 bedroom upstairs) are responsible for keeping the common area stairway clean and neat during the odd months of the year (January, March, May, July, September, and November). This includes, but is not limited to, sweeping and mopping the floor and stairway, removal of debris, and dusting of walls and ceilings. **All second floor ("B") one-bedroom units must have and maintain wall-to-wall carpeting in the living room, dining room, hallway, and bedroom at all times. Exceptions to this rule will be determined by the board on a case-by-case basis.**

## J. HOUSEHOLD APPLIANCES

**Garbage disposals:** Garbage disposals are strictly prohibited in all dwelling units because the existing drainage system is not capable of supporting them.

**Washing machines:** To prevent clogged drains, Members must have lint catchers on the discharge hose leading from the washing machine to the tub.

**Clothes dryers:** All clothes dryers must be properly vented, through a basement window. Material used around the vent to replace the window glass must be of metal and must be installed to the satisfaction of the Cooperative. The use of "slinky style" dry vent hoses are strictly prohibited. The flexible tubing from the dryer to the exhaust vent should be of a metal material.

Members must maintain any and all other household appliances in good working condition.

**Window air-conditioners and fans:** Window air conditioners and window fans are not allowed. Ceiling fans must be installed to the satisfaction of the Cooperative and meet all Village and Electrical codes.

## K. EXTERMINATING SERVICE

Exterminating services are provided and included in the carrying charges. Pursuant to the Cooperative's contract, the exterminating service is limited to certain covered insects and rodents. Exterminating services for ants and flying insects are not covered under the Cooperative's contract but may be provided at the Member's sole expense. Exterminating services are performed weekly as scheduled by the Cooperative Office. Please contact the Cooperative Office to schedule an appointment.

At times, when exterminating is necessary, services will be provided for an entire building with proper notice. The cooperation of all Members is required.

Maintenance will spray for bees and remove hives only when hives are unreachable by the Member.

## **L. DWELLING UNIT INSPECTIONS**

Periodic dwelling unit inspections are required by the Cooperative and the Village to determine any structural, health or safety hazard within the dwelling unit. Management personnel shall enter all units within a particular building after giving five (5) days advance written notice to Members of the building.

If any violation is discovered within a dwelling unit, the Member will be notified of such violation and the time frame in which to remedy such violation and a date for re-inspection will be set to confirm that the Member has completed the necessary correction(s). If a Member does not complete the necessary correction(s), the Cooperative will make the necessary correction(s) at the Member's sole expense and a fine may be assessed by the Cooperative Office against the Member in violation.

If you will not be at home during the time of your inspection and own a pet, please make arrangements to keep the pet elsewhere on the date of the scheduled visit. If you wish, you may make arrangements to have a friend or neighbor accompany management during the inspection of your dwelling unit.

Occupancy Agreement, Article 16, "Inspection of Dwelling Unit" provides "The Member agrees that the representatives of any mortgagee holding a mortgage on the property of the Corporation, the officers and employees of the Corporation, and with the approval of the Corporation the employees of any contractor, utility company, municipal agency or others, shall have a right to enter the Dwelling Unit of the Member and make inspections thereof at any reasonable time." The Cooperative must have the full cooperation of all Members. Members will be assessed a fine for any appointment which must be rescheduled, unless Member has provided at least twenty-four (24) hours' notice of the cancellation of such appointment.

## **M. MOVE-IN AND MOVE-OUT INSPECTIONS**

Prior to the sale of any dwelling unit, a series of inspections will be conducted to ensure that the dwelling unit complies with the guidelines set forth under the heading in this manual entitled "Cedarwood Cooperative, Inc. Standard Unit Policy." Although sellers cannot sell "as is", as long as the buyer agrees in writing to make the required repairs/changes within 6 months as described in the inspections and according to the Standard Unit Policy, the Sales Contract may be signed.

**CEDARWOOD COOPERATIVE, INC.  
STANDARD UNIT POLICY**

**INTERIOR ITEMS**

1. **Locks and deadbolts** must be mastered to the Cooperative's lock system. If a Member requests a lock change, the Member will be charged for all of the costs of such change.
2. **Storm windows** must be in place for all windows and doors and screens must be on the windows or safely stored in the basement. All windows must not be broken or cracked and all screens must be in good condition as determined by the Cooperative Office in its sole discretion. A fine will be assessed by the Cooperative Office for any windows and/or screens that are not in compliance with this regulation.
3. **Contact paper** or floor coverings are not to be used on any walls of the dwelling unit. Contact paper used as shelf or drawer lining in concealed areas of the dwelling unit is allowed, when in good condition as determined by the Cooperative Office in its sole discretion. Regular wallpaper and other acceptable wall coverings should be clean, properly secured and in good condition as determined by the Cooperative Office in its sole discretion. All painted walls must be clean and in good condition as determined by the Cooperative Office in its sole discretion. All painting must be done in a workmanlike and professional manner. The Cooperative, recommends neutral, white or pastel colors to facilitate resale. **No** textured paint is allowed **except** on basement walls.
4. **Plastered walls** with chips, cracks and large holes caused by various hangings, must be repaired in a workmanlike and professional manner. Small nail holes caused by hangings do not need to be repaired. Patched areas should be painted to match wall and/or ceiling color. An outgoing member will be charged all the costs of any such repairs which are not completed prior to the outgoing member's departure.
5. **Paneling** on walls, including basements, must be installed in a workmanlike and professional manner, with the prior written approval of the Cooperative Office. The removal and replacement of paneling for repairs is the Member's sole responsibility.
6. **Interior Doors** must be free from scratches, paint and other defects, other than painting on the insides of the front and rear entrance doors. Any interior doors requiring replacement should match all other interior doors. Where a Member has sealed interior doors in other than the natural finish, the member will be required to replace the non-conforming doors and will be responsible for all costs associated with the replacement of such doors.
7. **Linoleum:** No tile or linoleum is permitted on any bedroom, closet, living room or dining room floors, hallway stairs or hallway floors. Kitchen and bathroom floors must be in good condition as determined by the Cooperative Office in its sole discretion and covered with quality material approved by the Cooperative Office. The outgoing member will be assessed a fee for all the costs of repairing or replacing any floors that are not in good condition as determined by the Cooperative Office in its sole discretion.

8. **Hardwood floors** and/or carpeting must be in good condition as determined by the Cooperative Office in its sole discretion. The outgoing member will be assessed a fee for the costs of repairing or replacing any hardwood or carpeting that is not in good condition, as determined by the Cooperative Office in its sole discretion.
  9. **Debris:** Dwelling units must be free of all debris and basements must be free of dust and lint.
  10. **Window treatments:** No old, worn, improperly hung and/or discolored window treatments are permitted. Window treatments are the Member's sole responsibility.
  11. **Cabinetry:** All cabinets and shelves must be in good condition as determined by the Cooperative Office in its sole discretion. The surfaces of metal kitchen cabinets may be painted or antiqued and sealed with a suitable finish. The outgoing member will be assessed a fee for all the costs of repairing or replacing any cabinets and/or shelves that are not in good condition, as determined by the Cooperative Office in its sole discretion.
  12. **Sinks and countertops** must be in good condition as determined by the Cooperative Office in its sole discretion. The outgoing member will be assessed a fee for all the costs of repairing or replacing any sinks and/or countertops that are not in good condition, as determined by the Cooperative Office in its sole discretion.
  13. **Light fixtures** must be covered with appropriate covers.
  14. **False ceilings** are subject to the approval of the Cooperative Office. False ceilings must be installed in a workmanlike and professional manner and must not constitute a fire hazard. The removal and replacement of drywall in the basement for repairs is the Member's sole responsibility.
  15. **Shower doors and curtains:** All dwelling units must have either shower doors or curtains.
  16. **Electrical** wiring must be in compliance with any and all Village code and/or regulations. Any electrical wiring which is not in compliance with such code and/or regulations will be removed and replaced at the outgoing Member's sole expense.
  17. **Front and rear exterior doors** must be painted the standard color of other doors in the same building.
  18. **Windows and air conditioners** cannot be blocked by plantings or fencing. A member may erect a fence to cover the air conditioner only by using PVC type-material to match the rear porches. Fence not to exceed 3' in height and must be at least 1' away from air conditioner.
- In addition to the aforementioned policies, all one bedroom "A" and "B" units must comply with the guidelines set forth on pages 27, 28 and 33.**

## CARE AND MAINTENANCE OF UNIT – EXTERIOR

Members are responsible for keeping the outside of the dwelling unit clean and neat at all times. If a Member fails to perform such work, the Cooperative Office, after due notice, will perform the work at Member's sole expense and a fine may be assessed by the Cooperative Office against the Member in violation.

- A. **GRILLING ON THE FRONT OR REAR PORCHES IS STRICTLY PROHIBITED.**
- B. Faux floral decorations are permitted but must be kept clean and in good condition. Weathered decorations must be removed and/or replaced.

### 1. CARE AND MAINTENANCE OF THE ONE BEDROOM DWELLING: “A UNITS”

Members are responsible for keeping the outside of the dwelling unit clean and neat at all times in the front of the dwelling unit. This area extends from the sidewalk that leads to the front door to the area where the yard meets the neighbors' yard in the front of the building.

Members are responsible for keeping the rear enclosure area, which is located on the outer side of the building (as seen when standing outside facing the building) of the rear doorway, clean and neat at all times. SEE EXHIBIT A.

**NOTE: If lawn furniture and/or patios are desired, one may be placed and/or installed in the rear of the building only as specified by the map drawing in EXHIBIT B AND C.**

### 2. CARE AND MAINTENANCE OF THE ONE BEDROOM DWELLING: “B UNITS”

Members are responsible for keeping the outside of the dwelling unit clean and neat at all times in the rear of the dwelling unit. This area extends from the sidewalk that leads to the front door to the area where the yard meets the neighbor's yard in the rear of the building.

Members are responsible for keeping the rear enclosure area, which is located on the inner side of the building (as seen when standing outside facing the building) of the rear doorway, clean and neat at all times. SEE EXHIBIT A.

**NOTE: If lawn furniture and/or patios are desired, one may be placed and/or installed in the rear of the building only as specified by the map drawing in EXHIBIT B AND C.**

*Again, the listed rules for the one bedroom “A” and “B” Units are to better define the shared responsibilities of the one-bedroom unit members. These rules are not intended to supersede or otherwise replace any other rules set forth herein, but only to provide further explanation.*

**The following regulations, as applicable shall apply to all dwelling units at the Cooperative:**

## **A. DEBRIS AND OBSTACLES**

Members must keep the front and rear porches of the dwelling unit, the access walks and adjacent grassy areas free from any debris or obstacles with the following exceptions:

**Back Porch.** The following items may be included on the back porch: (i) two (2) 30-gallon garbage cans, (ii) lawn mower and/or snow blower, (iii) charcoal or gas grill (up to two), (iv) garden tools recycling bin, (v) yard waste bags, and (vi) storage container not to exceed 46”L x 23-3/4”W x 24-3/4”H. All seasonal items must be stored in the basement of a Member’s dwelling unit when not in use. The storage of any of the aforementioned items must be done so that access to any areas is not blocked and there is no cluttered appearance. All debris must be confined to the back door/porch area.

**Lattice enclosures are not permitted.**

**Yard Waste Bags** may be allowed on the rear porch or against the rear of the building during the spring, summer and fall. Yard waste bags must be discarded as set forth under the heading “Garbage and Refuse” in this manual.

**Front Porch** - Lawn chairs and flowerpots may be placed on the front porch of a dwelling unit. All portable lawn furniture (resin, etc.) and all empty flowerpots or soil filled pots of less than one gallon must be stored during the winter months.

## **B. GRASS, SHRUBBERY AND LEAVES**

Members must mow, water, edge, reseed and re-sod the grass and trim or otherwise care for the shrubbery in the areas between the dwelling unit and the common sidewalks. At no time shall the grass in the area between the Member’s dwelling unit and the common sidewalks exceed 3 ½ inches in height. The grass must also be kept free of bare and brown spots.

All shrubbery must (i) be kept manicured and trimmed so as not to come in contact with the building siding, (ii) not hang over any portion of sidewalks, and (iii) be maintained for curb appeal and safety. All shrubbery must be trimmed twice per year. The first trimming must occur prior to June 1 and the second trimming must occur prior to October 1. No Member shall remove any shrubbery without the prior written approval of the Cooperative Office.

All bushes must be manicured, trimmed, and pruned in a neat and tidy fashion.

All Members must remove any leaves in the area between their dwelling unit and the common sidewalk. If a Member fails to remove any such leaves, the Cooperative will remove such leaves and the Member will be charged for all the costs of any such removal.

## **C. SNOW AND ICE**

All Members shall keep their front and rear porch areas and access walks clear of snow and ice, within twenty-four (24) hours of any accumulation of snow and ice.

## **D. WINDOW WELLS**

Window wells may not be used for storage at any time and must be kept clear of all debris, including but not limited to leaves.

## **E. ROOF STORAGE**

Nothing may be stored on the roof of any dwelling unit.

## **F. SIGNS**

Members may not display any signs other than a “For Sale” sign or political sign. Any such signs must be posted from inside a Member’s dwelling unit and must not exceed 12” x 12”. Political signs may only be displayed thirty (30) days prior to an election and must be removed the day after the election. No signs may be posted on any grassy areas or on the exterior part of the Member’s dwelling unit.

## **G. BUILDING, PORCHES, SIDING**

No holes or attachments are to be made to the building siding or brick. Nothing should be attached, hung, or leaned upon the porches that may damage or jeopardize the integrity of any part of the construction or that may cause a discoloration or any other damage cosmetically in nature, or change the “look” of the existing porch. Hanging flower baskets, window baskets, and rail flower baskets may be hung/used if they are made from PVC or plastic which will not damage, jeopardize the integrity, or cause discoloration or cosmetic damage to existing porch structure. Hanging baskets must be attached without puncturing the structure by using heavy-duty plastic hangers and large, wide industrial cable ties.

## **H. SUPPLEMENTAL STRUCTURES**

Sheds, lean-tos, playhouses, and similar structures may not be erected or placed on Cooperative Property. See the heading “Sports, Toys and Playground Equipment” in this manual.

## **I. PAINTING**

Members may not paint, decorate or otherwise alter, the exterior of the dwelling unit, including but not limited to the exterior doors and porch railings. All exterior doors must be painted white and it is the responsibility of the Cooperative to paint all such doors white. Prior to replacing any prime doors, a Member must submit an “Alteration of Dwelling Form” to the Cooperative Office and receive the approval of the Cooperative Office to replace such doors. See the heading “Requests for Approval of Dwelling Changes” in this manual. Any prime doors replaced without the approval of the Cooperative Office may result in the assessment of a fine as may be determined by the Cooperative Office, in its sole discretion.

## **J. LANDSCAPING**

Members are encouraged to add landscaping to supplement what has been, is or will be provided by the Cooperative. Any major landscaping renovation projects require the prior approval of the Cooperative Office prior to the commencement of any landscaping work and the submission of an “Alteration of Dwelling Form.” See the heading “Request for Approval of Dwelling Changes” in this manual. The Cooperative Office assumes no responsibility in matters pertaining to landscaping. (See Lawn Landscape Compliance Standards Pg. 38B)



**K. GARDENS**

Flower gardens are permitted, provided they are cared for and kept free of weeds and do not affect the physical appearance of the Cooperative as determined by the Cooperative Office in its sole discretion. Small vegetable gardens (not to exceed a 5X5 area) are only permissible on the side or rear of the dwelling unit.

**L. PLANTING OF TREES AND SHRUBS**

Prior to the planting of any trees and/or shrubs, a Member must contact J.U.L.I.E. and receive the prior approval of the Cooperative Office.

Any shrubs planted under windows must be kept trimmed and pruned. No shrub may be taller than 4 feet and touch the building of any dwelling unit.

**M. IVY AND CLINGING VINES**

In order to help preserve the building exteriors of the Cooperative it is the sole responsibility of every Member to prevent or remove any growth of ivy or clinging vine along the dwelling unit foundation or dwelling unit exterior. If the Cooperative Office has notified a Member to remove any ivy or clinging vine that is growing along the dwelling unit foundation or dwelling unit exterior and such member has failed to do so, the Cooperative will remove such ivy or clinging vine at the Member's sole expense.

**N. WALLS, FENCES AND PLANTINGS**

Walls, fences, or plantings may not be erected or planted so as to enclose or otherwise subdivide any grassy area or to cover any air conditioners until member has completed an Alter of Dwelling form and such form has been approved by the Cedarwood Cooperative Office.

**O. DECKS/PATIOS**

Members may construct patios or decks on the rear or side of their dwelling unit only, provided that the side of such patio or deck does not face Cedar Street, Dogwood Street, and Western Avenue. No patios or decks will be allowed at front entrances. Decks or patios shall be no bigger than 12'x12' and shall extend 3' from the edge of the Member's dwelling unit, except for end units. Depending on the space available, patio and deck sizes may be up to 18' x 20' with Management approval. At least thirty (30) days prior to the anticipated construction of any patio or deck, a Member must submit an "Alteration of Dwelling Form" for approval to the Cooperative Office accompanied by the exact measurements of such deck or patio, drawn to scale showing the adjacent building and sidewalks, and the materials to be used in the construction of such deck or patio. The Cooperative Office in its sole discretion may deny a Member's request to construct a patio or deck. In addition, no construction shall commence until Member has obtained all required permits and licenses and provided evidence of such permits to the Cooperative Office. A Member must also submit evidence of satisfactory insurance to the Cooperative Office, prior to the commencement of any construction. Any deck that is 30" or higher must have appropriate safety railings. All decks and/or patios must also comply with any and all Village rules and/or regulations. See the heading "Request for Approval of Dwelling Changes" in this manual.

The Cooperative and any utility company shall at all times have access to the ground beneath any patio or deck, if such access is necessary to perform their duties. The removal and replacement of the patio or deck and any costs associated with such removal and replacement will be the Member's sole responsibility.

**P. GARDEN HOSES**

Garden hoses must be disconnected from water spigots and the control valve for each exterior water spigot must be turned off and drained prior to any freezing temperatures. A Member will be responsible for any and all damages resulting from such Member's failure to disconnect a garden hose from a water spigot and to turn off and drain the control valve of any exterior water spigot prior to any freezing temperatures.

**Q. AIR CONDITIONERS**

Nothing shall be placed on top of an air conditioning unit and an air conditioning unit shall not be covered at any time. Fences around air conditioners are strictly prohibited, however decorative and removable (no digging necessary) enclosures are allowed. No enclosure may be installed until Member has completed an "Alteration of Dwelling Form" and such form has been approved by the Cooperative Office. In addition, any enclosure must (i) use PVC-type material that is similar to porches, (ii) white PVC, white or natural stained wood, (iii) not exceed 3 feet in height, and (iv) have a minimum of 1 foot clearance between the air conditioner and the enclosure.

**R. COMPOST MACHINES**

Compost machines are prohibited.

**S. CHIMENEAS AND FIREPITS**

Chimeneas and firepits are currently treated as an outdoor burning device pursuant to the rules and regulations of the Village. The Village may at any time ban these burning devices. The use of any chimeneas or firepits must comply with the Village's ordinance which in part reads:

No person shall burn or cause to be burned any of the following on private or public areas: trimmings from trees, bushes, vegetable matter, paper or other combustible debris, refuse, waste, rubbish, garbage, green, wet, painted or treated wood, wood products, containing glue, binders, or chemicals, plastics, or other synthetic organic products, magazines, colored paper, or gift wrap.

No fire may be burned during an ozone alert.

No fire may be burned when Village weather station registers = or > 90 degrees Ft.

No fire may be burned between 11:00 p.m. and 7 a.m.

No fire may be burned on official holidays.

**T. PARTY CANOPY**

A party canopy, outdoor table sets, and umbrella sets may be erected and used from May through September of each year. The installation of such outdoor equipment shall not infringe on the common areas or another Member's area. For safety reasons, Members must use stakes during installation and a minimum of 40 lb. weights for each leg.

## **U. ARBOR**

An arbor may be erected in the rear or on the side of a dwelling unit, but not in the common areas. However, no arbor may be installed until a Member has submitted an "Alteration of Dwelling Form" to the Cooperative Office and the Cooperative Office has approved such form, which the Cooperative Office may approve in its sole discretion. In addition, no construction shall commence until Member has obtained all required permits and licenses and provided evidence of such permits to the Cooperative Office. A Member must also submit evidence of satisfactory insurance to the Cooperative Office, prior to the commencement of any construction. All arbors must be professionally constructed and installed and be of natural wood or wood that is painted white. Any arbors which are not in conformity with the foregoing regulation will be corrected at the Member's sole expense. See the heading "Request for Approval of Dwelling Changes" in this manual.

## **V. TV AND FM/CB ANTENNAS**

No television, FM/CB, or outside antennas may be erected without the prior approval of the Cooperative Office. The Cooperative assumes no liability for any damages resulting from the installation of such antennas. See the heading "Satellite Antenna Policy" in this manual.

## **W. AIRING AND DRYING OF LAUNDRY**

It is strictly prohibited to dry any laundry outside of a dwelling unit and to install clotheslines and/or similar equipment for such purpose. Any violation of such rules may result in the assessment of a fine by the Cooperative Office.

## **X. ATTRACTIVE NUISANCE**

Generally, an "attractive nuisance" is any condition, instrumentality, or machine which is unsafe and unprotected and thereby dangerous to children and others at risk by reason of their inability to appreciate the peril which exists, and which may reasonably be expected to attract children and others at risk to the premises and risk injury by playing with, in, or on it. Attractive nuisances may include but shall not be limited to abandoned and/or broken equipment, hazardous pools and neglected machinery.

The final determination of what constitutes an "attractive nuisance" and as such a Violation of the House and Grounds Rules is left to the discretion of the Property Manager.

## **Y. RAIN BARRELS**

A rain barrel may be installed subject to the authorization of the Cooperative. Only one rain barrel may be installed on the rear of the building only. Rain barrels must be attractive in nature and look like a decorative landscape item. Only neutral colors will be considered (i.e. whites, grays, tans, and natural wood colors). Installation must be done professionally. Proper maintenance must be performed regularly (i.e. water treatment, mosquito treatment, proper drainage, and proper winterization including emptying and disconnection). Any damage to the ground, building, basement including water seepage caused by the rain barrel will be the responsibility of the member. All maintenance and/or repairs required by the member will be the responsibility of the member. All maintenance and/or repairs performed by the cooperative will be the financial responsibility of the member. The member will be charged for the replacement of a new gutter. Weathered rain barrels must be removed or replaced. EXHIBIT D.

## **ENFORCEMENT AND NON-COMPLIANCE**

Members determined to be in violation of this Care and Maintenance Section of this House and Grounds Manual will be issued warnings and/or fines in accordance with the rules set forth in the Violations Section of the House and Grounds Manual (Pg. 3).

### **LAWN/LANDSCAPE COMPLIANCE STANDARDS**

Members are expected to maintain their lawn and landscaping on a regular basis to ensure a safe, clean and attractive environment for the health and well-being of members, guests and neighbors. Establishing and following guidelines will preserve the appearance, character, and beauty of Cedarwood and will preserve the value of the property since property values are based, in part, upon the appearance and maintenance of Cedarwood Cooperative.

Overgrown, dead, or decayed vegetation and weeds and the accumulation of rubbish and lawn clutter are conditions which can be injurious to the public health, safety and welfare of the residents and can contribute substantially and increasingly to the deterioration of aesthetic appeal of the Cooperative.

Determination of non-compliance with any of the following will be made by the Cooperative Office at its discretion.

The finding by the Property Manager of a nuisance will result in a fine to the offending member in accordance with the fine structure listed in the "Violations" section of this House and Grounds Manual. Nuisances that may result in a fine by the Cooperative include, but are not limited to, the following:

1. The existence of any garbage, rubbish, refuse or waste matter upon the premises.
2. The existence of weeds upon the premises.
3. The existence of overgrown, dead, or diseased vegetation.
4. Overgrown vegetation including shrubbery, ground cover, lawns and decorative plantings which substantially detract from the aesthetic and property values of neighboring units.
5. Any abandoned or discarded furniture, stove, refrigerator, freezer, sink, bathtub, toilet, cabinet, or other household fixture, tools or equipment.
6. The existence of hazardous substances and waste unlawfully released, discharged, or deposited upon any premises
7. The existence of any hay, straw, lumber, papers, or other such fire hazards upon the premises.
8. The improper accumulation of junk –Only landscape items/ornaments with an original purpose of being displayed as such will be permitted on the lawn area. Household items including, but not limited to, cooking pots and pans, colanders and mixing bowls are prohibited.
9. The existence of excessive lawn ornaments: There will be a maximum of six (6) lawn ornaments/landscaping items which may be displayed on the lawn area.
10. Any other condition which is contrary to the public peace, health and safety.
11. Any attractive nuisance as described in Section X of the Care and Maintenance Section hereof.

## SATELLITE ANTENNA POLICY

A Member wishing to install a satellite antenna must submit an "Installation of Satellite Antenna" application (a copy of which is available in the Cooperative Office) along with a copy of the satellite installation contract and detailed drawings setting forth the location where the satellite antenna will be installed to the Cooperative Office. The Cooperative Office will not accept any incomplete applications. All installations of satellite antennas must be approved by the Cooperative Office prior to installation. All installations of satellite antennas must comply with the following criteria: (i) the installation contractor must be licensed and insured as required by the Cooperative; (ii) Member must have obtained all required permits and licenses and provided evidence of such permits to the Cooperative Office; and (iii) Member must have submitted certificate(s) of insurance verifying general business liability and workmen's compensation coverage to the Cooperative Office.

NOTE: All satellite dishes must be removed upon the sale of the unit. The cooperative will remove at the member's expense.

The installation of a satellite antenna may only commence after the Cooperative Office has approved the application. At no time is a Member allowed to be on the roof of his/her dwelling unit. Any violation of the regulations relating to the installation of a satellite antenna may result in the revocation of the Cooperative Office's approval for the installation of a satellite antenna and if the satellite antenna has already been installed, removal of the satellite antenna. Any such determination may be made by the Cooperative Office in its sole discretion.

1. A satellite antenna can only be installed on the rear brick wall at a minimum of twelve (12) feet above grade. No siding installations are permitted and no satellite antenna may be installed on a porch or a porch roof. Only in the case that a proper signal cannot be obtained, may a satellite antenna be installed on the rear roof of a Member's dwelling unit. The Cooperative Office will not approve or allow the alteration of any building or structure for the purpose of installing a satellite antenna. No trees may be trimmed or removed without the prior approval of the Cooperative Office for the purpose of installing a satellite antenna.
2. All wiring for a satellite antenna must be hidden from view and run in a neat fashion behind the nearest downspout. All satellite antennas must be grounded in accordance with the rules and regulations of the *National Electrical Code* and all cables must be secured with appropriate fasteners.
3. Roof Installation at rear (only where absolutely necessary to obtain a signal): The satellite dish may be placed on the roof over the members unit. All installation hardware must be of high quality and corrosion resistant. Stainless steel hardware is preferred. Cable connecting the satellite dish with the receiving device must not be visible on the exterior of the building and must be installed in a neat and secure fashion. A small hole is to be made in the mortar joint. Location is to be approved on site by Cedarwood Authority. If the member has existing cable, the dish connection must be connected to that unit's cable only and without disruption to antenna signal to other units.

A ground rod must be installed at the location of the satellite cable entry. The building and ground wire must be supplied by the installer. Ground rods can be installed by Cedarwood Maintenance for a fee to the member.

All satellite dishes must be grounded in accordance with the *National Electrical Code*. If a conventional antenna is currently installed on the building, the satellite dish may be attached to the grounding system employed by the existing antenna. Connection must be made using #8 solid copper wire. Split bolt connectors of appropriate size are to be used to connect the new wire to the existing ground line. The existing ground line must be cleaned to remove all corrosion and dirt at the point of connection. **THE EXISTING GROUND WIRE MUST NOT BE CUT.** The new ground wire must be secured with appropriate fasteners between the satellite dish and the point of connection. If a ground system is not present, one must be installed which complies with the requirement of the National Electrical Code. **Connecting to a water line, gas line, or electrical conduit/tubing for the purpose of grounding a satellite dish is not acceptable and under certain circumstances may be extremely hazardous.**

4. Satellite antennas are not to exceed eighteen inches (18") in diameter.
5. The Member is solely responsible for (i) any damage to the roof or building structure resulting from the installation of a satellite antenna; (ii) any leaks that may be caused by the installation of the satellite antenna and (iii) any maintenance and repair resulting from the removal of a satellite antenna.
6. The Member agrees to hold the Cooperative harmless from any and all damages, including but not limited to liability, court costs and attorney fees, which arise out of the installation of a satellite antenna.
7. If a Member who has a satellite antenna sells his/her membership interest, the new member must agree in writing to abide by the Cooperative's terms regarding satellite antennas. If the new member does not agree to abide by such terms in writing, then the selling member must have the satellite antenna removed by a qualified contractor.
8. Members must maintain their satellite antennas in good working condition. Failure to do so will result in the removal of such satellite antenna by the Cooperative at the Members' sole expense. If a satellite antenna is removed, any and all holes and physical damage must be repaired in compliance with the Cooperative's standards. The Cooperative Office may in its sole discretion determine that a satellite antenna is not properly installed or in need of repair. If the Cooperative Office makes such a determination, it will notify the Member and advise the Member that the Member must remedy such defect. The Cooperative Office will provide the Member a reasonable period of time to remedy such defect, provided that if the Member fails to correct such defect in a reasonable time, the Cooperative will remove the satellite antenna and charge the Member all the costs of such removal. In the event that any repairs or replacements are necessary on a building and the satellite antenna has to be removed to perform said repairs and replacements, it shall be the Member's sole responsibility to remove and re-install the satellite antenna at the Member's sole expense.

## GARBAGE AND REFUSE

Once a week, the contents of no more than two (2) 30-gallon garbage cans will be picked up at no charge from each dwelling unit. The scheduled pick-up date is Thursday. Only garbage and refuse that is properly secured and fastened and placed in garbage cans will be picked up. Any large items which cannot be placed in a garbage can are to be placed in the designated pick-up court area **after 7:00 P.M. on the evening before the scheduled pick-up-day (e.g. Wednesday evening)**. Absolutely no household garbage is allowed in the court pick up area. Any violation of such rules will result in the assessment of a fine by the Cooperative Office, no warnings will be issued for garbage violations.

All garbage cans must be kept tightly closed and placed on the ground adjacent to the side of the back porch of the dwelling unit (whenever possible). All garbage cans and recyclable bins must be kept clean. Members may enclose garbage cans and recycle bins using a fence approved by Management.

For thirty (30) days after moving in, an incoming Member may place in his/her designated pick-up court **area after 7:00 P.M. on the evening before the scheduled pick-up day (e.g. Wednesday evening)**, any debris resulting from moving in. All debris from moving will be collected at no extra cost. If long or off cycle pick-up is needed, please contact the Cooperative Office. Any violation of such rules will result in the assessment of a fine by the Cooperative Office, no warning will be issued.

A Member who is moving out of the Cooperative must leave all debris to be picked up in his/her designated pick-up court area. The Cooperative Office will arrange for the removal of such debris at no cost to the outgoing Member.

### A. RECYCLE BINS

One recycle bin is provided per dwelling unit by the Cooperative Office. Each recycle bin must include the address of the Member's dwelling unit. All Members must take their recycle bin to the designated pick-up court area for disposal **after 7:00 P.M. on the evening before the scheduled pick-up day (e.g. Wednesday evening)**. Once the recycle bins have been emptied, all Members must pick up and return their recycle bin to their dwelling unit or rear porch by 7:00 P.M. of the scheduled pick-up day. Any recycle bins left in the designated pick-up court area past 7:00 P.M. on the scheduled pick-up day, will be picked up by the Cooperative's maintenance staff and a fine will be assessed against the Member who violated such regulation.

### B. LAWN AND SHRUB MAINTENANCE

All grass clippings, leaves, branches, and other trimmings will be picked up provided that such material is properly bundled and bagged in a recyclable paper or yard waste bag. All bags must be properly tagged with stickers that are available at the Cooperative Office at a minimal cost.

All properly tagged bags and large branches/trees must be placed in the designated pick-up court area for disposal **after 7:00 P.M. on the evening before the scheduled pick-up date (e.g. Wednesday evening)**. Any violation of such rules will result in the assessment of a fine by the Cooperative Office, no warning will be issued.

### **C. DUMPING**

The dumping of lawn debris (leaves, grass clippings, etc.) and/or household debris in any common areas is strictly prohibited. Any violation of such rule will result in the assessment of a fine by the Cooperative Office, no warning will be issued.

### **D. APPLIANCES**

Please contact the Cooperative Office for instructions on how to arrange for the disposal of appliances, including refrigerators or any other appliance containing Freon, and electronics. Prior to disposal, the doors on refrigerators must be removed. Any violation of such rule will result in the assessment of a fine by the Cooperative Office, no warning will be issued.



## **SPORTS, TOYS AND PLAYGROUND EQUIPMENT**

Members using any outdoor area for recreational purposes are solely responsible for any and all injuries and damages resulting from such activity to their families, guests and/or agents. Games, sports and other activities which could cause damage in and/or around the mall areas are strictly prohibited. Any violation of such rules may result in the assessment of a fine by the Cooperative Office.

### **A. PLAYING IN COURT ENTRANCES OR PARKING LOTS IS PROHIBITED**

Members and their families and/or guests are strictly prohibited from roller-skating or riding “big-wheels”, scooters, tricycles, skateboards or other similar devices or playing games or sports, including but not limited to frisbee, baseball, basketball, hockey, volleyball in court entrances or court parking lots or areas designated with the sign “No Ball Playing Allowed”. Any violation of such rules may result in the assessment of a fine by the Cooperative Office.

### **B. TOYS**

It is strictly prohibited to leave any toys on the streets or sidewalks. All toys and playground equipment must be covered at 8:00 p.m. during the months of April, May, June, July, August and September, or when not in use. All toys, including but not limited to “Little Tykes” type patio tables, basketball hoops, etc., must be removed from outside areas during the months of October, November, December, January, February and March. Any violation of such rules may result in the assessment of a fine by the Cooperative Office.

### **C. WADING POOLS**

No wading pool shall be left unattended at any time and may not be filled with more than 24” of water when in use. By 8 p.m. all wading pools must be emptied and removed from their areas of use. Members are solely responsible for any injuries and/or damages which result from the use of a wading pool. It is strictly prohibited to store a wading pool in the window wells or on porches. Any violation of such rules may result in the assessment of a fine by the Cooperative Office.

### **D. PORTABLE SANDBOXES**

Portable sandboxes are permitted, provided that (i) they and their use do not become an attractive nuisance; (ii) they do not exceed twenty-five (25) square feet in size; and (iii) they are kept level with the ground. All portable sandboxes must be covered when not in use and must be removed from outside areas during the months October, November, December, January, February and March. Any and all damage to grassy areas resulting from use of a portable sandbox must be repaired by the Member at the Member’s sole expense. Any violation of such rules may result in the assessment of a fine by the Cooperative Office.

## **WEAPON CONTROL**

Except in the case of self-defense against serious and imminent bodily harm, any Member who displays or discharges a gun or any other weapon capable of inflicting bodily harm or allows his family or guest to display or discharge any gun or other weapon capable of inflicting bodily harm in his dwelling unit or on Cooperative property will be subject to immediate eviction. This latter prohibition shall not be construed to forbid United States marshals, sheriffs, constables, and their deputies, and any regular, special, or ex-officio police officer, or any other law enforcement officer from carrying or wearing while on duty, such weapons as shall be necessary in the proper discharge of their duties.

## **CRIMINAL ACTIVITY**

A Member, or any member of a Member's household, or any guests of a Member, or other persons under the Member's control shall not engage in any criminal activity and any act intended to facilitate criminal activity, including but not limited to, drug-related activity on or near any property owned by the Cooperative. It is acknowledged and understood that unlawful activities include but are not limited to acts of violence that damage or destroy the dwelling unit, acts that disturb, injure other residents or anyone else in the dwelling unit, common areas, or grounds. Drug-related criminal activity means the illegal manufacture, sale, distribution, use or possession with the intent to manufacture, sell, distribute, or use a controlled substance (as defined by section 102 of the Controlled Substances Act, 21 U.S.C. 802). Unless otherwise provided by law, proof of violation shall not require criminal conviction, but shall be by preponderance of the evidence. Any violation of such rules may result in the assessment of a fine and/or the commencement of eviction proceedings by the Cooperative Office.

## **FIREWORKS**

The use of fireworks in dwelling units and on Cooperative property are strictly prohibited. Any violation of such rules may result in the assessment of a fine and/or the commencement of eviction proceedings by the Cooperative Office.

## **CONCLUSION**

These rules and regulations are compiled for the betterment of the Cooperative and to help keep the Cooperative a comfortable and pleasant place in which to live. Members assume any and all responsibility for any and all violations of the "HOUSE AND GROUNDS MANUAL" caused by themselves, their families, guests, pets and/or agents. Any violation of the rules set forth herein may result in the assessment of a fine or in certain circumstances the commencement of eviction proceedings.

# One Bedroom Units

## Enclosure Responsibility



“A” Unit Responsibility - outer side of building at entrance



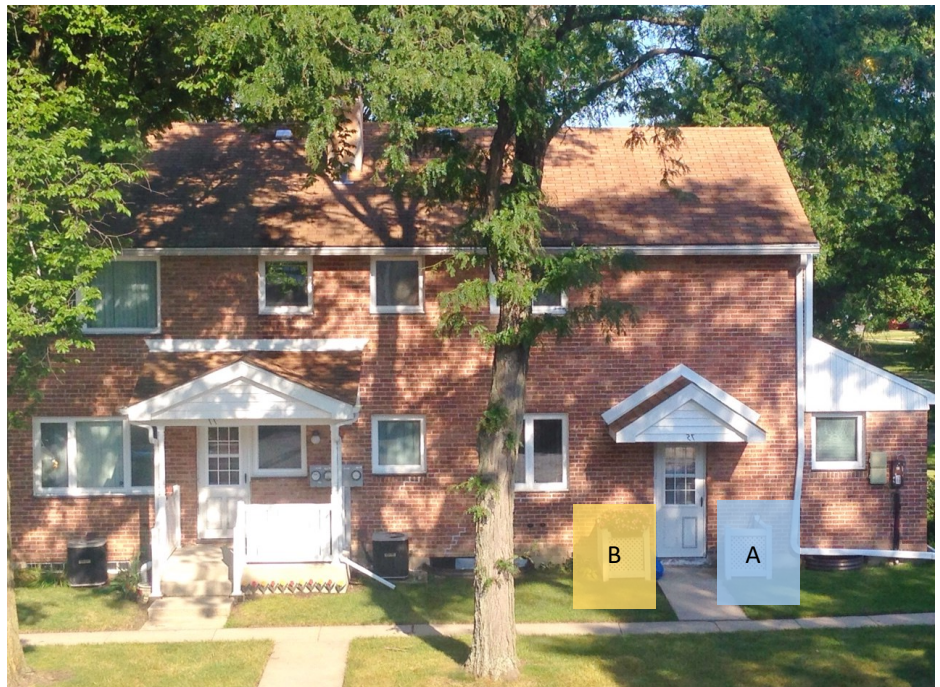
“B” Unit Responsibility - inner side of building at entrance



“A” Unit Responsibility - outer side of building at entrance

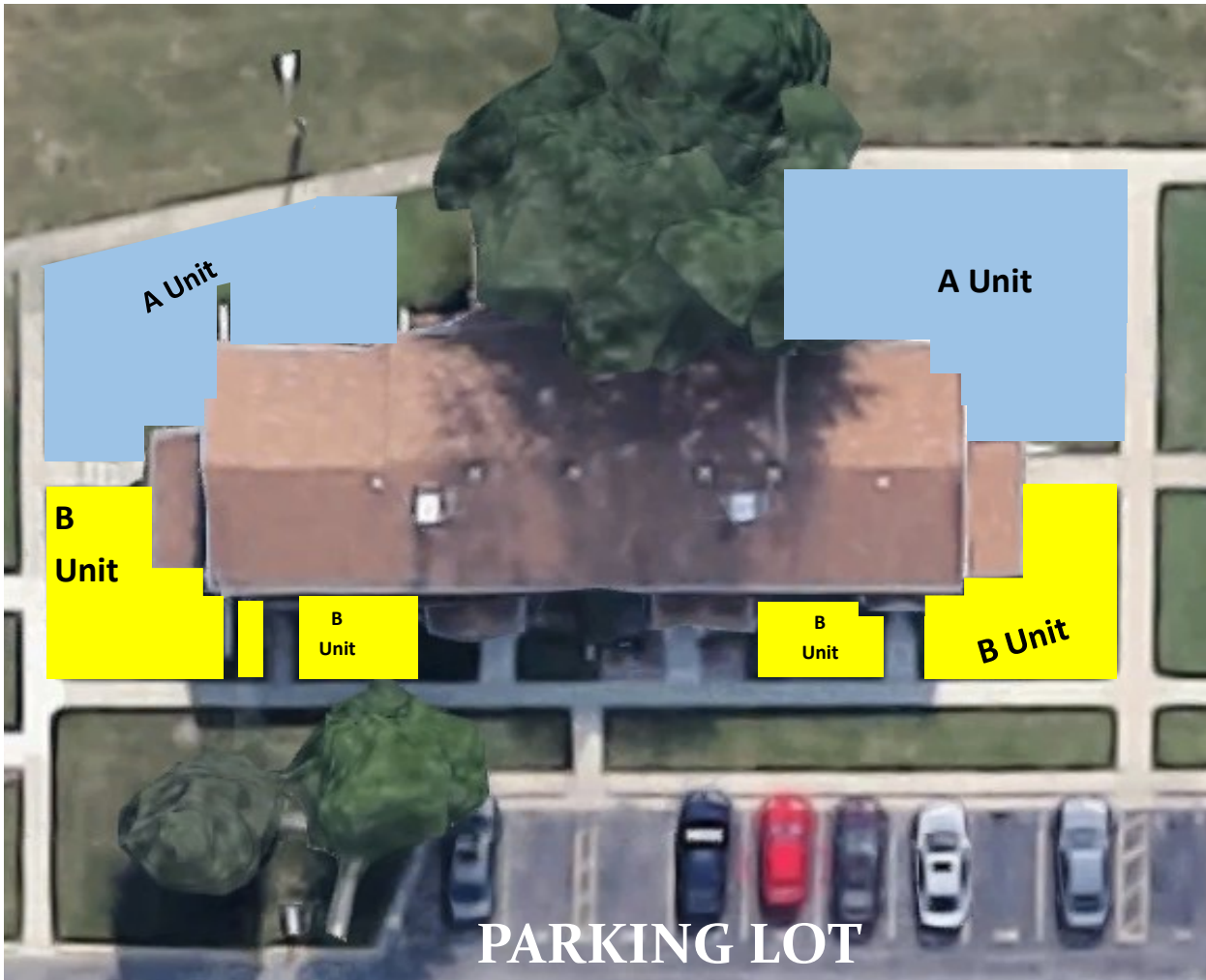


“B” Unit Responsibility - inner side of building at entrance





# Lawn Care Responsibilities



**PARKING LOT**



## One Bedroom Units

### Patio and Lawn Furniture Placement Areas



**“A” Unit’s designated patio or furniture area**

If patio or lawn furniture is added, maintenance of the patio and lawn is shifted to Unit A as indicated in blue.



**B Unit’s designated patio or furniture area**

If patio or lawn furniture is added, maintenance of the patio and lawn is shifted to Unit B from rear to side up to the front entrance sidewalk.



**Note:** Any landscaping, alterations, structural changes, home improvement projects, including patios, to a unit must be approved by the Cooperative prior to the commencement of such work. All requests must be in writing on the “Alteration of Dwelling Form”.




## One Bedroom Units - Opposite End

### Patio and Lawn Furniture Placement Areas

 **“A” Unit’s designated patio or furniture area**

If patio or lawn furniture is added, maintenance of the patio and lawn is shifted to Unit A as indicated in blue.



 **“B” Unit’s designated patio or furniture area**

If patio or lawn furniture is added, maintenance of the patio and lawn is shifted to Unit B from rear to side up to the front entrance sidewalk.



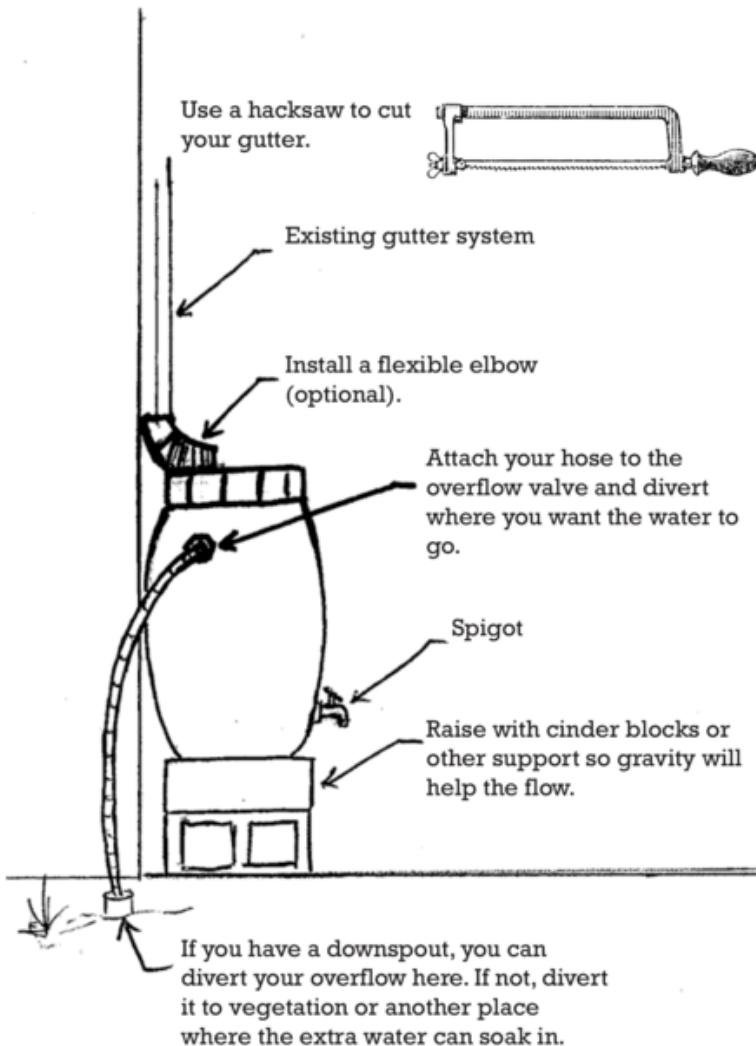
**Note:** Any landscaping, alterations, structural changes, home improvement projects, including patios, to a unit must be approved by the Cooperative prior to the commencement of such work. All requests must be in writing on the “Alteration of Dwelling Form”.

# Rain Barrel Requirements

## SAMPLES



## INSTALLATION



## MAINTENANCE

### AFTER A STORM

- Check water level and clean filters for debris

### MONTHLY MAINTENANCE

- Check/clean filter screens
- Clear leaves in spring and fall

### YEARLY MAINTENANCE

- Completely drain barrel to flush out fine particles
- Check barrel, screens, and spigots for wear or leaks

### WINTERIZATION

- Drain water from barrel to reduce freeze risk
- Turn barrel collection to bypass or open drain to allow water to run through



### Map Legend

C-1	2 to 22 Dogwood 3001 to 3039 Western 35 Units	D-3	205 to 231 Dogwood 14 Units
C-2	24 to 60 Dogwood 3041 Western 27 Units	D-4	233 to 271 Dogwood 20 Units
C-3	62 to 124 Dogwood 34 Units	D-5	20 to 50 Cedar 3225 to 3239 Western 24 Units
C-4	3101 to 3167 Western 38 Units	D-6	52 to 86 Cedar 18 Units
C-5	126 to 188 Dogwood 34 Units	D-7	320 to 354 Dogwood 3369 to 3381 Western 25 Units
C-6	190 to 228 Dogwood 22 Units	D-8	356 to 386 Dogwood 3383 to 3399 Western 25 Units
C-7	258 to 284 Dogwood 16 units	D-9	3401 to 3419 Western 388 to 426 Dogwood 30 units
C-8	294 to 308 Dogwood 51 to 97 Cedar	D-10	371 to 401 Dogwood 16 Units
C-9	15 to 49 Cedar 20 Units	D-11	403 to 453 Dogwood 26 Units
D-1	101 to 143 Dogwood 22 Units	D-12	2 to 24 Garman 455 to 481 Dogwood 26 units
D-2	145 to 203 Dogwood 30 Units	Garman RD	5 to 15, 26 to 28 8 Units



**CEDARWOOD COOPERATIVE  
PARK FOREST, IL 60466**