



# Welcome HOME



New Owner Welcome & Introduction Packet: Get to Know Your New Association

# Welcome

## to the Neighborhood

Dear Homeowner,

On behalf of your association we would like to be one of the first to welcome you to your new home. As your managing agent, it is Property Specialists, Inc's job to work with your board to ensure the quality and integrity of your community. Enclosed in this introductory packet we have provided information which will help you to better understand the functions and operations of your association.

Property Specialists, Inc, is pleased to provide you with a convenient online portal that allows you to access your account at any time. Some of the exciting features you can utilize through the web-portal are:

- Easily Pay Your Assessments
- View Your Assessment Account Information and Payment History
- Request Work Orders
- Submit Architectural Change Requests (ARC)
- View Association Documents
- Communicate with Management

If your email address was collected at your closing, you may have already received your log in credentials. If you have not and need to request this information, go to <https://portal.psimanagement.net/Home/Signup> and fill out the form to request a portal login.

We encourage you to hold onto these documents for your personal records, and to complete and return the surveys and applications to management or complete them on your homeowner portal to allow us to better serve you.

If after reading through the material you have any questions, please do not hesitate to contact your community association management team. You can reach us at 847-806-6121 during regular business hours and through our on-call operator for emergency services thereafter.

Again, welcome to your new home! We are excited to have you as a resident and hope that we are able to make your community a place you can be proud to call home.

Sincerely,

Your PSI Team

# GOLF VILLAS OF WHITE EAGLE CONDO ASSOC.

## Notice of Board of Directors Meeting

The Board of Directors for Golf Villas of White Eagle Condominium Association will hold a virtual meeting on January 30, 2023. Homeowners will be able to attend via phone or computer by following the information listed below. All other meeting dates will be in person located at the Home Owners Club 4265 White Eagle Drive Naperville, IL. These dates are subject to change.

IL. These dates are subject to change.

<https://zoom.us/join>

**Monday, January 30, 2023 at 6:30 p.m.**  
**Meeting ID:** 847 2535 1135  
**Password:** 523114  
**Dial in Number:** 1-312-626-6799

**Monday, March 13, 2023 at 6:30 p.m.**  
**In Person:** Homeowners Club

**Monday, May 22, 2023 at 6:30 p.m.**  
**In Person:** Homeowners Club

**Monday, July 31, 2023 at 6:30 p.m.**  
**In Person:** Homeowners Club

**Wednesday, September 13, 2023 at 6:30 p.m.**  
**In Person:** Homeowners Club

**Monday, November 6, 2023 at 6:30 p.m.**  
**In Person:** Homeowners Club

Community Association Manager: Kathryn Coconato  
Email: [info@psimanagement.net](mailto:info@psimanagement.net) Phone: 847-806-6121  
Homeowner Portal: <https://portal.psimanagement.net>



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## APPROVED BUDGET

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The association's budget is a roadmap for the governance of the community.

## SUMMARY

	Operating	Reserves	2023 Total	2022 Total	+ / -	% Change
Operating Expenses:	350,324.48		350,324.48	302,037.00	48,287.48	15.99%
Reserve Expenses:		129,684.00	129,684.00	132,140.00	(2,456.00)	-1.86%
Less Financial Income:	-		-	-	-	N/A
Less Other Income:	(1,000.00)		(1,000.00)	(1,000.00)	-	0.00%
Total Cash Required:	349,324.48	129,684.00	479,008.48	433,177.00	45,831.48	10.58%

Total Units: 105

## ASSESSMENTS

Assessments are paid **monthly** and are due on the 1st of each month.

Type of Unit	# of Units	% Ownership Per Unit	2023 Operating Assessment	2023 Reserve Assessment	2023 Total Assessment	2022 Total Assessment	+/-	% Change
1	15	1.4090	410.17	152.27	562.44	508.56	53.88	10.6%
2	10	1.1036	321.26	119.27	440.53	398.37	42.16	10.6%
3	18	0.7982	232.36	86.26	318.62	288.14	30.48	10.6%
4	7	0.9392	273.40	101.50	374.90	339.04	35.86	10.6%
5	14	0.6930	201.73	74.89	276.63	250.12	26.51	10.6%
6	13	1.0331	300.74	111.65	412.39	372.94	39.45	10.6%
7	14	0.7635	222.26	82.51	304.77	275.60	29.17	10.6%
8	11	0.8292	241.38	89.61	330.99	299.36	31.63	10.6%
9	3	1.3150	382.80	142.11	524.91	474.76	50.15	10.6%

INCOME		2023 Total	2022 Total	+ / -
<b>ASSESSMENT INCOME</b>				
5111	Assessment Income	349,324.48	301,037.00	48287.48
5131	Replacement Reserve Assmt	75,000.00	101,000.00	(26000.00)
5146	Operating/Contingency Assmt	0.00	1,140.00	(1140.00)
5172	Bank Loan Payment	54,684.00	30,000.00	24684.00
Total Assessments:		479,008.48	433,177.00	45,831.48
<b>FINANCIAL INCOME</b>				
5404	Int Inc-Reserve Acct	0.00	0.00	0.00
5410	Interest-Operating	0.00	0.00	0.00
Total Financial:		0.00	0.00	0.00
<b>OTHER INCOME</b>				
5821	Late Fees	0.00	0.00	0.00
5832	Legal Fees Charged	1,000.00	1,000.00	0.00
Total Other:		1,000.00	1,000.00	0.00
Total Income:		480,008.48	434,177.00	45831.48

EXPENSES		2023 Total	2022 Total	+ / -
<b>ADMINISTRATIVE EXPENSES</b>				
6031	Office Expense	3,800.00	3,800.00	0.00
6037	Printing	2,000.00	2,000.00	0.00
6038	Postage	1,500.00	1,500.00	0.00
6043	Management Fee	21,174.48	20,658.00	516.48
6065	Legal Expense	12,000.00	5,000.00	7,000.00
6066	Legal-Collections	0.00	5,200.00	(5,200.00)
6068	Legal Admin Fee	0.00	0.00	0.00
6070	Acct Svcs/Audit Fee	2,575.00	2,575.00	0.00
6081	Bad Debt	800.00	2,000.00	(1,200.00)
Total Administrative:		43,849.48	42,733.00	1,116.48
<b>UTILITY EXPENSES</b>				
6300	Electricity	1,000.00	1,000.00	0.00
6305	Water	94,715.00	86,000.00	8,715.00
Total Utility:		95,715.00	87,000.00	8,715.00
<b>MAINTENANCE EXPENSES</b>				
6403	Asphalt/Paving	7,520.00	7,520.00	0.00
6448	Exterior Building Repairs	7,000.00	5,000.00	2,000.00
6450	Exterior Painting	2,500.00	2,500.00	0.00
6453	Exterminating Contract	1,500.00	500.00	1,000.00
6462	Gutters & Downspouts	4,000.00	4,000.00	0.00
6493	Repairs-Plumbing	15,000.00	5,000.00	10,000.00
6495	Pond/Lake Maintenance	1,600.00	1,600.00	0.00
6524	Repairs Contract	0.00	0.00	0.00
6535	Repairs-Electrical	700.00	0.00	700.00
6544	Repairs-Roof	10,000.00	4,500.00	5,500.00
6556	Landscape Contract	38,400.00	34,520.00	3,880.00
6563	Landscape Extras	15,000.00	5,000.00	10,000.00
6576	Tree Care & Maintenance	34,405.00	34,405.00	0.00
6579	Snow Removal	26,244.00	24,715.00	1,529.00
6606	Landscape - Irrigation Repairs	1,700.00	1,200.00	500.00
Total Maintenance:		165,569.00	130,460.00	35,109.00
<b>TAXES AND INSURANCE</b>				
6715	Property Insurance	45,191.00	41,844.00	3,347.00
Total Tax And Insurance:		45,191.00	41,844.00	3,347.00

EXPENSES		2023 Total	2022 Total	+ / -
Total Operating Expenses:		350,324.48	302,037.00	48,287.48
Net Operating Income:		129,684.00	132,140.00	(2,456.00)
FINANCIAL				
6946	Operating Contingency Reserve	0.00	1,140.00	(1,140.00)
6950	Replacement Reserve	75,000.00	101,000.00	(26,000.00)
6968	Bank Loan Reserve	54,684.00	30,000.00	24,684.00
Total Reserve Deposits:		129,684.00	132,140.00	(2,456.00)
RESERVE ACTIVITY				
7000	Operating Reserve Income	0.00	1,140.00	(1,140.00)
7004	Replacement Reserve Income	75,000.00	101,000.00	(26,000.00)
7029	Reserve Income Bank Loan	54,684.00	30,000.00	24,684.00
Total Reserve Activity:		129,684.00	132,140.00	(2,456.00)

# Policies



## POLICIES AND PROCEDURES

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These documents were established to maintain property values, safety, and the peaceful enjoyment of the community. Review these policies, along with the recorded documents for your association that you received at closing, to ensure you are in compliance.

Golf Villas Rules & Regulations  
For any questions or clarifications, contact the Property Manager

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## **FOREWORD**

There are 105 Living Units in the Golf Villas community, whose Owners and residents have differing opinions and lifestyles while also living in close proximity. In order to preserve harmony and create a welcoming environment, the Declaration empowers the Board of Directors to establish and reasonably enforce such Rules and Regulations governing the use and enjoyment of all property within the Golf Villas as deemed appropriate or necessary.

The Board's responsibility is to protect owner investments by developing and enforcing fair community standards and to prevent or resolve disputes between the residents by supplying specific rules and regulations that will be reviewed and revised by the Board, as it deems necessary.

In order to fairly enforce the Rules and Regulations, the Board must be notified of infractions via its managing agent. The Board encourages your cooperation and participation in following the rules and reporting violations. Due to the different lifestyles and viewpoints, there may be some who oppose a regulation(s). Please keep in mind two points:

1. The Owner-elected Board is responsible for making decisions regarding Rules and Regulations. These decisions take into consideration the provisions of the Declaration, Bylaws and Illinois law and ordinance, and the best interest of the unit owners.
2. If you feel that a regulation does not fairly represent the majority of the Owners, or is in violation of the Declaration or governing law, please notify the Board, in care of its managing agent, in writing. The Board will review the Rules and Regulations annually or as deemed necessary.

Rules and Regulations that are consistent with the Declaration and state and local laws are binding on all unit owners, tenants and visitors. The Board, on behalf of the owners, has the responsibility to enforce these. Likewise, the Homeowner is responsible for the compliance of the Rules and Regulations and will be responsible for all violations and fines levied. The Homeowners are also responsible for all property damage caused by their guests or tenants.

Each of us is expected to share and enjoy the benefits of our community with our neighbors in peace and tranquility. The largest of these, and the most visible, are the common elements over which we have collective (not individual) responsibility and control.

You are encouraged to volunteer and join one or more of our committees as we work to make the Golf Villas the best possible environment in which to enjoy gracious and carefree living.

The Board of Directors

## **I Property Care & Maintenance**

### **A. Use & Occupancy**

1. No unit shall be used for other than residential purposes. Each unit shall be used as a residence for a single family, and for no other purposes, by the Homeowner and his or her family or such person or single family to whom the Homeowner shall have leased his or her unit. See City of Aurora Occupancy Standards at <https://www.aurora-il.org/1304/OccupancyStandards>.
2. No unlawful, obnoxious or offensive activity shall be carried on in any Unit or on the property, nor shall anything be done therein, either willfully or negligently, which may become an unreasonable annoyance or nuisance to the Homeowners or residents.
3. Residents and occupants are prohibited from conducting a business from a Golf Villas property which results in maintaining a large inventory in the garage so that cars cannot be parked therein, or the bringing in of outside visitors for commercial transaction purposes.
4. Proof of Homeowner's insurance must be provided to the Association on an annual basis or upon request.
5. Guests and lessees are subject to the same Rules and Regulations as Homeowners.

### **B. Security**

1. It is mandatory that the security and fire alarm system in your unit be activated and connected to ADS central monitoring within thirty (30) days after closing. Any owner listing his/her unit for sale is required to have the alarm system inspected prior to requesting a paid assessment letter from Association management. The alarm inspection must be completed by Alarm Detection Systems to make sure the alarm equipment is in working order. Minor repairs will be done at the time of inspection. If necessary, a quote for repairs will be sent with the certificate of inspection. Any necessary repairs are the responsibility of the owner. If this inspection does not occur prior to the request of the paid assessment letter, the paid assessment letter will note that the unit is in violation and subject to the assessment of fines until the inspection has been completed. The ADS central monitoring fee is already included in your White Eagle Club HOA assessment. This system may be expanded to your individual needs and you will be billed separately from ADS for those additional services, but if the alarm is not activated and connected to ADS Central Monitoring within thirty (30) days after the closing date of your home purchase, a fine of fifty dollars (\$50.00) per month will be assessed.
2. Damage to any adjoining unit caused by fire, smoke or water due to failure of the Homeowner who did not activate or maintain connectivity to ADS Central Monitoring System will be the responsibility of that Homeowner.
3. It is incumbent upon each and every resident to take personal responsibility for the security of self, family, neighbors and personal property. Vehicles left parked outside of garages should be locked. Garage and unit doors should also be kept locked and windows latched.
4. All Homeowners and/or Occupants are required to file a Residential Information Form with the Property Manager. The form is available through the Property Manager. Homeowners/ Occupants are required to complete and submit it on an annual basis.

### **C. Utilities & Heat**

1. Fire and emergency systems are connected to the electrical system in each unit. Except in the case of emergency or cause beyond control of the Homeowner or occupant, the electrical service cannot be shut off or disconnected.
2. In order to prevent damage to a unit or adjacent unit, the temperature within each unit shall not be reduced below 55 degrees F.
3. To the extent not otherwise covered by insurance, damage to any common elements and/or adjoining unit(s) will be the responsibility of the owner of the unit where a minimum 55 F degree temperature was not maintained. In addition, the amount of any deductible under

Golf Villas Rules & Regulations  
For any questions or clarifications, contact the Property Manager

the Association's master insurance policy may be assessed to the owner, after notice and an opportunity for a hearing, as authorized by Section 12(c) of the Illinois Condominium Property Act.

4. In the event that the electrical and/or gas service in a unit is shut off or disconnected or the temperature in a unit is reduced below 55 degrees F, the Homeowner must immediately contact the local electrical and/or gas utility service and take corrective action, as well as notify the Property Manager.
5. All water is metered through common meters and is paid for by the Golf Villas Association.
6. Dryer hoses and vents must be cleaned on a regular basis. The hoses build up lint and sediment in the duct run all the way to the outside vent opening, causing a fire hazard. Proof of such cleaning must be provided to the Association on an annual basis.
7. Duct material should be made of smooth-walled, non-flammable metal ductwork that connects your dryer to the outside vent. Flexible plastic or metal foil with ribs are a fire hazard and forbidden by building codes.

**D. Lighting**

1. All outdoor lighting on the building is common element and may not be altered.
2. Homeowners are responsible for changing light bulbs on the exterior of their units and replacement bulbs are at the Homeowner's expense. Only white 100-watt LED light bulbs must be used. Colored light bulbs are not permitted. Additional information regarding bulb type can be found through the Property Manager.
3. If the bulb has been replaced and the light is not working, please report it to the Property Manager.

**E. Property Regulations**

1. No swimming, ice skating, boating, fishing, or other recreational activity is permitted in any pond.
2. Window washing is the responsibility of the Homeowners.
3. Window air conditioners are not permitted.
4. Homeowners may install only the type and color of garage doors, entry, storm, and/or screen doors and windows approved by the Board. Contact the Property Manager for specifics. All new windows must include window grids consistent with the Golf Villas.
5. Any and all exterior painting of buildings must be done only by the Association.
6. Political signs are prohibited.
7. Temporary signage for a special occasion such as a high school graduation, is permitted for up to 1 week.
8. Homeowners are prohibited from posting any type of correspondence on doors of individual units.

**F. Garage and Estate Sales**

1. One (1) garage or estate sale per Unit per year is permitted.
2. The maximum length of a sale is 3 consecutive days.
3. A maximum of 2 signs are permitted. 1 sign can be posted at the Aberdeen entrance, and 1 at the Unit.
4. Signs can be posted no earlier than the day before the sale, and must be removed on the last day of the sale.

**G. Noise and Disturbance**

1. Use of fireworks, incendiary devices or activities that create an unreasonable nuisance are prohibited.
2. Inflated displays or decorations are prohibited. Standard balloons are permitted for one day for a special event.
3. Drones and other electronic aerial objects are prohibited from being utilized within the confines of the Golf Villas property.
4. Other noise exemptions, restrictions and enforcement are addressed by the Noise Ordinance of the City of Aurora. Complaints regarding excessive noise should be reported to the Aurora Police Department.
5. Owners who desire that the Board address complaints regarding unreasonable noise shall follow the following procedure:
  - a. **First Complaint for Noise Disturbance:** The complaint must be in writing. The complaining witness can obtain a Witness Complaint Form from the Management office or may submit such a written complaint to the managing agent indicating the date of the alleged noise disturbance; approximate time of day that the alleged noise disturbance occurred; from where the alleged noise disturbance originated; approximately how long the alleged noise disturbance lasted; and the full name of all the person who heard the noise disturbance.
  - b. **Second or Subsequent Complaints for Noise Disturbance:** In addition to submitting a written complaint as stated in subparagraph (a) above, a witness who submits a noise disturbance complaint against the occupants of a Unit that was the subject of a previous complaint, must also submit a video of the noise disturbance or a signed statement by a second witness. This video must be taken at the time of the alleged noise disturbance and it must include audio. The signed statement must identify the name of the witness and the contact information for the witness, including his/her mailing address, email address, and telephone number. The signed statement must state the same specificity as required by the initial complaining witness in subparagraph (a) above. The signed statement must be notarized or witnessed by someone other than the initial complaining witness. Such a video and/or signed statement by a second witness will assist the Board of Directors in the review of the complaint and determining if a violation has occurred. Failure to provide such a video or signed statement may prevent the Board of Directors from considering the complaint.
  - c. **Access to Units:** A complaining witness of a noise disturbance may be required to provide the Board of Directors, managing agent for the Association, members of the staff for the Association, and/or any other agent of the Board of Directors with access to his/her Unit to assist the Board of Directors in the review of the complaint and determination if a violation has occurred. Failure to provide such access may prevent the Board of Directors from considering the complaint.
6. An Owner who is either the subject of an alleged noise disturbance complaint or whose residents, occupants, tenants and/or invitees are the subject of an alleged noise disturbance complaint may be required to provide the Board of Directors, managing agent for the Association, members of the staff for the Association, and/or any other agent of the Board of Directors with access to his/her Unit to assist the Board of Directors in the investigation of the complaint and determining if a violation has occurred. Failure to provide such access may be considered by the Board of Directors when considering such a complaint and it may affect the Board of Directors' determination.

**H. Sump Pumps**

1. Sump pumps that serve more than one unit must be made accessible for inspection and repair as requested by the Board.
2. Connecting other equipment to the sump pump, such as water softeners or appliances, is prohibited.
3. If a sump pump is only serving one unit, that Homeowner is responsible for maintenance, repair, and replacement.
4. In case of emergency, the Association will replace a malfunctioning part of sump pump that serves more than one unit. The replacement or reimbursement will be at current retail prices up to a maximum of \$450, including labor.

**I. Firewood**

1. Firewood must be stored in garages.
2. Be aware that some units have gas burning fireplaces, and some wood burning fireplaces.
3. Regular professional fireplace and chimney maintenance is required and is the Homeowner's responsibility. If the fireplace is in use, chimney cleaning should occur on a regular basis and proof of the same should be provided to the Association.

**J. Garages**

1. All garage doors shall be closed except when residents are entering, leaving, or working in the adjacent area of the garage. Garages should not be left unattended with the door open.
2. Flammable or noxious materials shall not be stored in garages except in certified containers.
3. Garages and driveways shall not be used for offensive, noisy or unsightly activities (e.g. major auto repairs in the open.)

## **II Assessments**

**A. Due Date**

Assessments are due on the first of every month.

**B. Late Fees**

Assessment dues and any past due balance that are not in the possession of the management company by the 20<sup>th</sup> of every month shall be subject to an automatic late fee of \$50.00.

**C. Delinquencies**

For assessments (60) sixty-days past due, the unit owner will be issued a (30) thirty-day notice and demand letter by the Association's legal counsel.

**D. 90 Days Past Due**

1. For assessments (90) ninety-days past due, an eviction action may be filed against the delinquent unit owner by the Association's legal counsel.
2. Note that pursuant to the statutes of the State of Illinois, the Association is authorized to pursue eviction proceedings for delinquent assessments and other monies owed to the Association. These proceedings may result in the Homeowner's loss of possession of the unit until such time as the account is brought current and the order of possession is vacated.

**E. Legal Fees**

1. Any and all legal fees incurred by the Association in an attempt to collect assessments will be the responsibility of the Homeowner.
2. All assessments received are credited toward the most outstanding balance.

### **III Architectural**

**A. Alterations or Additions**

Any alteration or addition external to the Living Unit is prohibited without prior written authorization from the Board. This includes any changes to the windows, doors, siding, landscaping, deck, lighting, security, and any communication technology changes. Requests can be denied if a homeowner is not current with monthly assessments.

Owners must submit requests for alterations or additions on an Architectural request form, available from the Property Manager, for approval by the Board. In addition, owners may be required to obtain written approval for exterior additions or alterations from the White Eagle Club Property Owner's Association.

**B. Awnings or Sunscreens**

Awnings, retractable canopies, and sunscreens are not permitted. Any awnings, retractable canopies and sunscreens installed prior to 2019 will be grandfathered, however, a future replacement will not be allowed.

**C. Satellite Dishes**

1. Notification for installation must be submitted to the Board prior to installation. The notification must include drawings and description of satellite dish location.
2. Satellite dishes may only be installed on the Unit owner's deck. Any damages, repair, or removal is the responsibility of the Homeowner.
3. No satellite dish larger than one (1) meter in diameter will be permitted.
4. Installations on the buildings or the roof are prohibited
5. The satellite dish must be removed upon moving unless outgoing resident receives written intent by new resident to use same service and desires to keep the dish in place. All responsibility transfers to the new unit owner when unit is sold.
6. Satellite dishes must be kept in good condition and repair.

**D. Decks**

1. Patios, decks and balconies are Limited Common Elements, are considered private, and will not be part of the landscape/building maintenance. However, decks will be painted by the Association when the entire building is scheduled for painting. No changes shall be made within a Homeowner's Limited Common Elements without prior written approval of the Board.
2. Storage under the deck is prohibited.
3. Decks and patios shall be kept orderly.
4. Outdoor cooking and dining should not cause disturbances to surrounding Homeowners, tenants or residents, and shall occur at a safe and reasonable distance from the Living Unit.
5. Winter Storage Restrictions – Only the following items may be stored on the deck or patio:
  - Patio furniture

- Barbeque grill
- Large planters over 18" diameter or 18" high

**E. Lawn Decorations**

1. Lawn decorations such as statues, planters, and lighting, etc. are permitted on the property, provided that such decorations are no greater than 36" in height and are within the Landscape Committee's parameters.
2. Birdbaths and birdfeeders are not permitted.
3. One wind chime per Unit is allowed.
4. Lawn decorations, including potted plants, cannot exceed six (6) displays per Unit within the common area or in planting beds.
5. Display of only the American flag and/or military flag is permitted. Any other type of flag is prohibited.
6. The Board must approve decorative edging in writing, after receiving the Architecture request form. The edging must be placed in existing plant beds or in an area not to interfere with lawn maintenance.
7. Lawn decorations deemed offensive or unsafe by the Board will not be permitted on any portion of the Property.
8. The Association shall not be responsible for damage to lawn decorations caused by lawn maintenance or snow removal.

**F. Holiday Decorations**

1. Holiday decorations shall not be installed any earlier than 35 days before a holiday and must be removed within 35 days after the date of the holiday.
2. The Homeowner is responsible for all damage caused by the displaying of decorations. The Board may direct repair of such damage at the Homeowner's expense.

## **IV Landscaping**

**A. General Maintenance**

1. Common areas will be maintained by the Association.
2. A landscaping and maintenance service has been retained to care for the grass, shrubs, trees and other plantings on all property.
3. Scattering of bird seed, grains, or other food items is prohibited within the common or limited common areas.
4. Homeowners or residents may not direct, question, or engage any maintenance workers or Association vendors. Any questions or concerns regarding the actions of the Association maintenance workers or Association vendors shall be directed to the property manager in writing. Residents who violate this rule may be subject to a fine of up to \$250.00 per occurrence due to the threat that such action causes to the Association and its contractual relationships.
5. The Association is responsible for snow removal over 2" on Aberdeen Ct and on driveways and walkways.

6. Exterior water spigots are common elements and can be used by maintenance workers and Homeowners to water landscaping as needed.

**B. Planting Regulations**

1. The following restrictions apply if a Homeowner chooses to plant his/her own flowers or foliage plants:
  - a. Planting of perennials, trees and shrubs, etc require prior written Board approval. A drawing of the location to be planted and types of plants must be included with the Architectural alteration form, and you must receive written Board approval prior to installation.
  - b. The use of trellises attached to the exterior of the building is prohibited.
  - c. Annual flowers are permitted as long as they do not interfere with the normal landscaping maintenance procedures.
  - d. Any dead debris from *resident* plants must be removed and properly disposed of by the Homeowner.
  - e. Potted flowers can be placed on driveways, front stoops, patios and decks if maintained by the Homeowner. Homeowners are responsible for damage that may be caused by Landscape Contractors.
  - f. Empty flower pots are not permitted, and if left out, will be removed by the Association and/or Association maintenance workers.
  - g. Hanging baskets may be displayed on shepherd hooks in landscaping areas. Baskets may not be hung in trees and hangers may not be attached to any brick or siding surfaces of buildings. Flower boxes are permitted on decks and patios.

**C. Bedding Plants**

1. Enlargement of existing planting beds is prohibited unless approved by the Board in writing.
2. Plantings must not impair the landscape contractor's duties. Plantings which interfere with the landscape contractor's duties may be removed at the discretion of the Board, without prior notice, and with no liability.
3. Plantings must be properly maintained. If (at the Board's discretion) plantings are improperly maintained, the landscaper will remove them with no liability, without notice or financial restitution to the Homeowner.
4. All plantings are done at the owner's risk. The Association shall not be responsible for damage to the flowers due to the landscape maintenance contractor.
5. Bulbs may be planted in existing landscaping. However, after the plants have flowered and become dormant, all dead stalks must be cleared to ground level. (Perennials need written approval from the Board over 36" mature height.)
6. Any new planting must be properly mulched and such mulch must match the current application set forth by the Association. The Association may provide mulch to the community as needed. Any Homeowner may install their own mulch as long as it is the type and color approved by the Board.
  - a. Any mulch which is required as a result of new plantings by the Homeowner is the responsibility of the Homeowner.
  - b. Rock mulch or other non-biodegradable mulch is prohibited.

**D. Landscape or Malibu Lights**

1. Landscape lights both solar and electric must be kept in good repair and in proper working order.

2. All landscape lighting must be approved in writing by the Board of Directors prior to installation.
3. The Association and contractors are not responsible for any damage to landscape lights installed by the Homeowner.

## **V Garbage and Refuse**

### **A. General**

1. All garbage containers must be stored indoors except during designated pick-up days and times.
2. Refuse and recycling must be placed in garbage containers provided by the City of Aurora waste removal provider. All garbage that does not fit into such containers must be placed in a trash bag up to 33 gallons and not to exceed 50 lbs, with a City of Aurora collection sticker attached.
3. For any other special garbage items or pick-ups, refer to the City of Aurora website [www.aurora-il.org](http://www.aurora-il.org).
4. Garbage may be placed at the curb after 6:00 pm the evening before collection day and should be retrieved by midnight of the pick-up day.
5. Do not place your garbage out the night before a pick-up if a storm is approaching unless it is properly secured. If you will be out-of-town it is the Homeowner's responsibility to have a neighbor put out/pick-up their garbage cans during these appropriate times.
6. Garbage and recycling containers left on the curb the following day will result in a fine of \$25 the first day with \$10 increments each succeeding day.
7. Any litter remaining on the ground after pick-up is the responsibility of the Homeowner.

## **VI Pet Restrictions**

### **A. General**

1. All pets are required to be inoculated against rabies in DuPage County.
2. Homeowners/Residents are restricted to a maximum of four (4) pets; 2 species each, per City of Aurora ordinance.
3. Pets are required to be on a leash at all times while on the common property area.
4. Breeding of animals is prohibited.

### **B. Damage to Property**

1. Pet excrement must be removed immediately from the property and disposed of in the Homeowner's residence or garage.
2. Pet owners have 30 days to correct damage caused by their (owners, tenants or guests) pets upon written notification from the Property Manager. Damage includes, but is not limited to sod/grass. At the Board's discretion, if violation is not corrected in this time frame, the repair work will be done and billed back to the offending Homeowner.

### **C. Tethering**

1. No unattended tethering of pets will be allowed.
2. No unattended staking of pets on the property will be permitted.

3. Pets shall not be left in garage or be confined to a deck for more than 5 minutes unless a resident is present.

## VII Vehicles

### A. General Restrictions

1. Recreation vehicles, motorcycles, trailers, campers, boats, pickup trucks and/or commercial vehicles (including vehicles with displayed advertising) and the like, may not be parked in driveways, streets or Common Elements. Owners of all such vehicles, if they are too large for storage in a garage, should make appropriate arrangements for their storage elsewhere.
2. Minibikes, trail bikes, snowmobiles, and other non-licensed motorized vehicles are not to be driven on the Condominium property. Owners of these vehicles should have proper trailers to bring the vehicles to and from their home. Storage of these vehicles and their trailers must be in garages, not outside the units.
3. All vehicles (including bicycles) must observe all speed and traffic regulations. Speed limit on Aberdeen Ct is 20 mph.
4. Vehicles with abnormally loud exhaust systems, such as motorcycles, shall be driven in such a manner as to not unreasonably disturb others.

## VIII Parking

### A. General Restrictions

1. Permanent street parking is not permitted on Aberdeen Ct. Overnight parking (2 am – 6 am), whether by residents or guests, must be on a driveway or other designated parking area.
2. Street parking is permitted 6 am – 2 am, only on the side of the street opposite to the sidewalk. Do not park vehicles on both sides of the street as this makes it difficult for emergency vehicles to access all homes.
3. Homeowners do not own apron parking space. These areas are designated for guests/visitors.
4. The area in front of a garage is designated parking only for the Homeowner of the garage and their guests.
5. No vehicle or combination of vehicles may be parked in a Homeowner's driveway if the vehicle exceeds the length or width of the driveway assigned to that unit.
6. All vehicles parked outdoors must take preventative measures to prevent damage to the asphalt. This includes fluid leaks of any kind.
7. Parking in such a way as to block the sidewalk is prohibited.
8. No vehicle of any type may be parked on the lawn area of the property.
9. Abandoned automobiles, commercial vehicles and non-passenger vehicles such as, but not limited to, trailers, boats, campers, ambulances, hearses, vehicles with Corporate logos, and recreational vehicles are not permitted to park outside the garages.
  - a. To avoid violations, please contact the Property Manager with temporary and extenuating circumstances.
10. A vehicle shall be deemed abandoned if:
  - a. It is in a state of disrepair rendering it incapable of being driven in its present condition.
  - b. It does not have a current, valid license plate.
  - c. The action of the owner and condition of the vehicle clearly indicate the vehicle has been abandoned.

**B. All Garages Must be Utilized for Vehicle Parking**

1. Single Car Garages
  - a. Permitted to have up to a maximum of 2 permanent vehicles.
  - b. First car must be parked in the garage.
  - c. Second car must be parked in front of the garage
  - d. No additional permanent vehicles are permitted.
2. Two Car Garages
  - a. Permitted to have up to a maximum of 4 permanent vehicles.
  - b. The first 2 vehicle must be parked in the garage.
  - c. Additional vehicles (up to 2) must be parked in front of the garage.
  - d. No additional permanent vehicles are permitted.

## **IX Moving and Transfer of Ownership**

1. A maximum of two (one placed in front and one in back) standardized Golf Villas 'For Sale' signs are permitted.
2. Moving PODs are permitted on the property for a maximum of 10 days with approval from the Property Manager. UHauls are permitted on the property for a maximum of 5 days.
3. Please see Section I subsection 'F' on page 6 regarding Estate and garage sales.
4. Any resident moving out is responsible for making arrangements with the waste management provider for removal of any and all items left outside their unit. A City of Aurora sticker must be applied to each and every item. Additional fees may apply and are the responsibility of the Homeowner.
5. Prior to any closing of a home, proper documentation must be obtained from the Association's Property Manager. The seller, their attorney, or agent can request these documents. A request for any and all closing documents can be obtained from the Association. A reasonable fee covering the cost of providing such information may be charged by the Association's Property Management Company, to the unit seller, for providing the information.
  - Assessment letter
  - Completion of a Disclosure Statement
  - Completion of a Lender's Mortgage Questionnaire Form
  - Copy of Declaration & By-Laws
  - Copy of Rules & Regulations
  - Budgets, financials, and Board meeting minutes

The selling owner prior to or at closing must pay all charges.

## **X Rentals/Leasing**

**A. General Restrictions**

1. Guests and lessees are subject to the same Rules and Regulations as Homeowners.
2. Homeowners must occupy their home for a period of 1 year before they are eligible to lease it. Homeowners must comply with all City of Aurora leasing regulations.
3. Once eligible to lease, it is the responsibility of the Homeowner to obtain and submit a copy of the lease and any other tenant administration forms to the Property Manager.

4. All leases must be for a period of at least one (1) year, and no subleases will be permitted.
5. No Homeowner may lease the unit for transient or hotel purposes, including Airbnb or Vrbo.
6. No Homeowner may lease less than the entire unit.

**B. Homeowner Responsibilities**

The Owner is responsible for:

1. Ensuring the tenant(s) has a current copy of the Golf Villas Declaration, By-Laws, and Rules and Regulations.
2. Any fines and/or monetary fees associated with Golf Villas fines and legal or civil actions brought about, as a direct result of tenant conduct.

## **XI Violations and Fine Policies**

**A. Conditions of Issuing a Notice**

1. Violations will be documented by sending the Owner a Notice of Violation outlining the alleged violation.
2. If someone is believed to be in violation of any of the provisions of the Declaration or Rules and Regulations, a signed, written complaint or email should be submitted to Property Manager. Unless a report of violation can be independently verified by the Association or its Agent(s) due to the nature of the violation, complaints should not be submitted anonymously as testimony from the complaining witness may be necessary to provide the existence of the violation.
3. Fines – Any violations of the Declaration or the Rules and Regulations will be subject to the following fines. Any expenses incurred by the Association because of a violation(s) will be charged to the assessment account of the Homeowner in violation.
4. All violations which are continual or recurring in nature that are not ceased when and as required or upon the receipt of the Notice of Violation, the Management Company will take any necessary steps to remove the violation, charging the cost to the Homeowner's account.

Violations on an occurrence basis will be subject to the following fines:

- a. First Offense: A courtesy letter shall be sent to the Homeowner of the unit committing the violation. This letter shall state the rule violation and the Board's proposed remedy. The Homeowner will be given 10 days to correct the violation (if applicable). The Homeowner is responsible for any violations committed by individuals living in or visiting the unit.
- b. Second notice of violation - \$50
- c. Third or subsequent notice of violation - \$100

**Continuous offense – For violations of a continuing nature, the Homeowner will be fined a continuing rate of \$10 per day until the violation ceases and the Association has been made aware of the compliance. The accumulated amounts will be applied to the Homeowner's account.**

Notwithstanding the foregoing, if, in the Board's determination, the nature of the violation of the Declaration or Rules and Regulations is such that any delay could jeopardize the health, safety, or the welfare of the other Homeowners or residents, then the Board may immediately forward the matter to the Association's attorney for appropriate legal actions. All costs, expenses, fines and attorney's fees incurred by the Board in connection with the exercise of the

Associations' rights shall be the responsibility of the offending Homeowner, even if the unit is occupied by a tenant. Such amount shall be charged to the Homeowner's account and the Association shall have a continuing lien for the same upon the home. In addition, if an offense causes immediate risk to individual safety or value of the Association property, the Board of Directors can immediately assess a fine of up to \$1,000.00 as determined by the sole discretion of the Board considering the nature and severity of the violation and/or initiate any other recourse allowed by the Declaration, By-Laws, or applicable Illinois law, including, but not limited to, initiating legal action.

**B. Violation Notice Retention Period – Unit Owner File**

1. Each violation is retained for a period of 1 calendar year.
2. Any other like violations issued within this period are subject to the table of fines listed above.
3. If corrective measures are taken and no other like violations are issued within the year period, any previous violation(s) will not be considered on subsequent infractions of the rules and regulations.

**C. Right to Hearing**

1. The person charged with the violation, and the Homeowner, will be given written notice of the complaint. Upon receipt of the violation notice, the Homeowner may, within 10 business days of the notice, file a protest to the violation charge and demand a hearing before the Board. Unless otherwise determined, the hearing shall occur at the next regularly scheduled Board meeting. At such hearing, the Board shall present the grounds for the notice and the Homeowner shall have an opportunity to challenge such grounds and to present any evidence on his behalf subject to such reasonable rules of procedure as may be established by the Board. The party requesting the hearing may be represented by an attorney. Written notice of the intention to be represented at the hearing by an attorney shall be provided to the Association no less than seventy-two (72) hours in advance of the scheduled hearing. If an attorney appears on behalf of the cited party, with or without notice, the Board reserves the right to continue the hearing until the Association's attorney has been consulted or can be present. If the violation is found to be proven, any fees incurred by the Association for the presence or consultation of the Association's attorney may be assessed to the cited party's account at the sole discretion of the Board. No action shall be taken by the Board until the hearing has been held. All hearings will proceed with or without the presence of the accused violator. The decision of the Board or its authorized committee shall be rendered in writing to the Homeowner within 10 business days after the hearing and such decision shall be final and binding on the parties.
2. Should no protest be filed within the prescribed period of time, the allegations in the notice of violation shall be considered true and taken as if confessed. Failure to file a protest within the 10-day prescribed period of time waives the right to file a protest.
3. In the event of any violation of the Declaration, By-Laws, or Rules & Regulations of the Association, the Board of Directors reserves the right to pursue any and all legal remedies to compel enforcement, legal and equitable practices. Any and all costs and attorney's fees shall be assessed back to the account of the offending Homeowner at the time they are incurred.

**D. Violation Enforcement Procedures**

1. Unless a fine is pending a hearing, any Homeowner assessed hereunder shall pay any charges imposed within 30 days of notification that such charges are due. All charges imposed

hereunder shall be added to the Homeowner's account, and applied to the next assessment payment.

2. Time is of the essence of this policy. Notices are deemed made when deposited in the United States mail, postage prepaid, to the Resident at the address, and to such other address as the Homeowner may have filed with the Association.
3. The remedies hereunder are not exclusive, and the Board may, in addition, take action provided at law in equity, or in the Declaration to prevent or eliminate violation thereof or of the Rules & Regulations.
4. If a member of the Board initiates a complaint, they may not reside in judgement of the person thought to have committed an infraction. They must recuse themselves from all hearings on the matter.

## **XII Association Governance**

### **A. Board Meetings**

1. The Board of Directors may, but is not obligated to, provide Owners with the opportunity to voice questions, concerns, or suggestions about the operation of the Association during the open forum portion of any meeting of the Board of Directors. Prior to opening the floor to Owners at an open forum, the Board of Directors shall indicate the total amount of time to be allowed for the forum and, based on the total time, shall set a time limit for each Owner's participation. While the goal of the Board of Directors in setting such time limits is to allow each Owner who wishes to participate the opportunity to do so, Owners must recognize the Board of Directors has the right and obligation to maintain order at meetings, and to ensure that meetings do not take an unnecessarily long time. As such, Owners shall abide by the stated time limit for any given open forum, and when their time has expired, Owners shall conclude their remarks without argument or objection.

### **B. Recording of meetings**

1. Owners ONLY may video and/or audio record the proceedings of an open meeting of the Board or membership.
2. Board or membership meetings can be video and/or audio recorded by owners for personal record-keeping purposes only and may not be published in and/or through any public forum or medium as attendance to such meetings is not open to all non-members.
3. Any owner intending to record the proceedings of an open meeting must submit their intent to do so to the Board of Directors or the managing agent in writing no later than 48 hours prior to the official meeting start time. The intent to record must state whether the recording will be an audio or video recording, and whether the recording will be done by use of a cell phone. Cell phones may not be used as a recording device unless approved in advance by the Board, and the sound must be turned off or placed on vibrate while the meeting is in progress.
4. The video and/or audio equipment used must not produce distractive sound or light emissions at any time while the meeting is in progress.
5. The video and/or audio equipment used must be assembled and placed in a stationary position and location in advance of the meeting's official start time. The Board of Directors shall determine the placement of the audio and/or video equipment in a location that will not distract from or disrupt the meeting. Once the meeting has been called to order, the audio and/or video equipment must remain stationary and may not be moved from its location until the meeting has been adjourned, unless so determined by the Board.

6. Audio and/or video recordings of open meetings may not be used and shall not be considered an official record of the meeting unless recorded by an official record-keeper of the Board of Directors for record-keeping purposes only.
7. Audio and/or video recording are not permitted during executive or closed session.

**C. Management**

1. The Association engages a Property Management Company and a portfolio manager to perform day-to-day services on behalf of the Association. The main responsibility of the Manager is to carry out the regular business of the Association. The Property Manager acts at the direction of the Board of Directors.
2. Work orders and all other general requests should be directed to the Property Management Company. Work order requests, which are consistent with the terms of the budget and Board approved, or emergency repairs, which are defined as necessary to address an immediate threat to life, safety or property, will be processed and assigned to the appropriate vendor for completion. All other work order requests will be reviewed and acted upon (approved or denied) at the next Board meeting.
3. Owners are cautioned not to send repetitive emails to the Property Management Company or the Property Manager. After a response has been given on an email, repeated emails on the same topic may be ignored. In addition, for those Owners consistently sending repetitive emails, the Board of Directors may direct the owner to communicate via alternative means, such as telephone, mail, or through communication with the Association's legal counsel.

**D. Anti-Discrimination**

1. The members of the Board of Directors and/or any agent of the Association, including, but not limited to, management, shall not discriminate in employment, contracting, compensation, termination, or enjoyment of services, amenities, privileges and other conditions against any member, resident, employee, contractor, subcontractor, or guest on the basis of race, color, religion, sex, national origin, ancestry, age, order of protection status, marital status, physical or mental disability, military status, sexual orientation, pregnancy, or unfavorable discharge from military service.
2. The Association is an equal opportunity corporation and will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, other conditions of employment against any employee or job applicant on the race, color, religion, sex, national origin, ancestry, age, order of protection status, marital status, physical or mental disability, military status, sexual orientation, pregnancy, or unfavorable discharge from military service.
3. The Association is committed to providing an inclusive and welcoming environment for all members, residents, guests, employees, contractors, subcontractors, and vendors and does not tolerate discrimination based upon race, color, religion, sex, national origin, ancestry, age, order of protection status, marital status, physical or mental disability, military status, sexual orientation, pregnancy or unfavorable discharge from military service.
4. If a member, resident, employee, contractor, subcontractor, or vendor feels that he or she has been discriminated against and/or harassed on the basis of his or her race, color, religion, sex, national origin, ancestry, age, order of protection status, marital status, physical or mental disability, military status, sexual orientation, pregnancy, or unfavorable discharge from military service, he or she should immediately report the matter to Association management. If that person is not available or the individual feels that it would be unproductive to inform that person, he or she should immediately contact the President or

other member of the Board of Directors. Once the matter has been reported, it will be promptly investigated and any necessary corrective action will be taken where appropriate.

5. Residents with a 'disability' as defined by the FHA may request, in writing, that the Association make reasonable accommodations to rules or policies or allow reasonable modifications to the property in order to allow the resident full access to his/her Unit and/or Association's Common Areas. Once the request is submitted, the Board will promptly review same and issue a response in a timely manner, under the circumstances.
6. Should the Board approve a reasonable modification to the Unit and/or Association's Common Area, the Board may require the homeowner or resident to bear the cost of making the modification. The Board may also require the homeowner or resident to return the Unit and/or the Common Area to its original condition once he or she vacates the Unit or the disability ceases to exist.
7. All complaints of unlawful discrimination and/or harassment will be handled in as discreet and confidential a manner as is possible under the circumstances.

### **XIII Forms**

1. Architectural request form
2. Violation complaint form
3. Hearing form



**We Protect Lives and Property**

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October 21, 2019

### White Eagle Closing Inspection Procedure

1. The Homeowner calls ADS to schedule an appointment for the inspection allowing 30 days to complete the entire process, including repairs.
2. The ADS technician performs the White Eagle alarm inspection.
3. Minor repairs are completed at the time of inspection, but additional repairs may be required resulting in additional charges.
4. The alarm certificate is completed, and submitted to the ADS Customer Care Department.
5. The Customer Care Department reviews the certificate for pass/fail condition.
6. If necessary, a quote for repairs is sent with the certificate to the Homeowner and Management Company. Certificates and quotes are sent within 24-48 hours following the inspection.
7. The agreement for the repairs is sent to the Homeowner.
8. Once the agreement is returned to Alarm Detection Systems, the work is scheduled with the Homeowner.

# The Golf Villas of White Eagle Club

## CONDOMINIUM ASSOCIATION

### *Architectural Review Committee*

#### Plan Approval Request

The attached is submitted for approval by the Architectural Review Committee. I understand that final approval may take one (1) month from the time a complete and properly prepared submittal has been received by the Committee. I am requesting permission for the following construction or installation:

☐ sidewalk    ☐ driveway    ☐ courtyard    ☐ patio ☐ deck    ☐ wall

☐ fence ☐ exterior lights ☐ satellite dish    ☐ hot tub

☐ other - describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

As required, I have attached a **TWO** (2) copies of the Plat of Survey, including "to-scale" drawings on plat, and **TWO** (2) copies of the contractor's plans.

Date: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ / \_\_\_\_\_ State: \_\_\_\_\_

Phone - Home (\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_) \_\_\_\_\_

Signature: \_\_\_\_\_

The Architectural Review Committee has reviewed the plans submitted. Please note:

☐ Approval has been granted for the use and location only. Approval does not constitute any review or approval as to the adequacy or sufficiency of the design of the structure itself. For your own protection, may we suggest that you obtain a certificate of insurance and contractor's license number (if applicable) from your contractor. You must also comply with all other State and Local rules and regulations. A building permit may be necessary from the Village of \_\_\_\_\_.

☐ The following additional condition shall also apply: \_\_\_\_\_  
\_\_\_\_\_.

☐ Your plans cannot be approved at this time for the following reason: \_\_\_\_\_  
\_\_\_\_\_.

☐ Please work with your contractor and resubmit the plans with revisions as indicated:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

#### **APPROVAL:**

Architectural Review Committee:

By: \_\_\_\_\_

Date: \_\_\_\_\_

Return form to:

Associa Chicagoland  
50 East Commerce Drive  
Schaumburg, IL 60173  
Attn: Ashley Cueller

Phone 847-490-3833  
Fax 847-490-9807

# **The Golf Villas of White Eagle Condominium Association**

## **VIOLATION COMPLAINT - WITNESS STATEMENT**

**PLEASE NOTE:** A violation complaint must be completely filled out or the complaint will not be considered valid by the board. After hearing this case, the Board will determine if a violation occurred and if a fine should be levied.

<b>Offender's Name(s) (if known)</b>	
<b>Address</b>	
<b>Description of Violation</b>	
<b>Section of the Governing Documents that was in violation</b>	
<b>Violation Location</b>	
<b>Date / Time of Violation</b>	

<b>Were Photos or Videos Taken?</b>	
<b>If So, By Whom?</b>	
<b>Date / Time of Photographs</b>	
<b>Were There Additional Witnesses?</b>	
<b>Is There any Additional Physical Evidence?</b>	

Enclose all photographs or videos in an envelope and attach them to this form. Mail e-mail or hand deliver this form and attachments to the property manager as soon as possible. Photos, videos and other physical evidence submitted will not be returned and will become the property of the Golf Villas of White Eagle Condominium Association.

<b>Report Submitted By</b>	
<b>Address</b>	
<b>Email</b>	
<b>Daytime Phone</b>	
<b>Evening Phone</b>	

**I have made the above statements based on my personal knowledge. I will cooperate with the association and its attorneys to provide additional statements or affidavits, and, in the event of a hearing or trial, I will be available to appear to testify as a witness.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Dear Unit Owner,

You are being furnished this letter and attachments because we have been notified that you intend to or are currently leasing your unit. The Board of Directors have recently approved the change in leasing rules that will require certain documents.

Before you can consummate the lease and give your Prospective Tenant occupancy of your Unit, you must first fulfill certain requirements established by the Association. These requirements apply uniformly to the lease of any Unit in the Association. Your failure to fulfill these requirements could make your lease invalid and/or result in certain fines, attorney's fees, and other expenses being charged to you.

The requirements you must fulfill are primarily to furnish information to the Association about the lease and the Prospective Tenant of your Unit. Ten days prior to the start of the lease, you must submit to the Association's managing agent the signed "Notice of Intent to Lease" along with the following:

1. A copy of the Lease signed by you and your Tenant. The lease must include the signed Crime Free Leasing addendum. The form of this rider is included with this letter.
2. A copy of the criminal background check that was performed prior to signing the lease.
3. A Lease Application signed by the Tenant. A standard application is included in this packet (for new leases only)
4. An Owner/Tenant Questionnaire, signed by you and your Tenant. A copy of this form is included with this letter.
5. The Tenant will be required to sign the "Tenant Acknowledgement of the Association Responsibilities", a copy of which is included in this packet.

Please send all documentation to the attention of The Golf Villas of White Eagle Condo Association c/o Property Specialists, Inc., 2155 Point Blvd #210, Elgin, IL 60123. If you need additional copies of the forms required or your Unit will be vacant, please contact Management at 847-806-6121 or [info@psimanagement.net](mailto:info@psimanagement.net).

Sincerely,

The Golf Villas of white Eagle Board of Directors

Professionally Managed By  
Property Specialists Inc. | 2155 Point Boulevard | Suite 210 | Elgin, IL 60123  
847/806-6121 \* Fax 847/806-6154

## NOTICE OF INTENT TO LEASE UNIT

This document is to be COMPLETELY filled out and returned to the Managing Agent.

TO: The Golf Villas of White Eagle Condo Association  
c/o Property Specialists, Inc.  
2155 Point Blvd, Suite 210  
Elgin, IL 60123

DATE: \_\_\_\_\_

ADDRESS OF UNIT: \_\_\_\_\_

In accordance with the Declaration and By-Laws of the Golf Villas of White Eagle Condo Association, and pursuant to the rules and regulations adopted from time to time, I (we) hereby submit this notice of intent to lease the above Unit to, and only to:

NAME(S): \_\_\_\_\_

I am enclosing the following:

- A **copy of the fully executed Lease**, including the Crime Free Leasing Addendum;
- A copy of the criminal background check performed prior to the signing of the lease;
- A Lease Application signed by my Tenant (for new leases only);
- An **Owner/Tenant Profile Forms**, including contact numbers;
- A completed **Tenant Questionnaire form, including contact numbers**;
- A **completed Tenant Acknowledgement of Association Responsibilities Form**;

I understand that, as the Unit Owner, it is my responsibility to advise and explain to my Tenant about their obligations under the Association's Declarations, By-Laws, and Rules and Regulations.

I further understand that the Tenant will be required to sign a certain "Acknowledgment of Tenant Obligations and Association Rights Under the Association Documents" by the terms of which the Tenant will acknowledge, among other things, the Tenant's obligations under the Association Documents, and the Tenant's understanding that in the event of the Tenant's failure to comply with the Association Documents, the lease could be terminated and the Tenant evicted.

I further understand that the Association or Property Specialists, Inc. is not approving my Tenant for the purposes of my lease, and neither the Association nor Property Specialists, Inc. bear any responsibility whatever for my Tenant's performance of the terms and conditions of the lease.

I further understand that my Tenant cannot take occupancy of the Unit all the requirements of the Tenant Administration Program and all other procedures required by the Rules have been completed and received by the Association.

**Signed this** \_\_\_\_\_ **day of** \_\_\_\_\_, **20**\_\_\_\_\_.

**Owner:** \_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name**

## Residential Rental Application

Name:				
Date of birth:		SSN:		Phone:
Current address:				
City:		State:		ZIP Code:
Own	Rent	(Please circle)	Monthly payment or rent:	How long?
Previous address:				
City:		State:		ZIP Code:
Owned	Rented	(Please circle)	Monthly payment or rent:	How long?
Current employer:				
Employer address:				How long?
Phone:		E-mail:		Fax:
City:		State:		ZIP Code:
Position:		Hourly    Salary    (Please circle)		Annual income: n/a
Name of a person not residing with you:				
Address:				
City:		State:		ZIP Code:    Phone:
Relationship:				
Name:				
Date of birth:		SSN:		Phone:
Current address:				
City:		State:		ZIP Code:
Own	Rent	(Please circle)	Monthly payment or rent:	How long?
Previous address:				
City:		State:		ZIP Code:
Owned	Rented	(Please circle)	Monthly payment or rent:	How long?
Current employer:				
Employer address:				How long?
Phone:		E-mail:		Fax:
City:		State:		ZIP Code:
Position:		Hourly    Salary    (Please circle)		Annual income: n/a
Name:		Address:		Phone:
I authorize the verification of the information provided on this form as to my credit and employment. I have received a copy of this application.				
Signature of applicant:				Date:
Signature of co-applicant:				Date:

# GOLF VILLAS OF WHITE EAGLE CLUB CONDO HOA

## TENANT CENSUS

In effort keep our records up to date, we request that you complete the below Tenant Census. Please remit a completed copy to Property Specialists, Inc., 2155 Point Boulevard, Suite 210, Elgin, IL 60123, fax to 847.806.6154, or email to [info@psimanagement.net](mailto:info@psimanagement.net).

### LEASE INFORMATION

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Lease Start: \_\_\_\_\_ Lease End: \_\_\_\_\_

### LESSEE

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Name: \_\_\_\_\_ Date: \_\_\_\_\_

Unit Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: ☐ Home \_\_\_\_\_ ☐ Cell \_\_\_\_\_ ☐ Work \_\_\_\_\_

*Check the box next to the primary contact number*

### OTHER OCCUPANTS

---

Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Pet Name: \_\_\_\_\_ Color: \_\_\_\_\_ Breed: \_\_\_\_\_

Pet Name: \_\_\_\_\_ Color: \_\_\_\_\_ Breed: \_\_\_\_\_

### EMERGENCY CONTACT

---

Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### VEHICLE INFORMATION

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Make/Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_ License Plate: \_\_\_\_\_

Make/Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_ License Plate: \_\_\_\_\_

\*\*\* INFORMATION WILL NOT BE USED FOR COMMERCIAL PURPOSES \*\*\*

# GOLF VILLAS OF WHITE EAGLE CLUB CONDO HOA

## HOMEOWNER CENSUS

In order to keep our records up to date, we request that you complete the below Homeowner Census. Please remit a completed copy to Property Specialists, Inc., 2155 Point Boulevard, Suite 210, Elgin, IL 60123, fax to 847.806.6154, email to [info@psimanagement.net](mailto:info@psimanagement.net), or submit through the request page on your portal. There is a separate Tenant Census to be filled out if unit is rented.

### OWNER(S)

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Name(s): \_\_\_\_\_ Date: \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address(es): \_\_\_\_\_

Phone: ☐ Home \_\_\_\_\_ ☐ Cell \_\_\_\_\_ ☐ Work \_\_\_\_\_

*Check the box next to the primary contact number*

### OTHER OCCUPANTS

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Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Pet Name: \_\_\_\_\_ Color: \_\_\_\_\_ Breed: \_\_\_\_\_

Pet Name: \_\_\_\_\_ Color: \_\_\_\_\_ Breed: \_\_\_\_\_

### EMERGENCY CONTACT

---

Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### VEHICLE INFORMATION

---

Make/Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_ License Plate: \_\_\_\_\_

Make/Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_ License Plate: \_\_\_\_\_

\*\*\* INFORMATION WILL NOT BE USED FOR COMMERCIAL PURPOSES \*\*\*

**THE GOLF VILLAS OF WHITE EAGLE CONDO ASSOCIATION  
ACKNOWLEDGMENT OF TENANT OBLIGATIONS AND  
ASSOCIATION RIGHTS UNDER THE ASSOCIATION DOCUMENTS**

1. The undersigned (the "Tenant") acknowledges that:
  - a. The Tenant has received a copy of the Association's Declaration, By-Laws, and Rules and Regulations from the Owner.
  - b. The Tenant is required to comply with the provisions of the Association Documents and that should the Tenant fail to comply, a fine could be imposed on the Unit Owner, and/or the Tenant's lease could be terminated, and the Tenant evicted, at the Unit Owner's expense.
  - c. The Association or its managing agent is not responsible or accountable to the Tenant for any representations made to the undersigned by the Unit Owner, real-estate salespersons, attorneys or other parties.
  - d. The Association, or its managing agent, is not the Owner of the Unit being rented and is not liable to the Tenant for the Owner's failure to provide the services required pursuant to the lease.

2. The following people, and only the following people, will reside in the Unit:

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3. The following vehicle(s), and only the following vehicle(s), will be parked on the Association property:

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4. (If applicable) The following pet(s), and only the following pet(s), will be kept in the Unit (dog/cat and breed):

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I hereby certify that the above statements are true. I further authorize the Golf Villas of White Eagle Condo Association or its duly authorized agent to make whatever investigation may be deemed necessary, including but not limited to a credit investigation or a criminal background check.

**Signed this** \_\_\_\_ **day of** \_\_\_\_\_, **20**\_\_\_\_\_.

**Tenant:**\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name**

**Tenant:**\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name**

## **CRIME-FREE LEASE ADDENDUM**

In consideration of the execution or renewal of a lease of the home identified in the lease, Owner (or Owner's agent or representative) and Resident agree as follows:

1. Tenant, any member of Tenant's household, a guest or invitee in the home or on the common grounds, or any other person in the home or on the common grounds invited there in any way by Tenant or a member of Tenant's household, **shall not engage or in any way be involved in, any criminal activity, including drug related criminal activity, on or near the said premises.** Criminal activity shall include, but is not limited to, drug-related criminal activity. "Drug-related criminal activity" means the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell distribute, or use of controlled substance (as defined in Illinois Compiled Statutes).
2. Tenant, any member of Tenant's household, a guest or invitee in the home or on the common grounds, or any other person in the home or on the common grounds invited there in any way by Tenant or a member of Tenant's household, **shall not engage in any act intended to facilitate or that does facilitate criminal activity,** including drug-related criminal activity, on or near the said property.
3. Tenant, and every member of the household **shall not permit the home to be used for criminal activity, or to facilitate criminal activity,** in the home or on the common grounds, including drug-related criminal activity, regardless of whether the individual engaging in such activities is a member or the household, a guest, or invitee, and regardless if the Tenant is at home during any such offense.
4. Tenant, any member of Tenant's household, a guest or invitee in the home or on the common grounds, or any other person in the home or on the common grounds invited there in any way by Tenant or a member of Tenant's household, **shall not engage in the unlawful manufacturing, selling, using storing, keeping, or giving of a controlled substance at any location whether in, at, on, or near the property.**
5. Tenant, any member of Tenant's household, a guest or invitee in the home or on the common grounds, or any other person in the home or on the common grounds invited there in any way by Tenant or a member of Tenant's household, **shall not engage in any illegal activity, including prostitution,** as defined in the Illinois Compiled Statute, **threatening or intimidating** as prohibited in the Illinois Compiled Statute, **assault** as prohibited in the Illinois Compiled Statute **INCLUDING BUT NOT LIMITED TO the unlawful discharge of firearms** on or near the home or common grounds, or **any breach of the lease agreement that otherwise jeopardizes the health, safety and welfare of the landlord, his agent or other tenant or involving imminent or actual serious damage** as defined in the Illinois Compiled Statute.
6. **VIOLATION OF ANY OF THE ABOVE PROVISIONS SHALL BE A MATERIAL AND IRREPARABLE VIOLATION OF THE LEASE AND GOOD CAUSE FOR TERMINATION OF THE TENANCY.** A single violation of any of the provisions of this added addendum shall be deemed a serious violation and material noncompliance with the lease. It is understood and agreed that a **single violation** shall be good cause for **IMMEDIATE termination of the lease** under Illinois Compiled Statute. Unless otherwise provided by law, proof of violation **shall not require a criminal conviction but shall be BY A PREPONDERANCE OF EVIDENCE.** Tenant consents to venue in any justice court precinct within the County in the event Owner initiates legal action against the Tenant. Tenant hereby waives any objection to any venue chosen by owner.
7. Tenant agrees that service of process of any legal proceeding, including but not limited to a forcible detainer action, or service of any notice to Tenant, shall be effective and sufficient of purposes of providing legal service and conferring personal jurisdiction upon any Illinois court as to any tenant, co-signer, occupant or guarantor, if waived upon any occupant or other person of suitable age and discretion who is present at the premises and residing therein, notwithstanding the fact that a Tenant,

co-signer, occupant or guarantor may reside at a different location other than the property address described in the lease agreement. This agreement regarding service is in addition to, and not in lieu of any manner of service authorized under Illinois law or rule. By signing this lease the undersigned hereby waives any objection to service carried out under the terms of this agreement. This provision shall be effective for any extension, renewal or modification of the initial lease.

8. In case of conflict between the provisions of this addendum and any other provisions of the leases, the provisions of the addendum shall govern.
9. This LEASE ADDENDUM is incorporated into the lease executed or renewed this day between Owner and Resident.

Resident's Signature

Owner's Signature

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Property Address: \_\_\_\_\_

**RIDER TO LEASE  
THE GOLF VILLAS OF WHITE EAGLE CONDO ASSOCIATION**

Rider to lease dated \_\_\_\_\_ between \_\_\_\_\_  
Lesser/Landlord

and \_\_\_\_\_ relating to \_\_\_\_\_  
Lessee/Tenant Address of Lot

in Golf Villas of White Eagle Condo Association, the association governing the common land areas, herein referred to as the "Association".

This Rider is added to and made part of the attached lease in accordance with the rules and regulations of SumThe Golfe Villas of White Eagle Condo Association. By this rider, the undersigned parties to said lease expressly acknowledge that (a) in accordance with the respective Declarations for the Association, every lease (extensions and renewals thereof) and the parties thereto, shall be subject in all respects to the provisions of said declarations, as well as the Bylaws and Rules and Regulations of the Association and (b) any failure by the lessee to comply with the terms of the Declarations, Bylaws and Rules and Regulations shall be default under the lease and shall subject the parties to the disciplinary and enforcement powers of the Association, including but not limited to, the right of the Association to terminate the lease and evict the lessees under the provisions of article IX of the Illinois Code of Civil Procedure.

In addition, The Golf Villas of White Eagle Condo Association shall be a third party beneficiary to said lease and shall be entitled to pursue all available legal and equitable remedies available to either party under the lease in the event of any default.

The rights and remedies of the Association described in this Rider shall be in addition to, and not in lieu of, any and all other legal and equitable rights and remedies available to the Association.

No rights of the Association shall be deemed to have been waived, or abrogated by reason of any previous failure to enforce same.

By our respective signatures below, we hereby acknowledge that we have received a copy of the Declarations, Bylaws and Rules and Regulations of The Golf Villas of White Eagle Condo Association and that we have read this Rider, understand its contents and agree to be bound by its terms.

\_\_\_\_\_  
Lesser (Landlord/Owner)

\_\_\_\_\_  
Lessee (Tenant)

\_\_\_\_\_  
Lesser (Landlord/Owner)

\_\_\_\_\_  
Lessee (Tenant)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Management Date



# HOMEOWNER FORMS

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Please complete forms and return them to PSI for processing.

2155 Point Boulevard, Suite 210 | Elgin, IL 60123

[info@psimanagement.net](mailto:info@psimanagement.net)

Phone 847.806.6121 | Fax 847.806.6154

[www.psimanagement.net](http://www.psimanagement.net)

# ARC Application

Please complete and remit the application with all pertinent back-up material to your community association manager for board consideration **PRIOR** to any work being authorized or performed. Please note that any unauthorized work found to be non-conforming with the association's aesthetic policies and codes will require immediate repair at the cost of the owner. Incomplete applications will be returned without consideration and deemed rejected.

**Community Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Homeowner Name:** \_\_\_\_\_

(only the owner on record may apply)

**Unit Address:** \_\_\_\_\_

(physical address of the property)

**Email Address:** \_\_\_\_\_

**Phone (Home or Cell):** \_\_\_\_\_

**Description of Proposed Improvement:**

**Hired Contractor:** \_\_\_\_\_

(if applicable)

**Phone:** \_\_\_\_\_

**Sketch or Visual Depiction of Proposed Alteration or Addition:**

A sketch of all improvements is to be included in the box provided to show the location and dimension relative to the existing structure(s), and a visual depiction of the item to illustrate the aesthetic conformity to the association's rules.

The applicant shall provide all documents required as set forth within the association's governing documents or required by the Architectural Control Committee/Board of Directors as well as any permits required by the municipality, if applicable.

**Cost/Value of Improvement:** \_\_\_\_\_

**J.U.L.I.E. DIG #:** \_\_\_\_\_

**Make sure to contact J.U.L.I.E before you dig at  
1- 800-892-0123 (It's a FREE Service)**

I/We submit this application pursuant to the Association's Governing Documents.

I/We acknowledge and agree that it is my/our responsibility to comply with all applicable County and/or Municipal requirements pertaining to the proposed improvement.

\_\_\_\_\_  
Initials

\_\_\_\_\_  
Initials

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**For Internal Use Only:**

**Date Received:** \_\_\_\_\_

**By:** \_\_\_\_\_

**Date Approved:** \_\_\_\_\_

**By:** \_\_\_\_\_

**Reason for Denial (if applicable):** \_\_\_\_\_

**Please Fax, Email, or Mail Completed Application and Supporting Documents to:**

**Fax: 847-806-6154 | info@psimanagement.net | Property Specialists, Inc, 2155 Point Boulevard, Suite 210, Elgin, IL 60123**



## AUTO DRAFT PROGRAM AUTHORIZATION

Property Specialists, Inc. offers an Auto Draft Program for our clients. This program utilizes electronic funds transfer (EFT) to provide you with a timely, accurate, and convenient method to pay association dues. With Auto Draft payments, you can eliminate the hassle of mail delays and late payments. Clients choosing the Auto Draft Program can ensure that their payment has been received.

Please note the following:

- Continue to make monthly payments by check until you are notified by email or postcard as to the starting date of your Auto Draft.
- You are responsible for having enough funds in the account you selected on the payments date. You will be charged a fee should your transfer be returned due to insufficient funds.

Please fill in the following information regarding your banking information and return to PSI at 2155 Point Blvd, Suite 210, Elgin, IL 60123. **\*Forms sent to the PO Box will be destroyed and not processed\*** You must submit an unsigned, voided check with this form for verification to set up the Auto Draft from your account. Please read the following and sign below.

I (We) authorize Property Specialists, Inc., to initiate debit entries to my (our) checking account indicated below and the institution named below, to debit the same such account.

I (We) understand that if my (our) payments are declined twice, consecutively that I (we) will be removed from the Auto Draft program and will thereafter need to make my association dues payment via different method.

Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

### Please Print Information Clearly Below:

Name(s): \_\_\_\_\_

Unit Address: \_\_\_\_\_

Homeowner Account Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Bank Routing Number: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

The diagram shows a check from Tony Stark, 6 Avengers Way, New York, NY 10013. The check is dated and payable to the order of. The routing number 123456789 is highlighted in a red box, and the account number 987654321 is highlighted in a blue box. The check number 1001 is also visible. Arrows point from the text 'Routing Number' and 'Account Number' to their respective boxes on the check.

**Mail Completed Form and Voided Check to:** Property Specialists, Inc., 2155 Point Blvd, Suite 210, Elgin, IL 60123



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## ASSOCIATION ASSESSMENT PAYMENT OPTIONS

For your convenience, there are several different options you can use to pay your Association Assessments.

### **HOMEOWNER WEB-PORTAL:**

Your online portal can be utilized to pay your assessment. You can set up a payment preference of ACH or make a payment directly through the association's bank including eCheck and credit card\*. If you need to request portal log-in details, please visit <https://portal.psimanagement.net> to sign up.

*\*Note: service fees will apply when paying via credit card.*

### **AUTO DRAFT:**

Auto Draft (ACH) is available. This program allows a direct withdrawal of your assessment amount from your bank account, between the 3rd and 6th of the month your assessment is due. If you would like to join the ACH Program, please log into your homeowner portal and complete the auto-draft information at <https://portal.psimanagement.net>. If you would like an ACH form mailed to you, please contact our office. If you are already participating in the ACH program, the assessment amount will automatically be deducted in accordance with your Association's budget. If you have a monthly assessment, please retain your payment coupons should you decide to cancel the program during the year.

*(Please note: Account Balances exceeding the current month's charge will not be automatically deducted from your checking account through ACH. Other balances must be paid via another method.)*

### **ONLINE BANKING/BILL PAYMENT SERVICES:**

If you use your bank or an online bill payment service, be sure to verify the correct account number notated at the top of your payment coupon and the correct dollar amount is referenced on the payment your bank is submitting. Please direct your online service to have the payment mailed to PO Box 66451, Phoenix, AZ 85082-6451 as notated on the payment coupon.

### **U.S. POSTAL SERVICE:**

Payment coupons or an invoice identifying your Association and your assessment amount are mailed directly to you. The invoice or coupon will tell you how much the assessment is, when it is due, and when it is considered late with a separate late fee amount. In order to avoid late fees, please allow 5-9 days for the U.S. Postal Service to deliver your assessment payment to PO Box 66451, Phoenix, AZ 85082-6451, the address listed on the payment coupon.

### **DROP OFF PAYMENT METHOD:**

Any payments dropped off at any Property Specialists facility or Association on-site office (if applicable) will be charged a \$25.00 processing fee.

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**NOTE: Assessment payments must be made payable to your Association, NOT Property Specialists, Inc. and should be mailed directly to PO Box 66451, Phoenix, AZ 85082-6451. If payments are sent to Property Specialists, Inc., a \$25.00 processing charge will be assessed to your account.**

### **ALL RETURNED CHECKS ARE SUBJECT TO A \$30.00 FEE.**

If you have any questions regarding the payment options listed above, please contact us at [info@psimanagement.net](mailto:info@psimanagement.net) or 847-806-6121.

Property Specialists, Inc., 2155 Point Blvd, Suite 210, Elgin, IL 60123