

*Summerlakes
Homeowners'
Association*

Handbook

Revised 4/2014

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CLUBHOUSE INFO

Clubhouse Management Office	630-393-3033
Clubhouse Fax	630-393-3507
E-Mail	summerlakes@summerlakeshomeowners.org

Fall/Winter Hours:	Monday-Friday	9:00 a.m. to 9:00 p.m.
	Saturday	11:00 a.m. to 5:00 p.m.
	Sunday	11:00 a.m. to 5:00 p.m.
Spring/Summer Hours:	Monday-Friday	9:00 a.m. to 9:00 p.m.
	Saturday	11:00 a.m. to 9:00 p.m.
	Sunday	11:00 a.m. to 9:00 p.m.

All Hours, Rules, and Regulations are subject to change without notice. Call the Office for any questions and/or concerns you may have.

A Brief History of Summerlakes

Comprised of 926 single-family attached and detached homes, Summerlakes Homeowners' Association is the largest single family homeowners association in the state of Illinois. Continental Homes first presented the idea for the development to the Warrenville Planning Commission in November 1972. This was followed by an in-depth presentation to the Commission in April 1973.

Summerlakes was developed over a period of 8 to 10 years and built in 11 separated phases or units. Unit 1 received final approval from the City of Warrenville in November 1973; Unit 11 was approved in June 1979. Construction of the first homes began early in 1974, with building in the various phases or units continuing into the early 1980's. The original developer, Continental Homes, was responsible for all land development and improvements, but over the years, several other developers have built homes in Summerlakes. These developers included Northbrook Development Corporation, Sundance Homes, Anden Corporation, American Continental Corporation, and Summerlakes Development Corporation. The various developers have provided a variety of home designs within Summerlakes.

Continental Homes incorporated the Summerlakes Homeowners' Association and the Summerlakes Improvement Association in February 1975. By June 1978, the land incorporated within the Improvement Association was legally included as part of the land governed by the existing Homeowners Association and registered with the State of Illinois as part of the Summerlakes Homeowners' Association. All homeowners in Summerlakes are automatically members with full voting privileges in the Association. The purpose of forming the Homeowners' Association was to provide for the maintenance and administration of common areas, and for the preservation and architectural control of both individual lots and common areas. To ensure recreational and educational facilities for future homeowners in Summerlakes, as well as for other Warrenville residents, Continental Homes donated parklands to the local park district, and land to the school district. Johnson Elementary School was completed in the summer of 1990 and opened its doors to Summerlakes children that fall.

Continental Homes deeded the common areas, including the three lakes and surrounding grounds, the Clubhouse and Annex buildings, and the swimming pool and tennis courts, to Summerlakes Homeowners' Association in October 1978. The Association encompasses more than 30 acres of common area for the enjoyment of all Summerlakes residents. A paid staff, under the guidance of an Association Manager, who reports directly to the SHA Board of Directors, is responsible for managing the common areas and administering the affairs of the association.

The Board of Directors oversees the affairs of the Summerlakes Homeowners' Association, which consists of seven unpaid voting individuals. Association members at the Annual Meeting each November elect the Board. Each Director serves a term of two years. Meetings of the Board of Directors are currently held every second Thursday of each month at 7:00 p.m. in the preschool building. Homeowners are encouraged to attend these Board meetings and their comments are always welcome.

BOARD OF DIRECTORS

All Summerlakes members are eligible to seek a position on the SHA Board of Directors and are strongly encouraged to participate. The time and effort of those members who volunteer for the Board of Directors is more than repaid with the opportunity provided to not only make a positive contribution to the Summerlakes' community, but also to meet and make friends with other Summerlakes' residents.

To volunteer to run for a two-year Director term (or to simply ask questions about what is involved), SHA residents may contact the Management Office at the Clubhouse.

As per the SHA Bylaws:

Without limiting the general powers and duties which may be provided by law, the Declaration or the By-Laws, the powers and duties of the Board or its duly appointed agents shall include the following matters:

- (a) To adopt such reasonable rules and regulations as the Board deems advisable for the use, maintenance, conservation, administration and beautification of the Property, and for the health, comfort, safety and general welfare of the Owners and other occupants of Units, and to establish penalties for the infraction thereof. Written notice of such rules and regulations shall be given to all Owners, and the entire Property shall at all times be maintained subject to such rules and regulations;
- (b) To levy fines for violations of the Declaration, By-Laws or rules and regulations;
- (c) To enforce the provisions of the Declaration, By-Laws or rules and regulations and to enjoin and seek damages from any Owner for violation of such provisions or rules and regulations;
- (d) To bring an action at law or in equity in order to collect unpaid assessments and other amounts owed to the Association from Owners including, but not limited to, through the use of the Illinois Forcible Entry and Detainer Act and all remedies provided for therein.

MANAGEMENT PERSONNEL

The Management Personnel and Staff Members' primary goal is to serve the needs of the SHA members. The Association Manager and Staff are always on hand to help members with any questions or concerns which they may have in regard to their association membership, including assessment payments, architectural guidelines and requests for approval of any exterior change or modification, and association facilities and activities. Statement of account letters required for refinancing and payout or closing letters necessary for the sale of a home may also be secured through the Management Office.

The staff is always available to answer any questions in general about Warrenville or

direct the member to the proper source if they are unable to answer any specific question about the community.

The staff is responsible for providing management and administrative services for the Clubhouse and SHA common area facilities and grounds. The Clubhouse Management Office is always staffed during posted Clubhouse hours of operation, as well as during weekend after hour rentals by SHA members.

FACILITIES, ACTIVITIES, & SERVICES

Clubhouse hours do change with the seasons: Year-round hours currently in effect are noted in this handbook. The Clubhouse is open daily except for New Year's Eve, New Year's Day, Easter Sunday, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve, and Christmas Day.

CLUBHOUSE FACILITIES

Gym

The gym features two regulation-height basketball hoops. Basketballs may be checked out from the Management Office. Any homeowner having at least 6 people to play with (including guests) may reserve the gym for one hour increments.

Ping Pong & Foosball

A ping pong table and foosball table is located in the upper lounge of the Clubhouse. Paddles and balls may be checked out from the Management Office.

Pool Tables

Two pool tables are also located in the upper lounge of the Clubhouse. Pool cues and balls are available for checkout from the Management Office.

TV

There is a 52" HD television and BluRay DVD player in the upper level of the Clubhouse for your viewing pleasure. Movies may be brought in to watch; please, no 'R' ratings.

Whirlpool

The generous 8' by 10' spa is located on the lower level of the Clubhouse and open year-round. Water temperature is kept at 102 degrees, and maintained daily to meet all DuPage County Health Department requirements. For safety reasons, the spa room can only be opened from the inside without a key. Residents ages 18 and older may solo bathe with a signed waiver however, also for safety reasons, the DuPage County Health Department rules recommend that no one should bathe alone. A staff member

will unlock the spa room for residents and guests wishing to enjoy the whirlpool. Showers are required prior to use.

Sauna

The Clubhouse has one sauna located in the whirlpool room. No one is allowed to use the sauna alone.

Exercise Equipment

The workout area is located in the lower section of the Clubhouse. There is currently one (1) Stairmaster, three (3) treadmills, two (2) elliptical, two (2) exercise bicycles, a decompression & extension unit, along with two (2) weight machines and a wide selection of free weights.

OUTDOOR FACILITIES

Swimming Pool

The SHA Clubhouse pool, located on the northeast side of the Clubhouse, is accessible through the Ladies and Men's locker rooms on the lower level of the Clubhouse. A wading pool for preschoolers is adjacent to the main pool. The pool season opens each year the Saturday of Memorial Day weekend and runs through Labor Day. The SHA pool is staffed by certified lifeguards and maintained to the highest standards, ranking consistently in the top twenty county-inspected pools in DuPage County, which numbers over 450 pools! Showers are required prior to entering the pool area.

Lakes

Three private lakes, the larger one located immediately behind the Clubhouse complex, and two smaller ones located off Continental Drive in a park area just north of Batavia Road, are available for "recreational" fishing by SHA residents and their guests. Fishing licenses are not required. The use of alcohol, swimming and water craft are prohibited in these lake areas.

Parks

There are several parks located throughout Summerlakes for enjoyment by Summerlakes' area children and their parents. The parks are noted on the map included with this handbook.

SHA SPONSORED ACTIVITIES & EVENTS

Detailed information on activities is published in the appropriate monthly SHA newsletter prior to the event. Other events may take place from time to time, and information on such occasions will also be posted in the monthly newsletters. The activities listed below have become annual SHA traditions:

Easter Egg Hunt

The Easter Bunny comes to Summerlakes to visit with Summerlakes' children (and grandchildren) between the ages of one year and ten years. The event, held on the Clubhouse grounds, is organized into different age groups to assure that each child is able to "collect" his/her share of eggs. Advance registration is required.

Family Picnic

The Annual SHA Family Picnic is held each year on the Clubhouse grounds for All SHA residents and their guests. The event features food, entertainment, games, and prizes for all ages. Advance reservations are typically required, though some tickets may be available for purchase the day of the picnic.

Halloween

Summerlakes residents are invited to attend the Annual Fall/Halloween Party offered to families of all ages. A DJ, bonfire, and hayrides are among the events included. Reservations are typically required. This event is usually held on the Saturday before Halloween.

SHA Garage Sale

A Summerlakes-wide garage sale is held in May and September, with ads appearing in the local area newspapers announcing the annual event. Participants who wish to do so, may register in advance and be listed in a directory available for pick-up at the Clubhouse, along with a map of Summerlakes. At the request of the homeowner, the directory listing can also highlight specific items the homeowner is selling during the three day event.

OTHER ACTIVITIES & SERVICES

Clubhouse Rental

The annex building is available for rental by Summerlakes members for private parties. Complete details on costs, rental policy, regulations, and availability may be obtained from the Clubhouse Management Office. Alcohol (beer & wine only) is acceptable for a higher security deposit.

Reservation Policy

Members may call the Clubhouse Management Office up to a week ahead to reserve a pool table or the basketball gym. Reservations are for an hour in length. Reservations can be made by the homeowner only and he/she must be present during the reservation period. Reservations must be made at least one day in advance.

Scouts

Various Boy and Girl Scout troops meet on a weekly basis throughout the school year at the SHA Clubhouse. Residents interested in learning more about the scout troops meeting in the Clubhouse, may call the Clubhouse Management Office for a contact name.

CURRENT CLUBHOUSE USAGE GUIDELINES

Section I: Definitions for the Purpose of Establishing Facilities' Usage Policy, Rules and Regulations.

1. **"Member"**. Every Owner of a Unit constructed on the Property subjected to the terms of the Declaration of Covenants, Conditions and Restrictions for Summerlakes Homeowners' Association (R75-4508) shall automatically be a Member of the Association. No Owner shall have more than one membership for each Unit owned. Membership shall belong to and may not be separated from ownership of any Unit which is subject to the terms of the Declaration of Covenants. Ownership of such Unit is the sole qualification of Membership.
2. **"Authorized Occupant"**. An Authorized Occupant is a person who resides in a SHA Unit by authorization of the Owner of the Unit, and who can establish proof of residency. If the Authorized Occupant is residing in the Unit by virtue of a Lease, a copy of the Lease must be provided to the SHA, prior to Facilities Usage. No Member may authorize usage of SHA Facilities by any person or persons if their occupancy of the Unit violates the City of Warrenville R1 Zoning Ordinance.
3. **"Resident"**. A Resident is a person who is a Member or Authorized Occupant as defined above.
4. **"Guest"**. A Guest is a person who is an invitee of a Member or Authorized Occupant, who has not paid any individual or entity, other than Summerlakes, a fee for any program, educational, recreational, or otherwise provided by the individual or entity, which program includes the use of any Summerlakes' Facilities. No person is excluded as a Guest if he or she is using Summerlakes' Facilities as part of a program provided, sponsored, or approved by the Summerlakes Board of Directors. **No Resident may be a Guest of another Resident.**
5. **"Senior Citizen"**. A Senior Citizen is a person 55 (fifty-five) years of age or older.
6. **"Adult"**. An Adult is any person 18 (eighteen) years of age or older.
7. **"Juvenile"**. A Juvenile is any person between the age of 11 (eleven) and 17 (seventeen).
8. **"Child"**. A Child is any person under the age of 11 (eleven). Children 10 (ten) years of age and younger must be accompanied by their parent(s) at all times.
9. **"Baby-sitter"**. A Baby-sitter is any person 14 (fourteen) years of age or who has completed 8th grade, and must fill out an official registration form. Non-resident babysitters must pay a guest fee, as well as any non-resident children they are sitting for. This baby-sitter option applies to the summer months only.

Section II: SHA Common Area and Facilities' Rental and Usage Policy

1. General Policy.

- a) Areas and Facilities may not be rented or used by any Resident, or Non-SHA entity, that: Charges a fee for admission or participation; solicits for contributions, donations, membership fees; sells goods or services; or, conducts an activity for charge in connection with their use of the SHA facilities, without prior Board approval. Request for such approval must be submitted in writing to the Clubhouse Manager for recommendation to the Board, or, in person by a representative of the entity or group to the Board as a whole. Approval granted by the Board will be applicable only to the request specified. It shall be Board policy, if any such requests are approved, to limit these approvals to Not-For-Profit entities, where both a Community Service and a benefit to SHA members is served. It would also be expected that a majority of participants would be SHA members, and a list of such be provided upon request. The Board may, at its discretion waive rental fees, or impose other fee arrangements or schedules as they deem appropriate. Also, such usage or rental shall not be inconsistent with the usage rights of the Residents. In addition, SHA Facilities may not be rented or used for illegal purposes.
- b) A non-resident Member may designate whether he, or the Authorized Occupant(s) will have the Facilities' Usage Privileges for the Unit, but in no event shall both a non-resident Member and his Authorized Occupant(s) have Facilities' Usage Privileges. In every instance, all Authorized Occupants must have written permission of the Member to receive Facilities Usage Privileges; and, in every instance the Member acknowledges full responsibility for the actions of the Authorized Occupants.
- c) Any Resident or Guest may be asked to vacate the Facilities' premises, or refused admittance to the Facilities, at the discretion of the SHA Administrative Staff, if the Resident or Guest appears to be under the influence of alcohol or illicit substances; is engaging in any act in such an unreasonable manner as to alarm or disturb another and to provoke a breach of the peace; or, does any act which can result in damage or destruction of SHA common property; and/or, does any act in violation of an Illinois State law, or City of Warrenville ordinance.

2. Age Restrictions.

For general Facilities' Usage, anyone under 11 (eleven) years of age must be accompanied by an Adult or Baby-sitter, except as noted below:

- a) A Child who is 11 (eleven), or who has graduated from 5th grade and has a birthday during the summer months, may come into the Clubhouse and get an ID card made. They are then allowed into the Clubhouse during regular Clubhouse hours.

- b) Usage of Pool Tables is regulated by the Pool Table age restrictions, as designated by the Board from time to time. Currently, a person must be 14 (fourteen) years of age to play pool by themselves. Anyone under the age of 14 (fourteen) may not play pool at any time unless accompanied by an Adult.
- c) Residents and Members under 12 (twelve) years of age are not allowed in the Sauna or Whirlpool at any time. Residents and Members ages 12-17 must be accompanied by an Adult who must be in attendance at all times when using either the Sauna or Whirlpool. Solo bathing in the Whirlpool is permitted for Members 18 years or older (with a signed waiver), but not recommended. No one may use the Sauna alone.
- d) Generally, a person must be at least 18 years of age to be in the Exercise Area. Residents and Members 15-17 years of age may be allowed to use the Exercise Equipment if they have a signed waiver and code of conduct letter on file.

3. Rental Policy.

Any Member, with the exception of Renters, subject to the following and as may be designated from time to time by the Board, may rent SHA Facilities:

- a) All Rental Contracts are subject to the written approval of the Board of Directors, or, its Designated Representative.
- b) The Member signing the Rental Agreement must be present throughout the Rental.
- c) The Member signing the Rental Agreement must ensure that he or she and all persons attending the Rental event adhere to all provisions, rules and regulations for the Rental Event as specified in the Rental Agreement.

4. Guest Policy.

Members and Authorized Occupants are allowed Guests at SHA Facilities, subject to the following:

- a) The Guests are subject to fees as established from time to time by the Board, and are permitted use of the Facilities only as long as the accompanying Resident is present.
- b) The Resident is responsible for the actions of the Guest.
- c) Any Homeowner or Authorized Tenant may have up to 10 (ten) paid Guests at one time.
- d) Authorized Occupants 15 (fifteen) and older may have up to 2 (two) paid Guests at one time.

- e) Juvenile Residents 11 (eleven) years of age through 14 (fourteen) may have 1 (one) paid Guest at one time.
- f) Child Residents may not have Guests, except for a Registered Baby-sitter (during the summer months only).
- g) The only time a Unit may have more than 10 (ten) Guests at one time is during a paid Rental. This is the only exception to the rule.
- h) Guest fees are as follows: All Guests during the fall, winter, and spring are \$2.00 per Guest. During the summer months it is \$5.00 for Guests ages 11 (eleven) and over; \$2.00 for children ages 6 (six) to 10 (ten); and free for all ages under 5 (five).

USE RESTRICTIONS

Each Owner shall be responsible for all exterior maintenance, repair and general upkeep for his/her Unit and lot. In the event that the Board determines that any Owner/Occupant of any Unit has allowed the exterior of such Unit and/or the lot upon which the Unit is located to deteriorate or fall into disrepair, or has not adhered to the architectural guidelines as outlined in the By-Laws, then the Owner/Occupant shall be deemed non-compliant and subject to the action and penalties as outlined in this Article.

Home Exterior Requirements

- (a) All exterior materials must be approved in writing by Board prior to their use, installation or other placement on a Unit.
- (b) All exterior structure colors must be approved in writing by the Board prior to any changes in colors. Additionally, all neon colors are strictly prohibited.
- (c) All roofing materials must be approved in writing by the Board prior to any roof repair or replacement projects commencing.
- (d) All driveway materials must be approved in writing by the Board prior to their use, installation or other placement on a Unit.

Fences

All fencing materials must be approved in writing by the Board prior to the use, installation or other placement of a fence on a Unit. Additionally, all fences on Units must comply with the following requirements:

- (a) No chain-link fencing is permitted;
- (b) Acceptable fencing materials (composite, wood, UPVC – stained, natural or painted a color approved by the Board) may not be higher than six feet (6') above the surface of the ground;
- (c) Any fence damaged by weather, wear and tear, graffiti or otherwise damaged must be repaired within thirty (30) days of the damage

- occurring, except for graffiti, which must be repaired within seventy-two (72) hours of occurrence per Warrenville City Ordinance; and
- (d) All fencing must be kept in good repair. Any fencing not kept in good repair will be subject to fines and/or other enforcement actions by the Association as further provided in the Declaration, the By-Laws and/or the rules and regulations.

Parking

- (a) Storage of recreational vehicles on driveways is prohibited. Storage of recreational vehicles on any portion of a Unit that is visible from the street is also prohibited.
- (b) Vehicles are strictly prohibited from being parked in the front yards of Units at any and all times, except during the period of time immediately following a two inch (2") or greater snowfall when vehicles must be clear of the streets to allow for municipal vehicles to complete snow removal. However, any vehicles parked in front yards during the snow removal process must be immediately returned to the driveway and/or street parking once the street adjacent to the Unit is clear.

Satellite Dishes

No radio or television antennas or satellite dishes shall be affixed or placed upon or on any portion of the Common Area without the prior written consent of the Board. The placement, installation and use of antennas and satellite dishes on or upon the Units shall be subject to any applicable provisions of the rules and regulations adopted by the Board, but no more than three (3) antennas and/or satellite dishes are permitted on a Unit and no satellite dish greater than one (1) meter in diameter is permitted on a Unit. This provision, however, is not intended to interfere with the Owners' rights to adequate reception under the 1996 Telecommunications Act or other present, or future, federal or Illinois statutes.

Landscape Requirements

- (a) All conservation/wild prairie landscaping, including a maintenance plan, must be approved in writing by the Board prior to the installation of any such landscaping. Controlled burning is not permitted even if a native landscape plan is approved by the Board.
- (b) Asphalt or concrete driveways may be edged with approved stone, brick or stone products, no wider than eighteen inches (18") per side, but may not be used for parking purposes. If an Owner is widening his/her driveway for parking purposes, the material used must be consistent with the material currently in place.

REMEDIAL PROCEDURES

- (a) In the event an Owner and/or the Owner's Lot or Unit is in violation of the Declaration, the By-Laws or the Rules and Regulations, a written notice

shall be sent, via first class mail, to the Owner requesting a response and plan of corrective action to the Association's property manager within fifteen (15) days from the date of the written notice.

- (b) If no response to the written notice is received within fifteen (15) days, a certified letter shall be sent to the Owner requesting a response and plan of corrective action to the Association's property manager within seven (7) days from the date of the written notice.
- (c) If there is no response to the certified mailing to the Owner, or if the Owner's submitted plan to correct his/her violation is unacceptable to the Board of Directors, fines shall commence seven (7) days from the date of the certified letter.
- (d) Fines shall consist of thirty dollars (\$30.00) per whole month, plus any expenses incurred by the Association in bringing the Owner's Lot and Unit into compliance with the Declaration, the By-Laws or the rules and regulations. After 60 days (from date of first written notice), if the Owner and/or the Owner's Unit or Lot remains in violation of the Declaration, the By-Laws or the rules and regulations, the fine will be increased to \$100.00 per month.
- (e) Should the Owner's account balance become delinquent in an amount of one hundred dollars (\$100.00) or more, a lien shall be recorded on the Owner's Lot and Unit and the Owner's account shall also be charged the costs incurred by the Association for the preparation and recording of the lien. Such costs are currently two hundred dollars (\$200.00) per lien, but may be increased without notice.
- (f) An Owner has the right to appeal to the Board of Directors to address special circumstances. Any Owner wishing to appeal a violation notice must request a hearing with the Board, in writing, within fifteen (15) days of receipt of the original notice of violation. Failure to request a hearing with the Board within that timeframe shall constitute a waiver of the Owner's right to appeal the notice of violation.
- g) If the same offense occurs within any twelve (12) month period, the fine will be doubled (i.e. \$60.00 per month/\$200.00 per month after 60 days).

Fees and expenses are subject to change at the discretion of the Board of Directors should expenses justify such changes.