

RULES AND REGULATIONS – May 2020

GENERAL INFORMATION

Acacia Clubhouse/Office Hours

Monday thru Friday: 8:30 am to 3:30 pm (closed 11:45 to 12:15 pm)
Phone: 708-246-2400 Office 708-784-9295 Maintenance Office
Web site: acacia-ihp.org
E-mail: acaciaihp@gmail.com

Your address should be shown as Indian Head Park, IL 60525

PACE bus provides service from Acacia to Western Springs Metra station during morning and evening rush hours. Schedules are available at the train station.

You are in Congressional District 3, Senate/Representative District 25/48, and Judicial District 4. You vote for all elections at the Acacia Clubhouse.

Indian Head Park vehicle stickers are required annually by July 1st and are purchased at the Village Hall at 201 Acacia Drive.

The Indian Head Park Village Hall is open Monday, Tuesday, Wednesday and Friday from 9:00 am to 4:00 pm, Thursday 9:00 am to 7:00 pm.

No parking is allowed on the streets of Indian Head Park (including Acacia) between the hours of 2:00 am and 6:00 am.

Overnight parking of passenger vehicles only is permitted in Acacia cul-de-sac parking spaces or the Clubhouse parking lot provided the vehicle is operable and moved on a regular basis.

No parking is allowed on Village streets when there is a snow accumulation of 2 inches or more. Restrictions remain in effect until all roads are cleared.

Commercial vehicles owned by residents must be kept in their garage. Parking them on your driveway, the clubhouse parking lot or cul-de-sac, except during normal business hours, is a violation of both Indian Head Park law and Acacia rules. Commercial vehicles are defined as any

vehicle bearing any form of sign that identifies or advertises the name or telephone number of a commercial, industrial or business enterprise. These vehicles can be parked in the driveway during the day but will be fined if parked overnight - overnight hours adopted by the Board are between 10:00 pm and 6:00 am.

Use of a dumpster or POD unit requires a permit from the Village of Indian Head Park and a copy of the permit must be dropped off to the Acacia office. Dumpster or storage POD must be placed on wood so that it does not damage the driveway.

Village of Indian Head Park Animal Ordinance has the following requirements for animals:

Failure to follow Village guidelines may result in fines and/or impounding by village. It is also against Acacia Rules to have an animal outside without a leash and all animal waste must be picked up. Failure to do so will result in a fine from Acacia.

- All dogs and cats must be registered with the village – there is no cost to register. Proof of rabies vaccination is required for registration.
- No dog or cat is allowed to be outside without a collar and leash (not longer than 8 feet) at any time.
- Animal waste must be picked up and disposed of.
- No more than 4 animals are allowed in any home.

HOW YOUR ASSESSMENT WORKS FOR YOU

The Association is a non-profit corporation owned by each townhome owner in Acacia. The Acacia Association owns and maintains the common grounds, Clubhouse and recreational facilities, and is responsible for exterior maintenance of your townhome. Such maintenance includes lawn care, driveway snow removal, trash and recyclables pick-up, exterior painting, driveway maintenance and other maintenance as required of the common areas.

Your assessment pays for all the normal maintenance, operating and general administrative costs of the Association. The Board of Directors prepares an operating budget each year and distributes it to owners prior to the Annual Meeting. Assessments are due and payable to The

Acacia Association on the first of every month. Assessments are the responsibility of the owner. To protect the interests of all owners and the Association, the By-Laws and Protective Covenants provide that failure to pay assessments on time may result in late fees and interest charges along with the suspension of member privileges and services.

All streets in Acacia are public and therefore plowed and maintained by the Village of Indian Head Park. Cul-de-sac parking areas are owned and maintained by the Association.

MAJOR ACACIA REGULATIONS

Residents may temporarily use the Clubhouse parking lot for passenger vehicles provided the vehicle is operable and moved on a regular basis.

Our Protective Covenants do not permit outside parking or storing of motor vehicles (other than private passenger types), boats, boat trailers, house trailers, trailers, campers, commercial trucks or equipment, recreational vehicles or any similar items. Inoperable passenger motor vehicles must be parked in garages.

Trash and recycle pick-up is every Tuesday (days may change due to holidays and notice will be posted. When holidays fall on Monday, garbage pick-up is Wednesday). Trash must be securely tied in black bags and recyclables in blue bags supplied by Groot (708-485-0900), placed on the curb no earlier than morning of pick up. One large item will be picked up at no charge to the resident. If more than one item the resident is responsible for calling the company and making arrangements for pick up. ***Garbage placed outside on non-garbage days, overnight, in non-black bags will be subject to a fine.*** If appliance pickup is needed you need to call the day before to arrange pickup.

Outside antennas (non-clothesline type) and a single satellite dish not to exceed 39" in diameter are permitted with prior approval from A&LCC.

Clotheslines, window-mounted air conditioners, outside storage of trash containers, or other such items are prohibited.

No clothing or other household fabrics shall be open or visible on any Lot.

Outdoor signs except under special circumstances as ruled by the Board of Directors are prohibited.

The Architectural & Landscape Control Committee (A&LCC) must approve all exterior changes to your townhome or lot.

No outside structures allowed overnight on driveways or common ground (i.e. basketball hoops/large toys). No motorized toys or cars are allowed on any grass areas.

Temporary deck/patio gazebos may be erected May 1 and must be completely removed, including all framing, by November 1.

Front yard lights need to be operable and on every night.

Driveway reflectors will be allowed from December 1 to April 1 to mark driveway for snowplows.

Association dumpster may not be used for residents' personal garbage. It is for use by maintenance and landscape crews working for Acacia.

As an animal control measure residents, whether owners or lessees, cannot place food on any outside area, including both their property and the common areas. If so done after one initial warning a fine of \$100 per occurrence will be assessed.

No more than two (2) bird feeders (must be above ground) are allowed on private property only. Owners are responsible for maintaining and cleaning areas around feeders of seed/food that drops to the ground so as to not attract other animals to the area.

The Association does not insure your townhome. Owners must purchase an individual homeowners insurance policy on their townhome (not a condominium or renters policy). A copy of the Declarations Page of your policy should be submitted to the Acacia Office yearly.

Townhome Rentals

Any owner currently renting or owner interested in renting out his/her unit must follow the Rental Rules adopted by the Board of Directors effective January 1, 2020. See Rental Rules published on the Acacia web-site – acacia-ihp.org or request a copy from the office.

MAINTENANCE THE ASSOCIATION WILL PERFORM

1. Trees and shrubs on homeowner's property that can be safely maintained by our personnel. See tree/shrub policy.
2. Painting and repair of exterior walls, including privacy walls.
3. Painting and cosmetic repair of original wooden garage doors (not prefinished steel doors).
4. Painting and repair of gutters and downspouts – no replacements.
5. Repair and replacement of exterior chimney structures – no vent covers.
6. Repair or replace (caps) top of parapet wall on units.
7. Removal of snow from driveways and parking areas. See Snow Removal Guidelines.
8. Maintenance of driveways, including replacement at the discretion of the Board.
9. Driveway sealcoating on a schedule determined by the Board.
10. Maintenance of outside sump pump lines starting at 5 feet from living unit.
11. Maintenance of original yard lights and posts.
12. Repair of balconies (other than the support structure).
13. Repair outside window trim only.
14. Minor repair of roof – nailing down loose shingles (no replacement)

MAINTENANCE THE ASSOCIATION WILL NOT PERFORM

1. Repair and maintenance of front and rear stoops.
2. Repair and maintenance of outside electrical fixtures, the gas or electric feed lines to fixtures, except original yard lights referenced in #11 above.
3. Repair and maintenance of patios, decks or other homeowner installed improvements (with the exception of gutters).
4. Spraying of wasps, bees, hornets nests or any other insects.
5. Repair and maintenance of sewer and water lines.
6. Repair and maintenance of glass surfaces.
7. Repair and maintenance of walks, including weed spraying.
8. Replacement/repair of roofs, balconies or steel garage doors.
9. Painting or repair of front doors.

10. Repair or replacement of metal chimney caps and roof vents.
11. Repair of foundations.
12. Replacement of gutters and downspouts.
13. We do not capture wild animals or remove dead animals.

ARCHITECTURAL AND LANDSCAPE CONTROL COMMITTEE (A&LCC)

The Architectural and Landscape Control Committee, as set up in the Protective Covenants, provides control of aesthetics in our community of 387 homes and assists the Board in enforcing the Protective Covenants as they apply to home improvements and changes.

Acacia is a Planned Unit Development, or PUD, operating under a set of Protective Covenants and By-Laws developed for the common good. Thus homeowners are under certain restrictions as to what exterior structural and landscaping additions and/or changes they can make to their townhomes. The A&LCC is the first line of review for any homeowner-proposed changes or additions.

No patio, deck, exterior modification or replacement or major landscaping work can be started until this Committee has given approval. The only instances where formal requests are NOT required are for **repairs** that do not change the size, material or color of the item being repaired. A repair is defined as no more than 10% of the project. (example: repair of deck flooring, repair of roof shingles, repair of gutter)

Approval forms are available in the Association office and on our web site - acacia-ihp.org. As approval may take up to 40 days be sure to submit your plans far enough in advance of your planned start date. A security deposit of \$250 is required of all such work, to be returned upon approved completion.

For decks and patios a copy of your plat of survey is also required and you should consult the Village of Indian Head Park concerning a building permit.

For window and sliding door replacement you must consult the Village of Indian Head Park concerning a building permit.

Failure to submit a form will result in a \$100 fine. Any exterior modifications or additions made without approval are subject to being returned to the original condition at the owner's expense, as provided for in the Protective Covenants.

Rural-type mailboxes are not permitted in Acacia. The mail boxes must be fastened to the home or a mail slot cut into the garage.

GUIDELINES

Decks:

1. Length and width of deck cannot exceed shortest privacy fence.
2. Deck rail height:
 - a) If the deck or patio is less than 12" high from ground no railing is required, but it may have a railing not to exceed 36".
 - b) If the deck is 13-23" from the ground it must have a 36" railing.
 - c) If the deck is higher than 2 feet off the ground the railing must be 42" high.
 - d) All balusters on the rail cannot be more than 6" apart. Balusters must provide 50% openness unless special permission is granted.
3. All new decks must be a minimum of 6" away from any privacy fence, which may not be used to support a deck. A movable section of decking may be installed up to, but not attached to, the privacy fence.
4. 42" footings required.
5. Decks must be stained within one year of completion. Preferred deck stain is Oxford Brown or comparable color of dark brown oil stain. If preferred, floor and treadle may remain natural wood color.
6. Plans must first be presented to the Acacia A&LCC for approval, then processed to the Village of Indian Head Park for building permit (if required).
7. Temporary summer season screened structures may be erected on a deck/patio between May 1st and November 1st.

Patios

1. Cannot go past the shortest privacy wall.
2. All patios must be at least 6" from any privacy wall.
3. Base should be cement or brick.
4. Planting beyond owner's property line must have A&LCC approval.

Gutters, Front Doors, Storm/Screen Doors

1. Gutters must be baked enamel, brown, beige or white, depending

- upon where gutters and downspouts are attached.
2. Front storm and combination storm/screen doors must be brown, almond or white finish and of approved full view design.
 3. Approved front door colors are brown, beige, white, dark red, dark green and gray. Color chart is available at the Acacia office.

Roofs

1. Approved roof shingle sample colors are available in the Acacia office and the color must be different from your neighbors'.
2. All new roofs must be Architectural Style shingles.
3. New Roof Construction Guidelines are provided on the A&LCC Roof request form and must be read and signed by homeowner and contractor before work will be approved.

Plantings

All major plantings, whether on private or common ground, must be approved by the A&LCC. Major plantings include trees, bushes and plants with vines.

Any decorative plantings on common ground, including annuals and perennial flowers and plants, must be approved by the A&LCC.

Decorative plantings on private ground do not require prior approval. Private ground includes flower boxes attached to the townhome, the area between the townhome and the lamppost and the area between the townhome and the shortest privacy wall. ***No planting can cover any portion of the light fixture on top of the lamppost.***

Vegetable gardens may be planted without prior approval but only at the rear of the townhome within the area not extending beyond the shortest privacy wall, or on the deck or patio. *No vegetable gardens are allowed on common ground.*

Any installation of extraneous material requires specific approval by the A&LCC. Materials deemed inappropriate by the A&LCC will have to be removed. These may include, but are not limited to, flamingos, bird baths, in-ground flag poles, and toys that are permanently installed.

Owner-planted shrubs and plantings that are not maintained will be removed by the Association and you will be charged for removal labor.

Decorations on Townhomes

Holiday decorations may be placed on townhomes or surrounding private ground no earlier than 30 days prior to the holiday, except Christmas decorations may be placed the day after Thanksgiving.

Holiday decorations must be completely removed no later than 7 days after the holiday, except Christmas decorations, which may remain in place until February 1.

Signs and Banners

Signs and banners are not allowed on common ground unless approved by the A&LCC. Advertising or "For Sale" signs are not allowed.

Political signs are allowed one week before an election and must be removed the day following the election.

A grade or high school sports activity sign is allowed for that season only and must be placed near the front door.

Only professionally made signs and banners are allowed. No hand made signs or banners may be displayed.

ARCHITECTURAL & LANDSCAPE CONTROL COMMITTEE APPROVAL REQUEST FORMS

- * Request to Replace Roof, Gutters, Downspouts (1)/Contractor List
- * Request to Replace Windows/Screens and/or Sliding Doors (2)
- * Request to Replace Front Entrance Door and/or Storm/Screen Door
- * Request for a Deck Project
- * Request for a Balcony Project (3)
- * Request for Landscaping Installation (4)
- * Request for Patio Installation
- * Request to Install Satellite Dish/Antenna (1)
- * Request to Install a Sky Light (1)
- * Request for Miscellaneous Projects
- * Request to Place Rental Equipment & Use Common Areas
- * Request for Replacement of Garage Door
- * Request to Paint Front Door
- * Request for Front Door Replacement/Painting Reimbursement
- * Request to Install Solar Panels (1) –Solar Energy Policy
- * Request to Install Awning

* Request to Replace Garage Door

NOTES:

- (1) Approvals require both A&LCC and Townhome Maintenance Department concurrence.
- (2) Permanent removal of sliding doors on Dearborn and Burnham upper floor balconies requires removing associated balconies.
- (3) Permanent removal of upper floor Dearborn and Burnham balconies requires the replacement of associated sliding doors with windows.
- (4) Approvals require both A&LCC and Grounds Maintenance Department concurrence.

TREES AND SHRUBS

1. For landscape purposes only a working definition of private property will be:
 - Front and rear - property located closer to the house than the light post in the front and within the privacy wall in the rear.
 - End unit sides – for Dearborn units the outside edge of the sidewalk and for other end units one (1) foot from outside wall.
2. Pfitzer Juniper bushes on private property can be removed by the Association and the area will be restored to grass after the homeowner fills out a service request and dependent on the availability of the crew. That availability will be determined by the foreman and will only be after the crew responsibility to common grounds is complete.
3. Association crew are able to remove dead, dying, bug infested or diseased trees on private property in situations where it is safe to do so. Safe conditions are defined as “work performed from the ground or from an approved lift”.
4. Trees are trimmed by an outside provider on a five-year schedule. Trees requiring attention, which cannot be done by our grounds crew, will be addressed on that schedule only; unless the condition of the tree requires a quicker response as determined by the arborist or the Board. In regards to private property trees not on the five-year schedule, homeowners are responsible for all cost of trimming.
5. In regards to **healthy trees** on private property - the homeowner is responsible for all costs of removing the tree and only with

Landscape Committee approval.

6. To protect the health of all trees nothing can be attached to any tree whether on private or common property. (I.e., swings, hammocks)
7. Stumps on private property that are left after the Association removes a tree will be removed by the Association on their schedule, provided that the stumps are accessible. If stumps are not accessible to the stump removal grinder because of decks or other landscape conditions those conditions must be removed and the cost will be the responsibility of the homeowner before stumps will be removed. Replacement of decks or additional landscape conditions will be the responsibility of the homeowner.
8. If trees on private property that are examined by an arborist and are determined to be dead, dying, diseased or bug infested and a risk to homeowner or their property, the Association will work with the homeowner to remove those trees with mutual consent. The Association will pay 50% of the removal fee up to \$1000 per tree. Whenever possible the trees will be removed on the tree schedule. If circumstances require quicker action a decision on the expenditure will need to be approved by a majority of the Board of Directors.

CLUBHOUSE RULES

Children under 12 years of age are not allowed in the Clubhouse, unless accompanied by a resident adult (18 or older), except for a specific reason; e.g. to use a washroom. Children under 18 years of age are not allowed to have guests in the Clubhouse unless accompanied by a resident adult.

No pets are allowed in the playground, tennis and basketball courts or pool area at any time.

During regular Clubhouse hours, the selection and sound level of the stereo equipment may be adjusted by the Clubhouse attendant, as deemed appropriate.

Residents and their guests must wear reasonable attire, including cover-ups over swimsuits, when visiting the Clubhouse. Wet bathing suits are not permitted in the Clubhouse, except the 4-Seasons Room.

The Clubhouse Attendant, at their discretion, may direct a resident or guest to leave the premises due to improper conduct or behavior. Revocation of privileges for a prolonged period can be instituted in accordance with the Protective Covenants.

In order to maintain our Clubhouse in good order, all homeowners are expected to clean up after using any facility within or outside the Clubhouse. This means emptying ashtrays, disposing of cups, bottles, papers, etc. and returning furniture to its original position.

CLUBHOUSE AND SWIMMING POOL RENTAL INFORMATION

The Clubhouse and 4-Season Room is available for rental to residents. The patio area of the Clubhouse is available to the Lessee only after regular members' pool hours (8 pm). Clubhouse occupancy is limited to 112, based on the fire code. See Clubhouse Rental Agreement for rental fees and specific details.

The Swimming Pool is available to be rented for parties from 8pm to 11pm. (can be rented along with Clubhouse). See Swimming Pool Rental Agreement for rental fees and specific details.

Damage to the Clubhouse or Swimming Pool area may result in loss of future rental privileges as well as loss of deposit. All rules applicable to residents during normal Clubhouse/Swimming Pool hours will apply during all rental functions. Please refer to Clubhouse and Swimming Pool Rules on the rental agreement. The Clubhouse and parking lot must be vacated no later than 1 am. Exception: Association parties.

RENTAL FEES

Consult specific rental agreement forms available in the Acacia Association office or on the Acacia web site – acacia-ihp.org.

SWIMMING POOL RULES AND HOURS

The Acacia pool opens Memorial Day weekend and closes Labor Day weekend.

Hours are:

Monday through Thursday - 11:00 am to 7:00pm

Friday - 11:00 am to 8:00pm

Saturday, Sunday and Holidays – 10:00 am to 8:00 pm

****hours may be shorter when school is in session****

Weather permitting, and if no pool parties scheduled, the pool may stay open later in the evening at the discretion of the Board Recreation Committee.

In conjunction with Illinois Public Health Rules the Acacia Association has implemented the following rules.

- Designated eating/snacking areas are the tables in the corner patio area inside the pool and the patio area adjacent to the pool. There is no eating allowed on the deck and no eating or drinking allowed in the swimming pool.
- **No glass is permitted anywhere in the fenced pool/patio areas. Coolers/bags may be checked at the discretion of pool staff.**
- Shoes worn to the pool must be removed at the entrance to the pool and can be placed on the shelves in the shoe corral. Pool shoes may be brought in and put on. These shoes must be worn **ONLY** within the pool area.
- All residents (including children) will be issued an Acacia photo pool ID at the beginning of the pool season upon showing proof of residency. **EVERYONE** entering the pool area **MUST** present his or her pool ID to attendant/guard at check-in desk.
- Children aged 11 and under must be accompanied by a member of the family or that family's representative that is at least 14 years or older. Children age 12 and older can be at the pool without family member or family's representative.
- When bringing a guest(s) you must provide a guest pool pass for each guest. A color-coded wristband will be issued. Resident must remain at the pool with the guest(s). **NO** more than 5 guests will be allowed per household before 4 p.m. Additional guest

passes may be purchased in the Acacia office, from the Pool Manager or a member of the Recreation Committee.

- You must be 14 or older to bring guests to the pool.
- If you plan to bring more than 10 guests after 4 p.m. please contact the Recreation Committee as additional guards may be needed. The cost of additional guards will be the responsibility of resident bringing guests.
- Deck chairs cannot be reserved. If you leave the area you must give up your chair. Lounge chairs are not allowed in the baby pool area.
- Only children **4 years and younger** are allowed to swim in the baby pool. Children must have a responsible adult present in this area at all times. All children who are not toilet trained must wear tightly fitting swim diapers and/or rubber or plastic pants in baby pool.
- Children that are not toilet trained must wear rubber or plastic pants when using the main pool.
- Residents and guests must not interfere with the lifeguards. Their job is to insure the safety of patrons and that our pool is properly supervised at all times.
- No one is allowed to sit/climb on guard chairs or check in desk other than lifeguards and pool manager.
- At the discretion of the lifeguard/pool manager on duty, a swim break may be called. Only those 18 and older will be allowed in the pool during swim breaks. No one is allowed to sit on stairs or ladders during swim breaks.
- Floatation devices/pool toys, which obstruct the view of the lifeguards, are not permitted. The lifeguard/Pool Manager on duty will determine this restriction. River rafts are not permitted at any time.

- The pool is closed when the outside temperature is 68 degrees or below.
- Swimmers can swim while it is raining. However, in the event of thunder or lightning you will be asked to leave the pool immediately. The pool will remain closed for 30 minutes after the last thunder and 1 hour from last lightning occurrence.
- Smoking is only permitted on the East side of the pool. Smoking in the corner patio area within the pool area is only allowed after 6:00 pm.
- No pets are allowed in the pool or pool patio area.
- Bathing attire is required when swimming – no street clothes may be worn in the swimming pool.

QUESTIONS REGARDING THE INTERPRETATION OF POOL RULES SHOULD BE DIRECTED TO THE BOARD RECREATION COMMITTEE OR POOL MANAGER.

PLAYGROUND

Pets are **NOT** allowed in the playground area.

The playground closes at dusk.

TENNIS/BASKETBALL/PICKLE BALL COURT RULES

1. Use of the courts is limited to Acacia residents and their guests.
2. Gate keys for tennis/pickle ball and basketball courts are available at the Clubhouse during normal business hours or residents may rent a key to either for a \$10.00 deposit per key and proof of residence in Acacia.
3. Tennis/pickle ball and basketball courts are available on a first-come basis. If residents are waiting players must relinquish the court after one hour of play.
4. Tennis/basketball shoes are required. No other type of shoe is acceptable.
5. No food is allowed in the court areas. Water in unbreakable

- containers only is allowed.
6. Court lights are turned on and off automatically.
 7. **Please lock court gate upon entry and departure.** If using the Clubhouse gate key it must be returned before the office closes at 3:30pm.

SNOW REMOVAL

It is important that all residents be aware of our snow removal procedure to prevent misunderstandings. Your cooperation is necessary to efficiently remove snow.

1. Snow route signs have been erected on all streets and cul-de-sacs prohibiting parking on the streets after 2 inches of snowfall until the snow removal has been completed. All vehicles illegally parked will be towed at owners' expense per Village Ordinance.
2. Parking will be permitted on the private parking areas in the cul-de-sacs. No parking will be permitted in those areas at the end of Buttonwood, Nacona and Pembroke, as that is where the snow must be pushed.
3. The Village procedure has been as follows:
 - **Open the main arteries (Cascade and Acacia Drive)**
 - **Open the cul-de-sacs**
 - **Clean the main arteries curb to curb**
 - **Clean cul-de-sacs curb to curb**
4. The following procedure will be followed by our contractor in plowing the driveways and parking areas when the designated Acacia Association official calls out the service after an average of 3" of snow has fallen, depending on conditions and forecasts:
 - After the village equipment has cleared a main artery or cul-de-sac all driveways in this areas will be plowed. If there are parked cars in the driveway ***it will not be plowed.***
 - A log sheet showing time and areas plowed will be kept each day. We will rotate areas plowed first as much as possible (Village equipment permitting), starting and finishing in different areas until all driveways are cleared.

- Space in the Clubhouse parking area will be cleared to provide parking space for cars while driveways are being plowed. Please park along the north side of Clubhouse lot – closest to Cascade Dr.
- After all driveways are cleared the parking areas in the cul-de-sacs will be plowed. Please move your car at this time so it will not be plowed in.
- To provide more efficient and equitable service to all residents, there is no special plowing list. If a resident wants their driveway cleared before the snowplow reaches their area (according to the rotation plan) they should make arrangements with an outside contractor.