



HOMEOWNER'S HANDBOOK
INFORMATION AND RULES AND REGULATIONS
FOR
WILLOWS OF WADSWORTH COMMUNITY ASSOCIATION

TABLE OF CONTENTS

SECTION ONE - WILLOWS OF WADSWORTH COMMUNITY ASSOCIATION

1.1 Introduction

1.2 Willows of Wadsworth Community Association

SECTION TWO - GUIDELINES FOR COMMUNITY LIVING

2.1 Driving within the Willows of Wadsworth

2.2 Parking

2.3 Bicycles, Tricycles, etc.

2.4 Pets

2.5 Lot Maintenance and Signs

2.6 Security

SECTION THREE - RULES AND REGULATIONS

3.1 General

3.2 Architectural Control

3.3 Violations and Fines

(Appendix A - Important Telephone Numbers) *Not on this web site, because many numbers are now outdated.*

[Appendix B](#) - Violation Report and Fine Forms

FOREWORD

The purpose of this document is to introduce all property owners and their families to guidelines of living in the Willows of Wadsworth. This booklet reviews portions of the Declaration of Covenants, Conditions & Restrictions and the By-Laws. It also expands on these to establish rules and regulations, including procedures and penalties for dealing with non-compliance. Finally, it provides certain information on the surrounding community.

In order to achieve effective understanding, we ask that each member of your family read this booklet.

All matters not specifically addressed in the Handbook of Rules and Regulations are subject to the Declaration of Covenants, Conditions & Restrictions for the Willows of Wadsworth and the discretion of the Board of Directors.

THE DATA CONTAINED IN SECTION FOUR AND IN APPENDIX A IS FOR INFORMATIONAL PURPOSES ONLY. THE BOARD OF DIRECTORS DISCLAIMS ANY RESPONSIBILITY FOR ITS ACCURACY OR ANY CHANGES NOT WITHIN ITS DIRECT CONTROL.

SECTION ONE - WILLOWS OF WADSWORTH COMMUNITY ASSOCIATION

1.1 INTRODUCTION

Willows of Wadsworth consists of 54 homesites on 102 acres in the Village of Wadsworth, Illinois. It requires an organization to provide for its needs, services and the enforcement of its rules and regulations.

1.2 WILLOWS OF WADSWORTH COMMUNITY ASSOCIATION

This organization is found in the Willows of Wadsworth Community Association (WOWCA), which is established and functions under the provisions of the Declaration and the Association By-Laws.

The Association is an Illinois not-for-profit corporation whose purposes are to "insure high standards of maintenance and operation of all property in Willows of Wadsworth" and to "promote the desired character" of the subdivision. That is to say, it provides for the community's needs, services and the enforcement of its rules and regulations. Each lot owner in the Willows is a member of the Association.

The Board of Directors is elected in accordance with the By-Laws of the Association. The Board consists of five members. The term of each Board member is two years. Terms are staggered such that three members are elected in even numbered years and two members in odd numbered years.

The officers are elected from and by the Board of Directors and consist of a President, a Vice President, a Secretary, a Treasurer and a Director at Large. These positions are one year terms.

The Board of Directors also appoints members to the Architectural Review Committee (ARC). The ARC consists of three voting members. Additionally, a professional architect, who is a non-voting member, may serve on the committee.

The Association provides for the maintenance and repair of the common areas which serve the entire community (e.g. entry signs and landscaping).

The mailing address for the Association is:
P.O. Box 196
Wadsworth, IL 60083

[Back to Table of Contents](#)

SECTION TWO - GUIDELINES FOR COMMUNITY LIVING

2.1 DRIVING WITHIN THE WILLOWS OF WADSWORTH

When entering or leaving the Willows at either entry, use extreme caution and please observe the stop signs.

Speed on all roads is limited to 30 miles an hour.

Standard rules of the road should apply at all times, including those associated with school buses.

Please drive carefully through the subdivision at all times.

All motor vehicles must be properly licensed and all drivers must have valid driver's licenses. These are applicable to the operation of any motor driven vehicle.

2.2 PARKING

. Outdoor parking of campers, boats, recreational trailers, utility trailers, commercial vehicles, racing vehicles, snowmobiles, all-terrain vehicles, or other recreational vehicles is only allowed as outlined below:

For the purposes of loading, unloading, cleaning, or minor maintenance, owners may park such vehicles in their driveways for a maximum of 24 hours two times per calendar month.

If a lot owner needs to park any of the above vehicles outdoors for any extended period of time beyond 24 hours, they must request permission from the Board of Directors. Lot owners should generally request temporary approval for no more than ten days.

Durations longer than ten days will be considered only for extraordinary circumstances.

Lot owners must seek out alternative storage arrangements for such vehicles if they cannot be stored within an enclosed garage.

Fines for violation of regulation 2.2 will be as follows:

- First violation will result in a written warning from the Willows Board
- Second violation will result in a fine of \$25
- Third and subsequent violations will result in a fine of \$25 per day for each day the vehicle is determined to be in violation

2.3 BICYCLES, TRICYCLES, ETC.

Bicycles, tricycles, buggies, toys, etc. should be stored in garages or basements when not in use. They detract from the appearance of the community when regularly left on driveways, patios or other areas adjacent to the home.

2.4 PETS

Livestock, poultry, swine, sheep, cattle or other objectionable animals are not allowed to be maintained.

No animals shall be raised for commercial purposes without prior written permission of the Board of Directors.

No undomesticated animal nor any other animal having unusually vicious propensities are allowed.

Pets should not be allowed to create a nuisance, unreasonable disturbance or damage to the property of any other resident.

Wadsworth Village Ordinance 34 requires that all dogs have collars and rabies tags.

2.5 LOT MAINTENANCE AND SIGNS

Wadsworth Village Ordinance 251 demands that all noxious weeds be cut to a height no

taller than 18 inches and that all lawns and vacant lots be mowed. Fines can and will be imposed on those not complying with the ordinance. The Declaration states that grass be mowed to a height not exceeding 4 inches and that ditches in front of lots must be maintained as well. The Declaration provides the Association legal recourse to deal with violations of this requirement.

Lot owners should review their plat of survey to determine the location of deed restricted protected areas on their property. These areas are to be maintained in their natural, undisturbed condition. All natural vegetation should be preserved and maintained, and should not be mowed, cultivated, sprayed or in any way disturbed without following the required procedures of the Village of Wadsworth.

Care should be taken by all lot owners, their contractors and subcontractors to ensure that rubbish is not allowed to accumulate on the property during construction. All sites should have a dumpster during construction.

Contractors should provide portable toilet facilities on construction sites. This eliminates the unpleasantness of workers attending to their needs outside, adjacent to existing neighbors' property.

No advertising signs are allowed. The only exceptions to this are as follows:

a sign not exceeding 12 square feet in area, during the construction of the house, displaying the name of the general contractor and/or architect, or

a "For Sale" sign not larger than 24 inches by 30 inches may be erected at any time.

2.6 SECURITY

Listed below are some basic rules of self-protection.

Immediately report any suspicious activity to the Sheriff's Department at 911 (Emergency) or 549-5200 (Non-Emergency).

It is an excellent precautionary measure to keep all windows, sliders and doors locked, including garage and automobile doors. When not in use, close and lock garage doors.

Never give your phone number or address to an unknown caller. Do not mention that you are alone. If the caller is offensive, hang up. If persistent, call the police.

When going out, you may consider leaving a light on. Lights should be diffused and look like more than one room is lit. Timers can be set to operate automatically, allowing the lights or radios to come on at appropriate times.

If planning to stay away for an extended period, stop deliveries of your newspapers and mail. Consider asking a neighbor to put some of his trash in your bin on trash removal day.

Be sure you have adequate fire and theft insurance.

Prepare a record of personal items such as TV, stereo, etc. noting serial numbers and descriptions. Etch or engrave driver's license number on belongings whenever possible.

Consider taking a videotape of the inside of your home, showing all possessions. Keep these materials somewhere away from your home, such as in a safe deposit box.

Don't panic if your home has been entered. Contact the police immediately, preferably from a neighbor's home. Do not tidy up until the police have investigated.

When leaving for a number of days, a few newspapers on the floor or table and a coffee cup in the sink makes the home look lived in.

Consider installation of a security system which provides the notice of fire or intrusion to a central station or directly to the police or fire department. Many insurance companies offer premium discounts for such systems.

Install fire extinguishers and smoke detectors. Test smoke detectors regularly.

[Back to Table of Contents](#)

SECTION THREE - RULES AND REGULATIONS

3.1 GENERAL

Compliance with all elements of the Covenants, By-Laws and Rules & Regulations by all lot owners is critical to maintaining good relationships with our neighbors, enhancing property values and ensuring the highest possible quality of life within the community. Conformance to these conditions should be performed not merely because they are required, but rather out of respect to the rights and concerns of our neighbors.

The following two paragraphs, from an article on associations, are worthy of attention:

"All members should consider that the Board of Directors cannot be expected to witness all violations and solve all disputes between residents. The members of the Association must be willing to come forward and notify the Board or file complaints when rule violations occur. They must also be willing to give testimony to prove the accusations in order for the Board to utilize prescribed enforcement procedures.

"Violations of law, however, must be reported to the police and, as a practical matter, the Association and its Board of Directors should refrain from getting involved in simple 'neighbor' disputes that do not affect the common areas or the health, safety and welfare of the members of the Association."¹

¹Condominium and Homeowner Associations: Adopting Rules and Regulations; Jordan I. Shifrin, September, 1988. Used with Permission.

3.2 ARCHITECTURAL CONTROL

All property owners contemplating building a home, fence, wall, etc. or undertaking landscaping must submit plans to the Architectural Review Committee (ARC). As stated in the Covenants, "refusal of approval of plans and specifications by the Architectural Review Committee may be based on any grounds, including purely aesthetic". Prior to

submission of plans, property owners should review the Covenants to ensure that their proposal is consistent with the character of the community.

It is the responsibility of the ARC to review plans and make a recommendation to the Board of Directors. Ultimate approval or disapproval is the sole authority of the Board of Directors.

The following is required when submitting house plans to the ARC:

Three sets of drawings of the proposed structure, including floor plans, elevations of all views, exterior finishes, roofing type, landscaping, driveway location, culvert type and size, exact location of the structure and exterior color scheme.

Three sets of the proposed grading and landscape plan for the lot.

Three sets of architectural specifications for the above.

A copy of the individual septic disposal permit from the Lake County Health Department and the approved septic system layout.

The address for mailing the determination of the ARC and ultimate decision by the Board of Directors.

A name and phone number of whom to contact with questions.

In the event a property owner's request is rejected, the property owner may resubmit plans, including changes, modifications or additional improvements in accordance with the conditions set forth in the notice of rejection.

Upon approval from the Board of Directors, a building permit must be obtained from the Village of Wadsworth before any building commences.

No building, grading or clearing can begin until a rock driveway at least 60 feet long is constructed. This minimizes mud being carried onto the roads.

3.3 VIOLATIONS AND FINES

If someone is believed to be in violation of any of the Covenants, By-Laws or Rules and Regulations, a signed, written complaint must be submitted by a property owner or a member of the Board of Directors. A written complaint form prescribed by the Board is attached in Appendix B.

The owner charged with the violation will be given written notice of the complaint by the Board of Directors via first class mail. This notice will inform him/her of a time and place where the Board of Directors will conduct a hearing to review the complaint. The notice will be mailed to the last known address and deposited in the U.S. Mail at least 10 days in advance of the hearing. At that time, the owner will have the opportunity to present a defense. All hearings will proceed with or without the presence of the owner, so long as notice has been sent in advance.

If any resident is found guilty of a violation, the Board will notify the guilty party in writing

and a fine may be charged to the owner of the lot on which the guilty person resides. If the owner fails to pay any fine, a \$25 late fee will be charged back to his/her account.

There will be a \$25 fine for each violation, provided the property owner has not been fined for the same violation within the last year. If the property owner has been fined for the same violation within the last year, the fine will be \$50. The fine will continue to double for each subsequent violation for the same offense within the last year (e.g. third violation fine is \$100, fourth is \$200, etc.).

In the event of any violation of the Rules and Regulations, the Covenants or the By-Laws of the Association, the Board reserves the right to pursue any and all legal remedies to compel enforcement, legal and equitable. Any and all costs and attorney's fees shall be assessed to the account of the offending owner at the time they are incurred.

[Back to Table of Contents](#)

APPENDIX B

VIOLATION REPORT AND FINE FORMS

FORM 1 -	VIOLATION REPORT TO THE BOARD OF DIRECTORS OF WILLOWS OF WADSWORTH COMMUNITY ASSOCIATION
FORM 2 -	NOTICE OF RECEIPT OF VIOLATION REPORT
FORM 3 -	NOTICE OF DISPOSITION OF VIOLATION REPORT

FORM 1

WILLOWS OF WADSWORTH COMMUNITY ASSOCIATION

VIOLATION REPORT TO THE BOARD OF DIRECTORS

PLEASE NOTE: A violation report must be filled out completely or the complaint may not be considered by the Board.

After the report has been filed, it may be necessary for you to appear if and when a hearing is scheduled by Board to review this matter.

The alleged violator will also be requested to attend this hearing.

After hearing this case, the Board will determine if a violation occurred and if a fine should be levied.

Alleged Offender's Name: _____

Address or Lot Number: _____

Violation Location (if other than address): _____

Date of Violation: _____ Approx. Time of Day: _____

Description of Violation(s):

Report Submitted by: _____ Phone: _____

Address: _____ Date: _____

Signature: _____

Please submit this form to a member of the Board of Directors or send it to:

Board of Directors
Willows of Wadsworth Community Association
P.O. Box 196
Wadsworth, IL 60083

[Back to Table of Contents](#)

FORM 2

**WILLOWS OF WADSWORTH COMMUNITY ASSOCIATION
NOTICE OF RECEIPT OF VIOLATION REPORT**

DATE: _____

TO: LOT OWNER _____

A Violation Report form has been filed with the Board of Directors of Willows of Wadsworth Community Association, alleging violations of the Association's Covenants, By-Laws or Rules and Regulations regarding:

The Board of Directors will review this matter on _____ 19__ at approximately _____ P.M. at the following location:

You have the right to present a defense and evidence regarding this allegation. After hearing the case, the Board will determine if a violation occurred and if a fine in the amount of \$_____ should be levied.

Please be present at this hearing. The Board will proceed on the aforesated date with or without your presence.

Very truly yours,

Board of Directors
Willows of Wadsworth
Community Association

[Back to Table of Contents](#)

FORM 3

WILLOWS OF WADSWORTH COMMUNITY ASSOCIATION

NOTICE OF DISPOSITION OF VIOLATION REPORT

DATE: _____

TO: LOT OWNER _____

On this ____ day of _____, 19____, the Board has reviewed the allegation of violation of the Covenants, By-Laws or Rules and Regulations of the Association regarding:

The Board has taken the following action:

() The Board has determined that no violation occurred.

() The Board has determined that a violation has occurred. Accordingly, costs and expenses of twenty-five dollars (\$25.00) have been assessed against your property. Costs and expenses of \$50 will be assessed if this violation is not corrected by _____ or if further violations occur.

() The Board has determined that a subsequent violation has occurred. Accordingly, costs and expenses of _____ have been assessed against your property. As such, we have been instructed to inform you that legal proceedings will be instituted if further violations occur.

() As a result of a subsequent violation, costs and legal fees in the amount of \$_____ have been incurred by the Association and these expenses are being charged against your property.

Please see Page _____ of the _____ regarding this violation (copy attached).

If any of the last three items above is checked, please remit a check payable to the Willows of Wadsworth Community Association, P.O. Box 196, Wadsworth, IL 60083. Payment is due two weeks from the above date.

Very truly yours,

Board of Directors
Willows of Wadsworth
Community Association