

Colony West Home Owners' Associations Service Fee Policy

1. Purpose

This policy establishes the authority and procedures for the Colony West Home Owners' Association (herein Colony West) to assess and collect reasonable fees from members in exchange for specific services provided by Colony West, in accordance with the Illinois Common Interest Community Association Act.

2. Authority

Pursuant to the Declaration of Covenants, Conditions, and Restrictions (CC&Rs), the Board of Directors is authorized to manage the financial and operational aspects of the community, including the assessment of fees for services that benefit individual members or a subset of the community.

3. Services Subject to Fees

Colony West may charge fees reasonably related to actual costs incurred for providing the following non-essential or elective services, which may include but are not limited to:

- Replacement access cards or fobs
- Private use of common areas or facilities (e.g., clubhouse rentals)
- Architectural review processing
- Document preparation (e.g., resale disclosures, lender questionnaires)
- Maintenance or repairs requested by individual members beyond common area responsibilities

4. Fee Schedule

As stated above, fees will be reasonably related to actual costs incurred for providing the following non-essential or elective services. All fees shall be set forth in a Fee Schedule approved by the Board and made available to members. The Fee Schedule shall be reviewed at least annually and updated as needed. The Fee Schedule shall include:

- A description of each service
- The amount of the fee
- Payment due dates

5. Notice and Adoption of Fees

The Board shall provide at least 30 days' written notice to members before adopting any new fee or increasing an existing fee. Notice may be provided via mail, email, or posting in a common area.

6. Billing and Collection

Fees shall be billed to the member requesting or benefiting from the service. Non-payment may result in late fees and actions consistent with the Colony West's Policy for Collection of Delinquent Assessments.

8. Severability

If any provision of this policy is found to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

Contact:

Colony West Property Management; IM High Maintenance, LLC
31 Colony West Drive
Champaign, IL 61820
217-359-3405

Effective Date:

Approved By: Home Owners' Association Board

HOA
COA

COA Vote: For 5; Against ; Abstain HOA President 

6/12/25