

# Colony West

## **Colony West Policy Manual**

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# Section I

## **ADMINISTRATION**

Colony West is a 266 unit, 25-acre Planned Unit Development (PUD) consisting of 156 condominium units, 66 townhouses, 20 duplexes, and 24 individual homes. Colony West is bound to membership in the Homeowners Association which is governed by its Declaration of Covenants, Conditions, Restrictions and Easements. Besides being a member of the Homeowners Association, the 156 condominium units have formed a separate Condominium Association, which operates under their Declaration of Condominium Ownership and of Easement, Restrictions and Covenants as well as the Illinois Condominium Property Act.

### **B. YOUR ASSOCIATION**

The major responsibility of the Association is to protect the Owner's investment and to enhance the value of the property owned by the members and to assist in maintaining a comfortable and enjoyable quality of life in our community. This is done by providing the physical maintenance and operation of the shared property or common area. The Association is also responsible for enforcing the master regulations, architectural controls, and the policies and resolutions which govern the community.

### **C. BOARD OF DIRECTORS**

The Colony West Declarations provide for the election of a Board of Directors, which is the governing body of the Association. Both Association Boards are composed of unit owners who volunteer their time to work for the continuance of quality life within Colony West at efficient costs. Each representative to the Board carries the power of votes for the district he/she represents. Responsibilities of the Board of Directors are:

1. Providing for the operation, upkeep and improvement of all Common elements.
2. Preparing and adopting an annual budget; establishing reserve funds.
3. Making and amending the rules and regulations.
4. Enforcing provisions of the Declarations and rules and regulations.
5. Developing architectural guidelines and standards.
6. Obtaining and renewing Common area insurance.
7. Paying for all authorized services.
8. Hiring and supervising management personnel.
9. Planning for the future direction of the Association.
10. Delegating duties and responsibilities not specifically stated as non-transferable to others.

Every owner is encouraged to run for election as a delegate of one of the Boards. Please contact the Association Manager or President of the Association you are interested in serving.

## **D. MANAGEMENT**

The Colony West Homeowners Board of Directors employs a Manager to oversee the day-to-day operations of both Associations. The Manager carries out the policy and judgment decisions of the Board of Directors and takes immediate action upon violations as covered by the Board actions and resolutions. All employees of the Association are responsible to the Board through the Manager. The Colony West Manager serves both the Homeowners and the Condominium Associations.

## **E. COLONY WEST CORPORATION BOOK**

Includes meeting agenda, previous meeting minutes, previous month's financial reports, the monthly management reports, contracts and other correspondence. These books are available in the Association Office for owner inspection.

## **F. ASSOCIATION OFFICE**

The Colony West Association Office is located in the Clubhouse lounge located on Colony West Drive. The office address is: 31 Colony West Drive, Champaign, Illinois 61820. A mail slot is provided for depositing assessment checks and letters to the Association Office. It is located in the north wall near the west entrance door of the Clubhouse.

## **FINANCIAL**

Colony West Homeowners and Condominium Associations are a non-profit corporation formed solely for the operation of Colony West, a Planned Unit Development. The Associations derive 95% of their operating income from fees assessed to its members.

## **A. ASSESSMENTS**

Members' assessments are the source of revenue that the Association uses for the maintenance of Colony West. The monthly assessment is due on the first of every month. An administrative fee of \$25.00 shall be charged for all owners whose monthly assessments have not been received in the Office or are not postmarked by the fifth of the month. Any owner in arrears of three (3) months will be sent a lien notice. At that time the balance must be brought current or a lien will be filed no later than the 15th of that month. Lien filing and release fees are both \$100.00, and shall be the financial responsibility of the homeowner. Once a lien is filed all money received will be applied toward past due and administrative fees. Liens must be resolved within 3 weeks, otherwise late fees accumulate until paid in full. Assessments to the Homeowners Association cover the following services.

## **HOMEOWNERS ASSOCIATION ASSESSMENT**

- Lawn Care for Common
- Garbage Removal
- Snow Removal

- Maintenance and Improvements of Commons, Clubhouse, Pool, and Tennis Court
- Management of Property Use of Amenities
- Insurance and Real Estate Taxes for Common Areas
- Annual Audit for Review

## **INSURANCE**

The Association maintains a master policy covering the Common grounds and recreational facilities only. Individual dwellings, units, and personal property are not covered. All owners must purchase the appropriate insurance.

## **ARCHITECTURAL CONTROL/STRUCTURAL CHANGES**

All exterior architectural changes to a unit must be documented in a written request to the Board of Directors. Specifications, contractors, and insurance information must be furnished. The Colony West Homeowners Board of Directors has the power to control all uses (including, but not limited to painting) of any and all parts of all units visible from the outside in order to preserve uniform appearance and aesthetic quality. All forms needed for requesting a change are in the Association office. All specifications which must be met when making any changes such as, roof, windows, doors, patio doors, patios, garage doors, are in writing at the Association office. No changes may be made without approval of the Board of Directors and requests must be made in writing to the Board accompanied by drawings of the desired changes. The small satellite dishes may be installed, but must be approved by the Colony West Homeowner's Board, in advance.

## **LEASING**

### **A. OFF SITE OWNERS**

All off site owners renting out their unit are responsible for the actions of their tenants. All tenants should be given copies of the rules and regulations of Colony West. It is important that the off site owners instruct their tenants in the proper use of the facilities, parking, trash pick-up, and emphasize their responsibility in respecting the rights, privacy, quiet and enjoyment of their neighbors.

### **B. TENANT'S LEASE**

Owners should have a written lease agreement with their tenant for the protection of the owner as well as the Association. All owners are liable for the strict adherence of the Colony West Rules and Regulations by their lessee and must attach a clause or addendum to their lease stating: **"If tenants and or members of their family or guests are guilty of any violation or breach of the Colony West Declarations and existing Rules and Regulations thereof, it shall be deemed a violation of the lease agreement which could result in eviction, payment of damages and a fine."** It is a requirement for any owners who rent their units to provide the leasing information

(tenant's contact information, start/end of lease, vehicle information) to the Colony West HOA office.

### **C. NO SHORT TERM RENTALS**

Colony West is a Planned Unit Development (PUD), designed specifically for residential property. Owners may not advertise for short term rentals, less than 3 months. No unit shall be leased, lived in, or occupied for less than 3 months.

## **SELLING OF UNITS**

### **A. SIGNAGE**

The Colony West legal documents state that "For Sale" or "For Rent" signs are not allowed to be posted anywhere on Colony West property. This includes windows or unit exteriors where signage is visible. All signs including real estate signs posted will be removed by the Manager. Open House directional signs may be placed on the day of an Open House held on either Saturday or Sunday.

### **B. SELLER'S RESPONSIBILITIES**

The Seller must inform the Manager of the new purchaser's name and date of possession. The Seller must also provide the new owner the Rules and Regulations prior to closing and must provide the new owners with keys at the closing.

## **ORIENTATION**

All new residents, both owners and tenants must contact the manager within 30 days of move-in so that they may make an appointment for an orientation meeting. The manager will discuss the property's rules and regulations as well as gather necessary information on new residents. The Board of Directors has adopted a policy of fining both the new owners and any absentee owners if any new owners or new tenants do not contact the Manager for an orientation appointment. The fine shall be \$50.00 will be assessed to the owner and common area privileges will be suspended.

## **Section II**

### **GENERAL INFORMATION**

#### **A. GARBAGE REMOVAL**

The Colony West Homeowners Association is responsible for the collection of all residents' trash. The townhouses, duplexes and individual homes have curb service. It is requested that trash be tightly closed in plastic bags or garbage cans and placed by the curb but off the grass. No garbage cans, bags or boxes are permitted outside of a fence except on trash pick-up days. Residents of condominium units (stacked units) are to use the nearest dumpster located in the parking lots and the trash must be placed inside the dumpster units provided; no appliances, furniture, etc. Dates of garbage pickups are listed on the Colony West HOA website.

## **B. RECYCLING**

Colony West and the City of Champaign have a recycling program. Any resident living in townhouses, duplexes, or individual units are to leave their recycling items out on the curb for easy access. Newspapers are to be bagged in paper bags or bundled with string. Condominium residents shall use the correct receptacles provided at each dumpster site. Recycling is picked up the same day as regular your solid waste hauler.

## **C. FIREPLACES**

Before using your fireplace, make sure the damper is open and close it when not in use. Burn hardwoods such as oak or hickory. Never burn colored paper, and empty ashes in a galvanized can. Firewood is not permitted to be stacked outside of your patio or fence or around the front or side of your home. Please keep all piles stacked neatly inside fence-in areas.

## **D. SNOW REMOVAL**

The Colony West Homeowners Association contracts out the removal of snow on all sidewalks, parking lots, and driveways after the accumulation of four inches of snow fall, or at the discretion of the manager. The Colony West Homeowners Association will remove snow during November, December, January, and February. A fee to be set by the Colony West Homeowners Association will be charged to any individual requesting additional snow removal.

## **E. HOME BUSINESS**

As in accordance with the Colony West legal documents, no industry, business, trade, occupation, or profession of any kind, commercial, religious, educational or otherwise, designed for profit, altruism exploration or otherwise, shall be conducted, maintained or permitted on any part of the property. This includes no renting/advertising of short-term rentals such as AirBnB, Vrbo, or any similar entities.

## **F. STORAGE OF PERSONAL EFFECTS**

All personal items including firewood, bicycles, chairs, toys, garbage cans, etc. should be kept in your storage shed or enclosed patio area. NEVER in common areas. This includes hallways of condominium buildings and fronts of all units. Such items will be removed at the owner's expense if improperly stored.

## **H. PETS**

1. Residents owning pets will assume full responsibility for personal injuries or property damage caused by the pet and each pet owner indemnifies Colony West Association, Board of Directors, and Management and holds it harmless against any loss, claim or liability of any kind or character whatsoever arising from, or growing out of the privilege of having a pet at Colony West.

2. The owner's patio and or yard must be kept clean of dropping so that animal odor does not offend neighbors and attract insects at all times.
3. There can be no more than two (2) pets per unit, per City ordinance.
4. All Colony West pet owners must follow all Champaign County Animal Control Ordinance concerning pets on leashes and the proper disposal of pet waste immediately. No tethering or leaving pets outside of your unit unattended at any time.
5. It is a requirement that all pet owners register their pets with the office. Any pet not registered will be considered a non-resident and will be remanded to the Champaign City Animal Control. Those who fail to register their pet will be fined.
6. Fines will be levied for any violation of pet policy per Policy & Procedure Resolution C12, see Colony West Website, [www.colonywesthoa.org](http://www.colonywesthoa.org).
7. The Colony West Homeowners Board of Directors has the authority to demand an owner permanently remove any pet from the property which is in violation of the property's rules and regulations.

## **G. PLANTING**

Before doing any planting outside of your fence, you must obtain written permission from the Board of Directors. All plantings must be properly edged and landscaped. Residents are responsible for maintaining all plantings, including bushes and trees which are planted around the perimeter of their home.

## **J. PARKING**

- Vehicles shall be parked between yellow lines so as not to occupy more than one parking space or to overhang sidewalks or grass.
- Parking in fire lanes, marked front entrance lanes, circle entries, or along streets is prohibited.
- No parking is allowed by fire hydrants, mailboxes, around dumpster sheds, in front of sidewalks, or on Common areas.
- Numbered spaces are reserved for the use of the unit occupant only.
- Repair of vehicles in the parking lots is prohibited except for emergency repair as may be necessary to enable removal of a vehicle. In effecting such emergency repairs, no vehicle placed on jacks or blocks may be left unattended.
- Noisy vehicles shall not be permitted on the premises.
  - No sound amplification systems (cannot be heard outside of the vehicle for 75 feet or more when the vehicle is operated or in public right-of-way)
  - No equipment installed such as whistle, siren, bell, or signaling devices.
  - No loud muffler or exhaust system and must be in working order.
- Colony West will not allow storage of recreational vehicles, boats, or miscellaneous vehicles on property, nor autos.
- Any vehicles with expired license plates or unlicensed vehicles will not be allowed.

- Any vehicle using a guest spot should not remain in the same spot for a period longer than three (3) days without movement.
- Vehicles with any fluids leaking shall be towed after a warning.
- Personal vehicles may occupy personal parking spaces as long as they are in legal and in working condition.
- Vehicles in violation of parking regulations regarding guest spaces:
  - The vehicle will be tagged by management.
  - The occupant has a minimum of 72 hours to comply.
  - If a vehicle is towed, it will be at the owner's expense.
- Vehicles in violation of parking in other occupants' assigned space can be towed immediately.

## **I. YARD WASTE**

Illinois State law prohibits disposal of yard waste at landfills. Yard waste includes leaves, grass clippings, and woody materials such as brush, tree trimmings, or garden materials. The Colony West Association has an area located next to the Clubhouse Shed dumpster as a centralized location for **Spring and Fall Yard Waste PickUp only**. This centralized location allows all homeowners and residents to conveniently dispose of their yard waste during the PickUp season(s). The Yard Waste PickUp dates are predetermined by the City of Champaign and are announced 2-4 weeks ahead of the scheduled dates. No yard waste can be accumulated in this area outside of the designated Spring and Fall PickUp dates. If any resident is found disposing of yard waste anywhere on the common area, they are in violation of the Colony West Policy pertaining to Dumping Yard Waste on commons. The owner of the unit responsible for the dumping of any yard waste outside of the predetermined dates will be liable for a \$100.00 fine and will be found responsible of any violations obtained from the City of Champaign regarding yard waste. **Additionally, the city of Champaign will go around the neighborhood and pick up yard waste materials curbside of your property as long as you adhere to the following rules listed below.** If you would like the yard waste material picked up by the manager, please call the Association office. Please adhere to the following rules:

- Materials must be placed within 10 feet of the curb of a public street by 6 a.m. to ensure pickup on your scheduled day.
- Bags need to be placed at least 5 feet away from obstacles such as trees, mailboxes, light poles, fire hydrants, etc. Bags near obstacles will not be collected.
- Materials must be in 30-gallon paper yard waste bags. Yard waste in plastic bags, containers, etc. will not be collected.
- Twigs and branches must be bundled with non-metallic twine or placed in paper yard waste bags. Branches cannot be larger than 2 inches in diameter and 3 1/2 feet long. Bundles cannot be larger than 18 inches in diameter.

- For a small fee, bagged plant material, brush, bulk wood, etc. may be taken throughout the year to the Landscape Recycling Center at 1210 E. University Avenue in Urbana, phone 217-344-5323.

## Section III

### **RECREATIONAL AREAS**

Colony West owners own a pro rata portion of the Entire Common area. Title to the Commons is held in the name of the Colony West Homeowners Association, a not-for-profit association incorporated under Illinois law. Each owner has the right of enjoyment to the Common area and its facilities, subject to reasonable rules, which the Board of Directors passes, and subject to Declaration restrictions.

#### **A. USE OF RECREATIONAL FACILITIES**

Only occupants using the unit with the intent of it being their principal place of residence will be allowed the use of the common facilities. In the case of an absentee ownership, the owner or the tenant will be allowed the use of the recreational facilities, but not both unless approved by management. The Colony West recreational facilities are for the use, enjoyment, and benefit of the residents.

#### **B. ACCESS TO RECREATIONAL FACILITIES**

Access to the pool area and tennis courts is limited through the Clubhouse with a key fob. It is the responsibility of all owners renting out their units to distribute the Clubhouse key fob to the tenant of the unit.

#### **C. CLUBHOUSE**

The 2,500 square foot Clubhouse has a lounge, which is available for rental by the Colony West owners and tenants if the owner grants permission. The renter of the Clubhouse may pick up a lease agreement, pay the necessary rental fee, plus a damage deposit, and receive a clean-up list and rules and regulations of renting at the Clubhouse. A chaperone or a responsible adult must be present at all events attended by manager children. Please reach out to the Colony West office directly for rental fee costs.

#### **D. CLUBHOUSE KEYS**

It is the responsibility of all unit owners to distribute the Clubhouse key fob to the renters of their units and to the new owners of their units. This key fob gives the tenant and the new owner access to the pool and tennis courts. One key is distributed per unit at a time. The replacement cost for a new key fob is \$100.00. If any key fobs are missing/lost, please report it to the Colony West office immediately so the lost/missing key fob can be deactivated for security purposes.

The Colony West Association Office will issue no Clubhouse key fobs to renters after Spring 2025. Owners must pick up any new key fobs from the Colony West office.

#### **E. TENNIS COURTS**

~~Adjacent to the Colony West pool are two tennis courts. The courts are for tennis only. The courts are open from mid-April through October. Access to the courts is limited through the east gate with a pool key fob.~~

~~HOURS: Tennis Courts are open from 8:00am till dusk.~~

- ~~● The tennis courts are for the use, enjoyment, and benefit of Colony West residents.~~
- ~~● All guests must be accompanied by a resident. Only three guests per unit will be permitted at one time for the tennis courts, unless advanced authorization by Management.~~
- ~~● Proper tennis apparel is to be worn, no street shoes on court.~~
- ~~● No children's toys, bicycles, skateboards, or roller blades will be allowed on the tennis courts.~~
- ~~● No pets are allowed in the tennis court area.~~
- ~~● No glass items are allowed in the tennis court area.~~
- ~~● Alcoholic beverages are prohibited from the tennis court area. Persons under the influence of intoxicants will not be permitted to enter the tennis courts.~~
- ~~● Management reserves the right to determine and expel anyone whose behavior so warrants.~~
- ~~● Privileges may be lost by being financially in arrears and/or privileges may be lost as a result of other violations.~~
- ~~● Care is to be exercised at all times when using the tennis courts.~~
- ~~● Damage or extra expense caused by an owner/resident or guest will be charged to the owner/resident.~~
- ~~● Any change in tennis court hours will be posted at Clubhouse.~~
- ~~● All rules listed above must be observed. Failure to do so could result in expulsion from the tennis courts and loss of tennis court privileges.~~
- ~~● A fine policy has been adopted by the Board of Directors for anyone in violation of the tennis court rules and regulations.~~

**\*The Tennis Courts are currently closed due to the foundation's integrity. Tentative plans are in the discussion phase for a recreational area.**

## **F. SWIMMING POOL**

The State of Illinois Department of Public Health dictates the rules and regulations for our pool. The pool is open from the end of May through early September. The pool has no lifeguard and is swim-at-your-own-risk. The operation of the swimming pool is further governed by the Illinois Department of Public Health, which has the authority to close the facility at any time for violations. The pool is located on the East Side of the Clubhouse. Access to the pool area is limited through the Clubhouse with a key.

**HOURS:** Swimming Pool is open from 9:00am till 9:00pm, weather permitting.

- The pool is for the use, enjoyment, and benefit of Colony West residents.
- All guests must be accompanied by a resident.
- Only two guests per unit will be permitted at one time for the swimming pool, unless advanced authorization by the Management.
- All residents must present their Clubhouse key and tag for identification when using the pool. Without this key, YOU WILL BE REQUIRED TO LEAVE. NO ONE 17 YEARS OR AGE OR UNDER IS ALLOWED IN THE POOL AREA EXCEPT WHEN ACCOMPANIED BY A RESPONSIBLE ADULT.
- NO LESS THAN TWO PEOPLE ARE ALLOWED IN THE POOL AREA AT ONE TIME AND NO ONE IS PERMITTED TO SWIM ALONE.
- THERE IS NO LIFEGUARD ON DUTY, therefore, use of the pool is at each individual's own risk.
- Parents or guardians are responsible for their children at all times.
- Swimming is prohibited when lightning and/or thunder is present, including a 15-minute period after the last lightning and/or thunder is observed or heard.
- Proper swimming apparel is to be worn; no cutoffs or street clothes in pool.
- NO ROUGH PLAYING or running is allowed in the pool and pool area out of the regard for the safety of all and the courtesy of others.
- No bicycles, skateboards, or roller blades will be allowed on the pool deck.
- Children's toys, other than swimming pool toys, must be kept outside of the fenced area.
- No large inflated objects are allowed, such as inner tubes or rafts during crowded periods of time.
- All items left at the pool will be confiscated by Management.
- No pets are allowed in the pool area. No glass items are allowed in the pool area.
- Alcoholic beverages are prohibited from the pool area.
- Persons under the influence of intoxicants will not be permitted to enter the pool area.
- Management reserves the right to determine and expel anyone whose behavior so warrants.
- Privileges may be lost by being financially in arrears and/or privileges may be lost as a result of other violations.

- Restroom facilities are provided in compliance with State Law. Please do not use the pool.
- Care is to be exercised at all times when using the swimming pool and Clubhouse facilities.
- Damage or extra expense caused by an owner/resident or guest will be charged to the owner/resident.
- Any change in pool hours will be posted at the Clubhouse.
- All children not toilet-trained must wear the specially designed diapers for swimming.
- All rules listed above must be observed.
- Failure to do so could result in expulsion from the pool and loss of privileges.
- A fine policy has been adopted by the Board of Directors for any violation of the pool rules and regulations.

#### **G. SUSPENSION OF FACILITY PRIVILEGES**

Any resident found in violation of the Colony West Rules and Regulations may have their recreational facility privileges suspended by the Board of Directors.

### **SECTION IV**

#### **SOLICITATION**

No door-to-door solicitations are permitted in the Colony West community without the prior written consent of the Association. Those soliciting must carry the written consent with them while soliciting.

#### **CONDOMINIUMS**

(Three Story Buildings)

#### **THE COLONY WEST HOMEOWNERS ASSOCIATION**

Colony West Homeowners Board is elected annually in October. The Directors are elected for staggered two-year terms in order to maintain continuity on the Board. There are seven members of the Board elected from the four voting districts within Colony West. They are:

- District One: Units #1-41 Colony West Drive (excluding #31, which is the Clubhouse). One representative elected.
- District Two: Units #706-814 Phoenix Drive, 2301-2311 Melrose Drive. One representative elected.
- District Three: Units #2302-2310, 1925-2204 Melrose Drive. One representative elected.
- District Four: The 156 condominium units. Four representatives elected.

#### **FINANCIAL**

## **A. ASSESSMENTS**

A monthly assessment is due on the first of every month. An administrative fee of \$25.00 shall be charged for all owners whose monthly assessments have not been received in the Office or are not postmarked by the fifth of the month. Assessments to the Condominium Association cover the following services:

### **CONDOMINIUM ASSOCIATION ASSESSMENT**

- Water
- Sanitary District Assessment
- Use of Amenities
- Lawn Care for Commons
- City Sewer Fee
- Garbage Removal
- Snow Removal
- Maintenance and Improvements of Commons, Clubhouse, Pool, Tennis Courts, Hallways, and Building Exterior
- Management of Property
- Insurance for Building Structure (does not cover personal contents or liability within the unit)
- Insurance and Real Estate Taxes for Commons

## **INSURANCE**

### **A. CONDOMINIUM INSURANCE**

If you are an owner of a condominium unit (stacked units), the Association's master policy covers the residential buildings themselves which consist of hallways, stairways, exterior walls, roofs, and portions of the units interior which is affixed to the building's structure. Personal belongings, wall coverings such as wall paper and unit improvements are not covered. Unit owners renting out their unit will be held directly responsible for any damages caused by their renter's negligence. It is recommended that all residents obtain personal property insurance, and unit owners carry liability coverage as well as unit improvement insurance, if applicable.

### **B. CONDOMINIUM DEDUCTIBLE**

The deductible shall be whatever amount the Condominium Association has determined shall be for the existing policy. The current deductible applies to each occurrence/loss and is to be paid by the owner of the unit where the cause of damage emanated. The deductible must be paid before repairs begin.

### **C. INSURANCE CLAIM PROCEDURE**

All losses must be reported to the Association Office in writing within two weeks of damage. An adjuster will be assigned to each claim. Owners should not have repair work done without prior Board approval.

#### **D. PERSONAL PROPERTY INSURANCE**

The Condominium Association is not responsible for damages to personal property and does not reimburse for personal belongings or goods damaged from Common elements. The Board firmly recommends that all residents carry personal property or renters insurance.

### **GENERAL RULES AND REGULATIONS**

#### **A. FIRE EXTINGUISHERS**

All owners should supply their unit with a fire extinguisher. It is a good safety precaution for every unit to have a fire extinguisher. Fire extinguishers are located in the Clubhouse kitchen, downstairs by the pool maintenance room, and inside of the pool maintenance room. In case of an emergency, the glass should be broken to gain access to the extinguisher. For all fire related emergencies, call the Champaign Fire Department at 9-1-1.

#### **B. WATER PIPE PROTECTION**

Temperatures that fall below 20 degrees, particularly when accompanied by strong winds, dramatically increase the possibility of frozen water pipes and the resulting damage from bursting and flooding. Inconvenience and financial loss can be reduced if the following guidelines are adhered to:

- Keep units heated to at least 60 degrees.
- Shut off outside faucets.
- At least one inside faucet, preferably more, should drip lukewarm water so that both hot and cold pipes are involved.
- If you are away for a length of time, keep your heat turned on and set no lower than 60 degrees. It is recommended that you have a neighbor or friend check your pipes.
- Should a faucet freeze, residents can thaw an inside faucet easily with a good hair dryer. Outside faucets, however, usually require both a hair dryer and plenty of hot water.
- Should a pipe burst, the following steps should be taken immediately:
  - Water should be shut off at the main valve located on the level A next to the stairs. If you turn the water off, please inform other tenants on your side of the hallway. If the break is in a hot water pipe, the valve on the top of your water heater should be closed. It is important that you know beforehand the location of your water valves.

- If you live in the condominium buildings, please call the office immediately during business hours or the emergency maintenance line outside of office hours.
- If you live in a townhouse, duplex, or individual, you should call a plumber.
- A pipe doesn't necessarily burst the first time it freezes. Sometimes, it takes several freezes and thaws before damages occur.

### **C. CONDOMINIUM PLUMBING BACKUPS**

All residents are asked to refrain from throwing any obstructive substance in any plumbing fixture. This includes grease, heavy paper products, indisposed food, tampons, and Q-tips. Please leave water running when using your garbage disposal. The unit resident or owner will be held responsible for any damages resulting from the stoppage in the plumbing pipes as a result of misuse or neglect.

### **D. MAILBOX LABELS**

Every resident's name is to be listed on his/her mailbox, which is located in all condominium hallways. Contact the Association Office for a mailbox label and notify the office of any name changes.

### **E. MAILBOXES**

The Colony West Association does not have duplicate keys for the units' mailboxes. If you lose your key or did not receive one after purchasing your unit, you must call a locksmith or replace the lock yourself. The post office must be contacted to make arrangements for opening your box so that the lock can be replaced. Colony West is not responsible for replacing the locks.

### **F. WINDOW COVERINGS**

All portions of draperies and other window coverings visible from the exterior of the condominium buildings must be white or off white in color. Failure of condominium residents to conform will result in a fine.

### **G. AWNINGS**

Balcony and patio awnings are prohibited in accordance with Article VIII of the Declaration.

### **J. BALCONY ENCLOSURES**

No netting, screen, shade, blind, or plastic shall be used to enclose the patio.

### **K. BUSINESS RESTRICTIONS**

Individual units are designed as residences only and are not to be used for business purposes. No business will be permitted to run out of a condominium unit. Using a Colony West unit address as the business address is prohibited.

#### **L. EXTERIOR WIRING**

It is prohibited to install wiring for electrical or telephone installation on the exterior of the buildings or through the walls (if they protrude) or the roof except as expressly authorized by the Association.

#### **M. ORIENTATION**

All renters and owners must go through an orientation by the Colony West Manager or present Board member within 30 days of sale date or move in date. Failure to complete results in a fine of \$50.00 applicable to the owner.

#### **N. PATIOS**

Patio fences and patio floors are the responsibility of the Condo Association. The Condo Association is to purchase paint for the condo patios, but it is the responsibility of the owner to paint.

#### **O. PEST CONTROLS**

The spraying of insecticide is to be done annually around the exterior of the condo buildings for the control of pests. Any pest problems within the units are the responsibility of the individual owners to solve.

#### **P. TERMITE TREATMENT**

Termite inspection, prevention, and treatment of inside parameters of each individual unit are the responsibility of each individual unit owner. Please inform the Colony West office if your unit has any discoveries of termites.

#### **Q. WATER DAMAGE/RESPONSIBILITY**

The Condominium Association will not pay water damage due to resident negligence. Damages will be the liability of the condo unit owner.

#### **R. WINDOWS/PLASTIC**

Plastic coverings are prohibited on the exterior of any unit.

#### **S. REPLACEMENT/REPAIR**

The Board of Directors must approve all replacement windows, patio and storm doors prior to installation. Specifications must be adhered to and are in writing at the Association Office.

#### **T. TRASH PICKUP**

Trash will be picked up in the condo areas on Tuesdays and Fridays. Recyclable material will be picked up by the same garbage vendor per the City of Champaign's Recycling Program.

#### **U. VEHICLE WASHING**

Vehicle or boat washing is prohibited by any condo resident on Colony West Property.

#### **V. BALCONIES/CARPETING**

Replacement of balcony carpeting will be the responsibility of the individual unit owner or resident.

#### **W. BALCONIES/FLOWER POTS AND HANGING PLANTS**

Flower pots and hanging plants are prohibited from patio and balcony railings, but may be hung from ceilings as long as they are hung one foot from the inside balcony or patio railing or fence. Flower planters may be used as long as they are hung on the inside of the balcony railings or patio fences and not on the railing or fences.

#### **X. AIR CONDENSERS AND AIR CONDITIONING UNITS**

If there is a need to replace or install a new A/C Condenser unit, it shall be placed at the manager's supervision. It can either go inside the balcony patio or back on the wall. There will be no more ground installation outside the units in the common area.

### **TOWNHOMES, DUPLEXES, INDIVIDUAL HOME (TDI)**

(Zero-lot Line Units)

### **COLONY WEST HOMEOWNERS ASSOCIATION**

Colony West Homeowners Board is elected annually in October. The Directors are elected for staggered two-year terms in order to maintain continuity on the Board. There are seven members of the Board elected from the four voting districts within Colony West. They are:

- District One: Units #1-41 Colony West Drive (excluding #31, which is the Clubhouse). One representative elected.
- District Two: Units #706-814 Phoenix Drive, 2301-2311 Melrose Drive. One representative elected.
- District Three: Units #2302-2310, 1925-2204 Melrose Drive. One representative elected.
- District Four: The 156 condominium units. Four representatives elected.

#### **A. INSURANCE**

If you are an owner of a townhouse, duplex or individual house, the Association maintains a master policy covering the Common grounds and recreational facilities only. Your individual dwelling and property is not covered. All owners must purchase their own property and liability insurance which insures the unit as a detached fee simple home.

#### **B. GARBAGE REMOVAL**

The Colony West Homeowners Association is responsible for the collection of all residents' trash. The townhouses, duplexes and individual homes have curb service, which is picked up on Fridays. It is requested that trash be tightly closed in plastic bags or garbage cans and placed by the curb but off the grass. No garbage cans, bags or boxes are permitted outside of a fence except on trash pick-up days. Warnings and fines are specified for the above infractions.

### **C. RECYCLING**

Colony West and the City of Champaign have recycling programs. Any residents living in townhouses, duplexes or individual units are to leave their recycling items out on the curb for easy access. The recycling pick-up day is Monday by 7:00 a.m. Newspapers are to be bagged in paper bags or bundled with string.

### **D. FIREPLACES**

Before using your fireplace, make sure the damper is open and close it when not in use. Burn hardwoods such as oak or hickory. Never burn colored paper, and empty ashes in a galvanized can. Firewood is not permitted to be stacked outside of your patio or fence or around the front or side of your home. Please keep all piles stacked neatly inside fence-in areas.

### **E. LANDSCAPING**

The Colony West Homeowners Association contracts out the maintenance of the property's turf. All plantings located around the perimeter of the townhouses, duplexes, and individual units are to be maintained by the owner since these are not located on Common area but on the individual's plat.

## **MAINTENANCE**

### **A. PAINTING/DECKS**

The association is not responsible for the maintenance or painting of any decks within Colony West. The owners are responsible for the maintenance of their decks.

### **B. PATIOS**

Those changes in a patio which do not involve attachment of the dwelling unit, do not cause a change in maintenance factors (i.e., painting), and are within the fenced area of a given unit will not be affected by the architectural guidelines unless said changes should in any way affect a neighboring unit or change the appearance or general lines of the dwelling unit or fence.

### **C. PATIO MAINTENANCE**

The unit owner is responsible for all patio maintenance inside fences. All enclosed areas must be kept clear of rubbish, debris, weeds, and other unsightly materials. Grass must be kept mowed and maintained at a height no taller than six inches. The Association has the right to mow, at the owner's expense, grassy areas, which have been allowed to exceed the maximum height.

**D. TREES**

All trees, shrubs inside fences must be maintained with proper pruning and trimming so as not to rub and siding or roofing. This is the owner's responsibility and the Association has the right to do the work at the owner's expense.

**E. DRIVEWAYS**

All driveways are the owner's responsibility. The Association removes snow in excess of four inches, but repairs and replacement are the responsibility of the owner.

**F. SIDEWALKS**

All sidewalks from the unit to the assigned parking space are the responsibility of the owners. There are a few exceptions to this policy and those are listed at the Association office.

**G. FENCES**

All fences are the responsibility of the owners and must be maintained in accordance with the Fence Policy, which is available at the Association office. Any fence repair or replacement needs to meet Colony West requirements and regulations. All information regarding fence policy is with the Manager. There are only two acceptable styles of fencing. Specifications are at the office.