

Graue Mill  
Homeowners  
Association

Rules &  
Regulations

# **GRAUE MILL HOMEOWNERS ASSOCIATION**

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April 20, 2010

Dear Resident,

Spring is here and we are preparing for another enjoyable summer at the pool.

This year we will be updating pool passes for all Owners. Please contact the office to schedule a time to have your picture taken, or drop off your passes and Management will update them.

All Owners must present their pool pass and guest passes for any guest upon entry to the pool area.

The Homeowners Association approved the revised Pool Rules and Regulations, please review the changes as they will be enforced.

Daily sign in logs will be monitored for violation to the Graue Mill Homeowners Association Pool Rules and Regulations.

**POOL HOURS**

May 29 <sup>th</sup> – July 31 <sup>st</sup>	10:00 AM – 8:00 PM
August 1 <sup>st</sup> – August 31 <sup>st</sup>	10:00 AM – 7:00 PM
September 1 <sup>st</sup> – September 19 <sup>th</sup>	10:00 AM – 6:00 PM

Thank you in advance for your cooperation in this matter.

Dawn Kolar,  
Property Manager

Revised 3/15/10

## GRAUE MILL COUNTRY CONDOMINIUM POOL RULES

The operations of swimming pools, such as the one at Graue Mill, are subject to tight regulations and close inspection by the State of Illinois and DuPage County Health Department Officials. The following rules have been established on the basis of the State and County requirements and policies of the Graue Mill Homeowners Association.

### POOL HOURS

May 29 <sup>th</sup> – July 31 <sup>st</sup>	10:00 AM – 8:00 PM
August 1 <sup>st</sup> – August 31 <sup>st</sup>	10:00 AM – 7:00 PM
September 1 <sup>st</sup> – September 19 <sup>th</sup>	10:00 AM – 6:00 PM

No one is allowed to use the pool or pool area except during these hours and when an Aqua-Guard certified lifeguard is present.

**If a lifeguard is not present, anyone who enters the pool is in violation of the Rules and Regulations.**

### PHOTO ID

Picture Identification Cards will be issued to all residents of Graue Mill who want to use the pool. Cards will show name, address and year of validation. These must be shown to the lifeguard on duty when entering the pool area. You must enter your name in the daily log. Please be advised that if a pool pass is lost there will be a \$10.00 replacement fee.

### GUESTS

Four (4) season guest passes per household will be issued only to owners who have resident photo ID's. A pass is required for each guest over the age of two. These passes are valid for use during the entire season. If any owner requires more than four guest passes for a special occasion, additional one day only passes can be requested from the Management Office. It is important to keep in mind that each resident has the right to use the pool and the privilege to have guests. (Abuse of the additional one day only guest passes may result in the suspension of guest privileges). Please arrange for weekend passes in advance since the office is not open on weekends.

**In an effort to reduce the excessive requests for day passes, any Owner requiring more than the four season guest passes must submit a written request to the Pool Commission advising of the date, number of guests and reason for application. Request for additional day passes exceeding the (4) seasonal guest passes will be limited to 15 per owner and season.**

**Guest passes are not transferable to other Unit Owners. This violation will result in suspension of pool privileges.**

**In case of special circumstances the management office should be contacted to see if appropriate arrangements can be made.**

It is the responsibility of the resident to advise the guests of the rules for use of the pool.

### **ADULT SWIM**

Adult swim for individuals 17 years or older is provided for 15 minutes every hour on the hour.

### **ADULT LAP LANE**

There will be a designated adult lap lane in the pool that is clearly marked. Adults swimming laps will have right of way.

### **CHILDREN**

Babies and young toddlers that are not toilet trained are permitted in the pool only when wearing "Flap Happy" or "Huggies Little Swimmers". All children (11 years of age and younger) using the pool must be under the supervision of their parents, or responsible person 17 years of age or older.

**In the interest of child safety, the lifeguard has the authority to require a minor child to demonstrate the ability to swim before the child enters the deep end of the pool. The ability to swim shall be demonstrated by swimming the entire length of the pool, back and forth, in the presence of the lifeguard on duty. A list of those persons who have successfully completed such demonstration shall be maintained by the lifeguards."**

Children 12 years of age or older are permitted to use the pool without supervision, provided they first pass a swim test administered by the life guard on duty. If they fail to pass the swim test, they must be supervised by an adult as provided above.

### **FOOD AND BEVERAGES**

No eating or drinking is permitted in the swimming pool. At no time is any glass permitted in the pool area or deck. Only plastic, paper or other non-fragile disposable containers are to be used. **Food is only permitted on the designated wooden decks.** Each individual is responsible for placing personal debris in the proper containers.

### **SMOKING**

**NO SMOKING PERMITTED IN THE POOL AREA.**

### **BEHAVIOR**

Splashing, running and shouting are not permitted.

Keep off the ropes.

Diving permitted only in deep end of the pool.

Pool toys and inflatables are subject to pool attendance. Noodles are for flotation only.

Ball playing subject to lifeguard's discretion based on pool attendance. Soft bean balls only.

### **ATTIRE**

Cut-off trousers, sweatshirts, etc. are not permitted while swimming. Proper swimming attire must be worn in the pool. A robe or other appropriate clothing and shoes, slippers or other appropriate foot attire must be worn in the common areas when walking to or from the pool and clubhouse.

### **RADIOS**

**Radios are permitted as long as used with headsets.**

### **CELL PHONES**

**Please be considerate when using cell phones.**

### **PETS**

Pets are not allowed in the swimming pool or in the deck areas.

### **TELEPHONE**

A telephone is provided on the wall adjacent to the Clubhouse. In case of emergency, the telephone is connected directly to the guard at the Guardhouse.

### **LIFEGUARDS**

**THE LIFEGUARDS HAVE THE AUTHORITY AND THE RESPONSIBILITY TO ENFORCE THESE RULES AND REGULATIONS. THE HOMEOWNERS BOARD IS IN FULL SUPPORT OF THESE RULES AND THE LIFEGUARD STAFF IS SUPPORTED IN THE ENFORCEMENT OF THESE RULES.**

**IF THERE IS A DISPUTE OVER THE RULES OR THEIR APPLICATION, THE LIFEGUARD WILL HAVE THE AUTHORITY TO MAKE THE FINAL DECISION. MANAGEMENT WILL SUPPORT THE LIFEGUARD'S DECISION. APPEALS OF ANY UNRESOLVED DISPUTES WILL BE ADDRESSED BY MANAGEMENT ON THE NEXT BUSINESS DAY.**

### **NOTE:**

**INFRACTIONS OF ANY OF THESE RULES MAY CAUSE LOSS OF POOL PRIVILEGES.**

## **CAPACITY**

The pool capacity is 75 bathers.

## **INDOOR PARTY ROOM**

Swimmers are not to enter the party room of the clubhouse. Restrooms for Women and Men as well as showers are provided and may be accessed directly from the Pool entry area, north of the Clubhouse.

These Pool Rules incorporate and are in compliance with DuPage County Health Department Rules and Regulations.

## **RESERVATION OF POOL FOR PRIVATE PARTIES**

Any resident requesting to use the pool for a private party must submit a written request to the Management office at least 30 days prior to the party date. This will be forwarded to the Pool Committee for review and the owner will be notified in writing. The decision will be based on the time and date requested and the number of guests anticipated. The resident must hire a lifeguard from Aqua-Guard and possibly hire gatehouse personnel to direct parking.

## **GRAUE MILL COUNTRY CONDOMINIUM BASKETBALL AREA RULES**

### **HOURS:**

Basketball area hours are the same as the tennis court 8:00 AM to 8:30 PM (weather and light permitting). There shall be no playing basketball in darkness with the help of vehicle headlights.

### **GUEST:**

There shall be no more than four guests per owner or tenant. If an owner or tenant requires more than four guests for a special occasion, permission can be granted from the Management Office. It is important to keep in mind that each owner and tenant shall have the right to use the basketball area and the privilege to have guests (abuse of the special occasion permission may result in the suspension of guest privileges). It is the responsibility of the owner or tenant to advise guests of the basketball area rules and regulations.

### **FOOD AND BEVERAGES:**

At no time is any glass permitted in the basketball area. Only plastic, paper or other non-fragile disposable bottles or containers are to be used. Each individual is responsible for placing personal debris in the proper waste containers. All owners and tenants shall be responsible for the actions and behavior of their guests.

### **ATTIRE:**

It is recommended that basketball, gym or rubber soled shoes shall be worn on the asphalt pavement. Basketball tops and shorts are permitted. No swimming suits are allowed.

### **RADIOS:**

No radios are permitted in the basketball area.

### **BEHAVIOR:**

Inappropriate shouting and yelling sufficient to disturb the peace of the area shall be strictly prohibited.

### **PETS:**

Pets are not allowed in the basketball area.

### **RESTRICTION:**

The basketball area shall not be used when it is retaining water, or used for the parking of vehicles for use of the clubhouse.

07/22/09





# Graue Mill Homeowners Association

1203 Old Mill Road • Hinsdale, Illinois 60521 • (630) 654-1588

## GRAUE MILL COUNTRY CONDOMINIUM TENNIS RULES

The tennis courts like all other recreational facilities at Graue Mill are available primarily for the use and convenience of Graue Mill residents and their families. Residents are also able to invite non-resident guests on a limited basis.

### The Rules are as follows:

1. **Sign Up Sheets** – are available in the Management office. Residents can sign up personally or via the telephone for one (1) hour periods for singles and two (2) hour periods for doubles players.
2. Information required for the sign up sheets: Date & Day; Time Starting; Time Ending; Name and Telephone number of resident reserving date; name and status of additional players.
3. Players may schedule playing dates six days prior to the reservation date.
4. If plans change, residents are asked to call the office and cancel their reservations as soon as possible.
5. If players do not show up for reserved court time within 15 minutes of the allotted starting time, their reservations will be forfeited.
6. All non-resident guests, must be accompanied by a resident player.
7. At all times, residents will have priority of court use, ie: two residents will have priority over any combination of resident and non-resident guest; a resident and non-resident guest will have precedence over a resident and two to three non-resident guests. This priority may be exercised up to forty-eight hours prior to the date.
8. During periods when the Management office is closed, reservations can be made by leaving a telephone message.
9. Appropriate tennis attire must be worn on the Tennis Courts.
  - a. Tennis tops and shorts or tennis dresses for women and girls.
  - b. Tennis shirts and shorts for men and boys.
  - c. Regulation tennis shoes.

The Tennis courts are not to be used for baseball, frisbee, catch, basketball, roller-blading, skate boarding, bike riding or any other activity. They are to be used for Tennis **ONLY**. No pets of any kind are allowed in the court area.

It is the responsibility of the residents to advise any guests of the tennis court rules and regulations.

Revised 7/16/02

# Graue Mill Country Condominium Homeowners Association

## Clubhouse Rules and Regulations

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The Graue Mill Clubhouse is intended as an extension of the owner's residence for entertaining, relaxation and social engagements. The lobby area is available to all residents during the hours of 8:00 a.m. to 10:00 p.m. The Clubhouse is a non-smoking facility. No pets of any kind are allowed in the clubhouse. As a courtesy to others it is each resident's responsibility to clean up after themselves.

The Graue Mill Clubhouse may also be rented for private functions involving immediate family and friends of Graue Mill owners, meetings and social affairs for the Graue Mill Homeowners Association and Graue Mill Condominium Associations. These functions include but are not limited to weddings, wedding showers, birthdays, anniversaries, graduations, reunions, retirements, baby showers, christenings and the like. Any functions other than those intended for family and friends of homeowners must receive special written permission from the Homeowners Association Board of Directors. The Management Office will handle all reservations, deposits, refunds and billings. Outside caterers may be used if desired.

### Rental Rules

1. The following non-refundable fee structure applies to all functions. This fee is waived if use is limited to unit owners.

\$ 0.00	1-15 guests (Monday through Thursday, 7:00 a.m. to 5:00 p.m.)
\$ 50.00	Up to 35 people (excluding the above hours) <b>Cleaning service available for \$100</b>
\$200.00	<b>36-119 people, plus the cost of security officer for 50+ attendees. Cleaning service included in fee.</b>

This fee is payable at the time the application is received.
2. A lease must be signed and returned to the Management Office along with a security deposit of \$200.00 payable to Graue Mill Homeowners Association.
3. Only current Graue Mill owners whose Association fees are not in arrears may reserve the facility.
4. The rental of the clubhouse does not include use of the swimming pool, its deck or any use of parking lots other than for parking.
5. Owners must be present at all times during a function.
6. The Clubhouse cannot be reserved for more than one day/night in succession by the same owner.
7. The maximum occupancy of the Clubhouse at any given time is 119 persons, in accordance with the Fire Department Regulations.
8. For parties of more than 50 persons the owner must secure a Graue Mill uniformed security officer at their expense. For parties in excess of 100, two security officers are required. The hourly rate will be determined by the Homeowners Board from time to time.
9. In order to better control and safeguard the property, the owner must furnish a Guest List to the Gatehouse 3 days prior to the function. Please submit the list in alphabetic order of last name. Any guest whose name does not appear on the Guest List will not be admitted to the grounds.

10. The Clubhouse key may be obtained from the security officer at the Gatehouse prior to the function.
  - It is the responsibility of the owner to properly secure the building.
  - The key must be returned to the Gatehouse immediately after the function.
11. The use of the Clubhouse by minors (persons under 21 years) must be supervised by the owner. Underage drinking or use of illegal substances will not be tolerated.
12. The owner who reserved the Clubhouse will be held responsible for any damage to the facility and/or its furnishings.
13. Inventory will be taken after each function in the Clubhouse.
14. Items in the kitchen available for use by the owners are as follows: cups, saucers, plates, glasses, silverware, punch bowls, salad bowls, and coffee makers. Major appliances are also available for the owners use. It is strongly suggested that owners review available items prior to the event. - **A current inventory list of items for use is attached to this contract as well as instructions for the use of the appliances.**
15. In case of emergency, there is a telephone on the wall above the bar that connects directly with the security officer at the Gatehouse.
16. Use and cleaning of the clubhouse:
  1. Since there is no garbage disposal in the kitchen, no food remains should be sent down the drain. Plates should be scraped into the trash prior to washing.
  2. Do not cut directly on the granite countertops. Please use the cutting boards provided.
  3. Do not run the self cleaning cycle on the ovens. Spills should be wiped up and racks washed. Oven liners have been provided and should be washed according to directions.
  4. All personal items must be removed immediately or they will be disposed of.

**A. FOR PARTIES OF 35 OR LESS**-Cleaning up the clubhouse is the responsibility of the owner. The owner must provide his own cleaning materials.

All rental equipment must be removed from the clubhouse prior to 10:00AM the following day unless prior arrangements have been made with the management office.

All furniture is to be returned to its original position.

Tables, sofas and chairs must be clean.

Floors must be swept, vacuumed, and/or wiped clean.

Bar countertops above and below must be cleaned.

Garbage must be bagged and placed in the garbage totes in the enclosure outside the clubhouse.

Bathrooms must be cleaned. Paper products should be restocked. (they are provided.)

The kitchen must be cleaned. The oven, stove, countertops, sinks and dishes must be washed and returned to their storage places.

The refrigerator must be emptied after each party. No leftovers are to remain.

**B. PARTIES OF 36-119 or SMALLER PARTIES THAT HAVE CHOSEN THE CLEANING SERVICE OPTION:**

THE RENTER MUST CLEAN THE DISHES, CLEAN OUT THE REFRIGERATOR AND REMOVE TRASH AND PERSONAL ITEMS AT THE END OF YOUR FUNTION. THE DUTIES WILL NOT BE PERFORMED BY THE CLEANING SERVICE.

THE CLEANING SERVICE WILL TAKE CARE OF ALL OTHER TASKS STATED ABOVE.

I have read and understand the above rules. \_\_\_\_\_

- 17. **Failure to return Clubhouse to original condition will result in forfeiture of deposit.**
- 18. The Clubhouse may be reserved for private homeowner functions up to 180 days in advance of the desired date. Functions requiring special approval by the Homeowners Association Board may be reserved up to 90 days in advance. A written request for non-standard usage must be presented to the Board so that it can be voted on at the next monthly Board meeting. No owner may lease the facility for more than one major holiday per year (New Year's Eve, New Year's Day, Christmas Eve, Easter Sunday and Thanksgiving).

This was prepared as a guideline for your enjoyment of our Clubhouse. The Rental Agreement requires your acceptance of these rules and regulations. A Rental Agreement is available from the Management Office.

Approved by the Clubhouse Committee	November 12, 2008
Sent to the HOA Board	November 17, 2008
Approved by the HOA Board for comment by the homeowners	
Final approval by the HOA Board	

D. PETS

Owners' pets shall be of a size to be comfortably transported in one's arm (not exceeding 25-pounds when fully grown). See Article X Covenants and Restrictions of your condominium Declaration as to Use and Occupancy.

Pets must be kept on a leash while on the condominium grounds.

Pet owners are responsible for removing droppings from their pets on common area lawns and parkways.

Pets are not permitted in the clubhouse, swimming pool, deck or tennis courts.

Pets must be carried while inside the mid-rise buildings, and are not permitted in the lobbies at any time. Pets must be taken out through the garage doors.

The corridors of the mid-rise buildings will not be used for exercising pets.

The resident of any unit in which a pet is housed shall be personally responsible for removing any debris left by their pet in any common area, and will also be held financially responsible to repair any damage caused by their pet.

Residents are responsible for activities of guests' pets and must abide by rules.

Any pet causing or creating a nuisance or unreasonable disturbance shall be permanently removed from the property upon three (3) days written notice from the Board.

Renters and their guests must comply with these Rules and Regulations.

## E. SECURITY

Owners, Renters, Management and building Personnel are all responsible for security. All residents should know the duties of the security guards and should personally follow all safety precautions.

Window Decals for the cars of resident owners in Graue Mill are a critical element in our security system. Decals are issued to new resident owners and are reissued to all residents periodically. Lost or misplaced Decals will be replaced at a cost of \$75.00 per Decal. Owners who sell their units and do not return their Decals to the Management Company will be charged \$75.00 per Decal at the closing of their sale.

Only residents displaying the Graue Mill stickers are permitted unquestioned entry to the property. Resident owners without the current window Decal will be given one written warning after which they will be fined \$50.00 per week until the current window Decal is placed on their car.

Residents arriving in other than personal transportation or arriving in personal vehicles which are not displaying the approve window Decal will be admitted by showing the appropriate Graue Mill personal identification card.

The entry of a nonresident must be approved by a resident via security phone. No one will be permitted to go to a unit unannounced.

Appropriate passes are to be issued to all announced guests and visitors. Two (2) different passes are used:

Guest Passes - These passes are issued to Homeowners' guests. The pass should contain the guest's vehicle license number and whom they are visiting. It takes an average of four minutes for each visitor's car to be "logged-in" and a pass issued; therefore, all residents should be aware of the following:

Registration of guests at the Gatehouse can be expedited if you inform the guards ahead of time about the arrival of an expected visitor.

Passes to Domestic Help - These passes are issued each quarter to domestic help. The color of the pass is changed each quarter and continuously updated.

E. SECURITY (Cont'd)

There will be two guards on duty during peak hours on selected holidays. This will expedite ingress to the premises and insure proper log-in of visitors.

The guard stationed at the gatehouse will accept deliveries of small packages (up to 10 pounds). Owners will be notified and must pick up the package as soon as possible. Perishable items, such as food, flowers, etc., will not be accepted by the guards.

Guards will receive envelopes or written messages for residents.

An evening security surveillance is currently in effect on the grounds. Three to four passes around the grounds per night are being made.

The security guard or management office should be notified immediately of any suspicious person(s) or activities.

If planning to be away for an extended period, inform the management office of the length of your absence and where you can be reached in case of emergency.

Do not leave any common area doors blocked and unlocked. All building doors should be closed firmly at all times.

Help management by informing the office of irregularities such as non-functioning locks and doors.

There is no soliciting. Unit owners are requested to notify the management office if solicitors appear at your door. Warned once; Second time denied access to the property.

Charitable solicitation by residents will be permitted in their condominium association only after prior written approval in writing has been granted by their Board of Directors. Refer to Solicitors' Section of the individual Condominium Association Rules & Regulations.

Safety - Speed limit is 20 miles per hour. Repeated infractions will result in notification to the Hinsdale Police Department.

Renters and their guests must comply with these Rules & Regulations.

NOTE: We urge each resident to report any infraction of the above rules to the management office. If the infraction involves a guard, the time and date of the infraction should be given to insure that management has the opportunity to reprimand the appropriate guard.

## F. GRAUE MILL HOMEOWNERS ASSOCIATION COMPLIANCE PROCEDURE

Pursuant to the Illinois Condominium Property Act, the Board of Directors of the Graue Mill Homeowners Association has the power and the duty to levy reasonable fines against the Unit Owners for violation of the Declaration, the By-laws, and/or the Rules and Regulations of the Homeowners Association. Accordingly, the Board has adopted the following procedures:

Complaint forms for documenting allegations of a violation against a Unit Owner will be provided by the management company. Copies of all completed complaint forms will be given to the Board. Prior to the imposition of any fine for a violation, written demand ordinarily will be sent to the alleged violator. The demand will set forth the time period within which the violation may be abated without fine, if the violation is a continuing one, or a statement that any future violation of the same or a similar nature may result in the imposition of a fine, if the violation is not a continuing one.

In the event the Unit Owner and/or occupant does not cease and desist from the violation, whether continuing or not continuing, the Board shall set the matter for hearing to consider the imposition of a fine. Written notice of the hearing shall be given to the Unit Owner and/or occupant. Such notice shall contain the description of the alleged violation (along with a copy of the relevant completed complaint form), the time and place of the hearing, an invitation to attend the hearing and produce any statement, evidence or witness, a statement regarding the right to be represented by an attorney, and the maximum fine that could be imposed.

At the hearing, the alleged violator or his attorney has the right to present evidence and to cross examine witnesses. All hearings shall be held in executive session unless otherwise agreed to by the alleged violator. The minutes of the meetings shall contain written statements of the results of all hearings and the determination of the Board plus the fine imposed, if any.

Notwithstanding anything to the contrary contained herein, the Board need not send a demand to cease and desist when the alleged violation is obvious and serious. Under such circumstances, the Board may immediately issue a notice of hearing on the matter.

Usually the fine imposed by the Board against a Unit Owner for a violation will not exceed \$100.00. However, the Board may impose fines in excess of \$100.00 in extraordinary circumstances or in the case of repeat offenses.



F. GRAUE MILL HOMEOWNERS ASSOCIATION COMPLIANCE PROCEDURE  
(Cont'd)

Each day a violation occurs or exists may be deemed, at the discretion of the Board, a separate violation.

Nothing contained in this procedure is intended to limit or supplant the authority of the Board to impose other sanctions, as set forth in the Act, the Declaration, the By-laws or the Rules and Regulations, against any Unit Owner that has committed a violation.



## Graue Mill Homeowners Association

TO: ALL GRAUE MILL VISITING CONTRACTORS,  
SERVICE COMPANIES, AND GUESTS.

FROM: THE GRAUE MILL BOARD OF DIRECTORS.

DATE: 9/1/93

RE: CONDUCT WHILE VISITING THE GRAUE MILL CONDOMINIUMS.

The Graue Mill Condominium Board of Directors would like to remind contractors, service companies, and guests who are visiting Graue Mill, to abide by the following rules:

1. Please do not park in guest parking spaces labeled "No Contractors".
2. Please obey the posted speed limit of 20 mph, and all stop signs.
3. If you are hauling tools, equipment, or materials into the high rise buildings to do work, they should not be carried through the front door, rather they should be taken through the garage or side service door and brought up to the designated floor in the elevator.
4. Contractors are not allowed to perform any work from the parking lot, or to set-up and work at the entrance to the buildings. All work and repairs must be performed in the immediate area that requires the work.
5. Construction activity that might tend to generate noise that would disturb other residents shall only be conducted during the following hours:

Weekdays - 8:00 a.m. to 5:00 p.m.

Weekends - 9:00 a.m. to 4:00 p.m.

**NOTE\*\***

Violations of the above noted Rules and Regulations will result in the contractor, service company, or guest being banned from entering the Graue Mill property.

# Parking Regulations for Graue Mill Homeowners Association

The parking rules and regulations for the Graue Mill Homeowners Association are designed to promote the safety and security of the residents and to maintain the appearance of the property to the highest standards. These regulations cover vehicle registration, permitted vehicles, permanent parking, guest parking privileges and enforcement procedures. The Board sincerely requests your cooperation in adhering to these policies and regulations.

## A. VEHICLE REGISTRATION

1. The Board of Directors is continuing the enforcement of the vehicle registration program. The program registers all owners' vehicles and distribution of decals for auto windshields. The purpose of this program is to expedite passage through the security gate of Graue Mill property.
2. Residents will be issued decals to be placed on the lower right corner (passenger's side) of the front window.
3. When moving into Graue Mill or when purchasing a new automobile, please contact the on-site manager at the clubhouse to obtain a sticker. The sticker on your vehicle will permit security people or the police to identify your vehicle in order to contact you in case of an inadvertent violation of the rules or an emergency.

## B. PERMITTED AND NON-PERMITTED VEHICLES

1. Permitted Vehicle
  - (a) Any passenger type vehicle that has a valid license plate or application, the Graue Mill decal or guest parking permit and which is not a commercial vehicle or included in the definition of Non-Permitted Vehicle.
2. Non-Permitted Vehicle
  - (a) Any vehicle not in working condition.
  - (b) Any vehicle not properly registered.

- (c) Any type vehicle used primarily for commercial purposes, i.e., any vehicle with commercial lettering, commercial license plates, ladders, tools, or tool boxes attached to the outside of the vehicle, or any other type of vehicle defined as a commercial vehicle under Illinois law.
  - (d) Hearses, ambulances, etc., regardless of personal or commercial purposes.
  - (e) Recreational vehicles, including trailers, campers, mobile homes, boats and trucks with camper backs.
  - (f) Tractor cabs and trailers.
3. Permitted vehicles which have proper Graue Mill registration by residents may park pursuant to Graue Mill Rules and Regulations. No non-permit vehicle is permitted to park on common property except for commercial vehicles when doing business with a resident during normal business hours.

C. PARKING REGULATIONS - GENERAL RULES REGARDING VEHICLES

- 1. Vehicles may not be parked so as to obstruct passage, ingress or egress onto the Property. All vehicles shall be parked within permitted limits or within designated areas or other marked boundaries for such vehicles.
- 2. All vehicles are restricted to paved surfaces, including the street, driveways and parking areas on the Property. There shall be no parking or routes of passage across any other portions of the Property, including all law areas, sidewalks and fire lanes.
- 3. Private court areas (Burr Oak Court and Hawthorne Lane at dead end) are considered fire lanes and must remain clear at all times to permit access for emergency vehicles. If any vehicle(s) obstruct passage and has a Graue Mill registration sticker, the owner will be contacted. If no contact can be made or if the identity of the owner cannot be determined, the vehicle will be towed.
- 4. Parking, maintenance or storage of Non-Permitted Vehicles on any portion of the Property is expressly prohibited. However, commercial vehicles may

park in permitted areas when used for their normal commercial purposes, so long as such parking is only for the period of time necessary to provide the commercial services requested by a resident or one of the Graue Mill Associations.

5. No engine maintenance or body work shall be performed on any vehicles parking on any common area.
6. All vehicles shall be moved at the request of the Board or management, when necessary to facilitate snow removal.
7. Common ground parking areas are reserved for guest parking and residents should refrain from parking in these areas on a permanent basis. Owners with driveways may park permitted vehicles in the driveway if they have more than two vehicles.
8. Vehicles shall not back into outdoor parking spaces.

D. ENFORCEMENT

1. In the event of a violation of these parking rules, the Board, or its duly authorized agent, shall send a Notice of Violation to the owner or shall affix a Parking Violation Notice to the vehicle. Any Parking Violation Notice which is affixed to the vehicle shall contain such information as the Board deems appropriate. Any Parking Violation Notice under these parking regulations may also be deemed a Notice of Violation for conducting a hearing for the purpose of levying a fine in accordance with the rules and regulations of the Graue Mill Homeowners Association. Said notice shall provide the date, time and place of the hearing or may be deemed to be a warning.
2. In addition to providing notice of any violation in accordance with the above provisions, the Board may also take any or all of the following actions:
  - (a) Record, to the extent possible, the vehicle identification, including license number, vehicle sticker, date of violation, type of violation and vehicle owner, if known, on a permanent record of violations. All such records shall be kept by the Association in the manner designated by the Board.

- (b) Identify or attempt to identify the owner whose vehicle is causing the violation or whose guest or invitee is causing the violation.
  - (c) Identify or attempt to identify the vehicle owner, if not a Graue Mill owner, and notify that owner of the violations.
3. In addition to the other provisions for enforcement contained herein and in the policies and procedures regarding enforcement, the Board shall have authority to tow vehicles which are parked in violation of these rules under the following conditions:
- (a) When a vehicle has been abandoned on common areas or is being parking in violation of these rules and regulations and a notice of such violation was affixed to the vehicle at least seven (7) days earlier, the vehicle may be towed without further notice.
  - (b) When a vehicle is parked in a fire lane, or is parked in a manner which presents an immediate danger to the Property or to the health, safety and welfare of any person thereon, the vehicle may be towed without notice.
  - (c) Any time a vehicle is towed pursuant to these parking rules, all costs and expenses incurred shall be assessed to the vehicle owner. In the event the vehicle owner is not a Graue Mill owner, the costs and expenses may be assessed to the Graue Mill owner as a common expense.

E. NOTICES AND AUTHORIZATION TO TOW

- 1. The Board, or its duly authorized agent, shall notify the appropriate companies or individuals to remove vehicles. In addition, when any tow is authorized under these parking rules, the duly authorized agent(s) for the Association shall notify the local police to provide them with the appropriate information concerning the tow and to request their assistance in order to ensure that no breach of the peace will occur.
- 2. The Board may enter into an agreement with an appropriate company or individual to effect removal of vehicles pursuant to authorization under these parking regulations.

F. FINES

1. The Board, in its discretion, may levy a fine for any violation of these rules.
2. The Association shall notify the vehicle owner, if known, the Graue Mill resident and/or Graue Mill owner of the violation. Notification shall be by mailing or delivering to the above mentioned parties a copy of a Notice of Violation or by attaching the notice to the vehicle.
3. The Board of Directors, or its duly authorized committee, upon a finding that a violation has occurred, may levy a fine against the owner in the amount of \$25.00 for a first violation and \$50.00 for each and every subsequent infraction. The fine shall be considered in the nature of a special assessment and shall be added to the owner's monthly assessments at the next regular monthly billing period. The owner shall be notified in writing of the Board's decision.



# Graue Mill Homeowners Association

1203 Old Mill Road • Hinsdale, Illinois 60521 • (630) 654-1588

## M e m o r a n d u m

**Date:** January 21, 2009

**To:** All Graue Mill Country Condominium Unit Owners

**From:** Dawn Kolar, Property Manager

**Subject:** Revised Realtor Rules and Regulations

Attached please find the revised Realtor Rules and Regulations as presented to the Board of Directors.

This serves as notice that the Board of Directors will adopt the revised Realtor Rules and Regulations at its meeting on February 16, 2009 at 7:00 PM in Clubhouse.

Should you have any questions, please contact the Management office at 630-654-1588.

A handwritten signature in cursive script that reads "Dawn Kolar". The signature is written in black ink and is positioned below the main body of text.



### **Rules and Regulations relating to the Sale or Lease of a Graue Mill Residence**

1. It is the responsibility of a Residence Owner to notify the Gatehouse in writing that a property is listed and provide the name of the listing real estate broker.
2. It is the responsibility of the Residence Owner to contact the Gatehouse to set up appointments to show the residence. If the owner is not available to make these appointments, it is the responsibility of the owner to notify the Gatehouse that the listing real estate broker will make the showing appointments. It is the responsibility of the owner to maintain the residence key, or to provide a key to the residence to the listing real estate broker.
3. Either the Owner/ listing or showing real estate broker will meet the prospective buyer or lessee at the Gatehouse, accompany them to the listed residence and/or on a tour of the Graue Mill property and accompany them back to the Gatehouse for exiting Graue Mill property.
4. Advertising of the listed residence is to be through newspaper and real estate listing media. For Sale/ Lease or Open House signs must not be displayed on Graue Mill property.
5. For individuals inquiring at the Gatehouse for listed residences, the Gatehouse personnel will advise them to contact their own real estate broker on this matter. The Gatehouse personnel will not have any responsibility to indicate if there are any residences on the market.
6. For showings at Buildings A, B, C and F the listing or showing agent must accompany the prospective customer into the building and to the listed residence.
7. The owner or the listing real estate agent must notify the Gatehouse of a scheduled Open House. The notification is to include the address of the residence, date and length of time of the event. The owner, listing or showing broker is responsible for meeting and accompanying the visitors as outlined above.
8. The above rules (1 through 7) are not applicable for open houses strictly for brokers. If a broker open house is scheduled, the listing broker shall inform the Gatehouse that such an event is to take place. Attending brokers, after properly identifying themselves "as brokers" (with business cards and/or other business identification) at the Gatehouse, will be granted access to the Graue Mill properties without restrictions on their movements.



# Graue Mill Homeowners Association

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## NOTICE

May 30, 2007

To: All Graue Mill Country Condominium Unit Owners

From: Dawn Kolar, Property Manager

Re: Flag Pole Regulations

Please take notice that on June 18, 2007, the next regularly scheduled meeting of the Graue Mill Homeowner's Board, the Board shall resolve to adopt a rule which regulates the erection of flagpoles for the display of an American or Military flag. The rule shall read as follows:

**"All flagpoles to be located on lots shall have a maximum above-ground height of twenty (20) feet and shall be permitted within ten (10) feet of the exterior wall of the installing Owner's Residential Unit. Any Owner requesting installation of a flagpole not falling within these regulations must apply to the Board for a variance. The Board's decision shall be final and binding."**

If you have any questions, please contact our office at 630-654-1588.

A handwritten signature in cursive script that reads "Dawn Kolar". The signature is written in dark ink and is positioned below the printed name of the property manager.

**GRAUE MILL HOMEOWNERS ASSOCIATION**

**RESOLUTION**

WHEREAS, the Graue Mill Homeowners Association ("Association") is an Illinois not-for-profit corporation, organized and operating for the purpose of administering and maintaining the common areas at the property commonly known as Graue mill Homeowners Association; and

WHEREAS, Association is administered by a duly elected Board of Directors ("Board") in accordance with a certain Declaration of Covenants for the Graue Mill Homeowners Association (the "Declaration"); and

WHEREAS, the Board is charged with the responsibility of maintaining the property and acting in the best interest of the members of the Association; and

WHEREAS, the Board has determined that it is appropriate to pass rules governing the size and location of flagpoles installed by owners at Graue Mill Homeowners Association.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. All flagpoles to be located on lots shall have a maximum above ground height of twenty (20) feet and shall be permitted only within ten (10) feet of the exterior wall of the installing Owner's Residential Unit. Any Owner requesting installation of a flagpole not falling within these regulations must apply to the Board for a variance. The Board's decision shall be final and binding.

APPROVED THIS 23<sup>rd</sup> Day of July, 2007.

**GRAUE MILL HOMEOWNERS ASSOCIATION**

By: [Signature]  
Its President

ATTEST:

By: [Signature]  
Its Secretary

**Graue Mill Country Condominiums**  
**1203 Old Mill Road**  
**Hinsdale, Illinois 60521**  
**630-654-1588 630-654-4679**

MAIN GATE OPERATIONS (General Information)

1. This post is located at the only entrance/exit leading into and out of the community.
2. This post will be manned by an unarmed Custom Protection Officer 24 hours a day, seven days a week.
3. The shifts are divided into three eight hour shifts per day.
4. The three different shifts hours are as follows: 0600 to 1400, 1400 to 2200 and 2200 to 0600.
5. The standard Custom Protection Officer uniform will be worn at all times.
6. Officers will use the prescribed Graue Mill logs as well as any special purpose logs which are needed to be kept for the daily routine of the post.
7. This post will control access into the community thus only authorized personnel are allowed on the property.
8. Use of the gatehouse is restricted to authorized personnel only.
9. In case of an emergency, a serious incident or accident, the supervisor and management office is to be contacted by the numbers in the rolodex.

GATE ARM CONTROL

1. There are two gates that are controlled by the officer on duty. The first one is the Resident gate. This side is automatically opened when the sticker activates the laser. Once the car has sufficiently cleared the area the gate will automatically close.
2. The second gate is for visitors or guests. Once the visitor or guest has been approved access to Graue Mill the officer will have to manually open the gate arm. Once the car has cleared the gate will automatically close.
3. At no time shall the gate arm be used to stop a non-authorized vehicle from gaining access.
4. Both gates are to remain in the closed position at all times unless in use.
5. Exit gates are fully automatic for open and close.

Revised August 1, 2000

**Graue Mill Country Condominiums**  
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**PACKAGE AND LETTER PROCEDURES**

1. Packages less than 10 lbs. will be accepted by the on duty officer only after an attempt to notify the resident of the arrival of the delivery. Perishables such as flowers, fruit, etc.. will not be except.
2. If the resident is not available the officer will receive the item, log the item received in the package/letter log. Next the officer will contact the resident to whom the item belongs to and advise them that it is at the gatehouse and ready to be picked up at the residents earliest convenience.
3. When the resident picks up the item, the officer will have the resident sign the package log to show receipt of the item. Then the officer will highlight the whole entry with a highlighter marker.
4. Residents that are going out of town for a long period should advise the management company so that arrangements can be made concerning the receipt of any items sent to them in their absence.
5. Phone calls to residents will be made between the hours of 0800 and 2000 hours.

**KEY CONTROL PROCEDURES**

1. All keys will remain in the locked key box. The emergency keys and the Graue Mill Association keys will remain hung in clear view at all times.
2. Keys will be issued only with the authorization of the resident to whom they belong.
3. All keys will be logged in and out in the key log.

**TELEPHONE PROCEDURES**

1. Phones are to be used for official business only.
2. The phone with outside communication capabilities has two lines.
3. The second phones use is to contact or open the lobby doors for the residents or guests to lobbies A, B, C and F.
4. The clubhouse phone is an intercom for emergency use only. This phone is located in the clubhouse behind the wet bar.
5. All phones will be answered in the following manner; ex. Graue Mill security officer, (your name) speaking may I help you.

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**AUTHORIZED METHODS OF ACCESS**

1. Residents with bar code window decals will be admitted without delay.
2. Residents in vehicles other than their own, will be admitted after displaying their Graue Mill resident identification.
3. Non residents which are on the pre approved list. Officer will confirm the name on the list and then grant access to the guest.
4. Residents may pre approve a guest in advance by calling the gate house and informing the officer that they are expecting a guest.
5. If a guest has none of the before mentioned forms of authorization the officer shall call the resident, announce the guest and request authorization for that visitor.
6. Passes for domestic help will be issued by the Management office. The pass must be presented to the officer before access is granted. These passes change color every six months when reissued.
7. Temporary passes will be issued by the officer on duty to short term contractors or guests. Residents may submit in writing the names of the contractors or guests and the duration of their stay. Passes will clearly state the following: date issued, name of guest/contractor, residents address, and date of expiration. This pass will be displayed on the passenger side of the dash while entering and on Graue Mills property.
8. The Police and Fire Department are not to be delayed at the gate, if no apparent emergency is happening at the time log the officer in and allow access.
9. Utility companies such as the water and sewer department, the gas company, the electric company, the cable company, etc.. are to be logged in and asked the nature of their business.
10. Process/ subpoena servers are not allowed on the property except if they are sworn peace officers and/or they are escorted by a sworn peace officer and proper identification has been rendered.