

WINFIELD VILLAGE COOPERATIVE

POLICY BOOK

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Effective 4/01/1995

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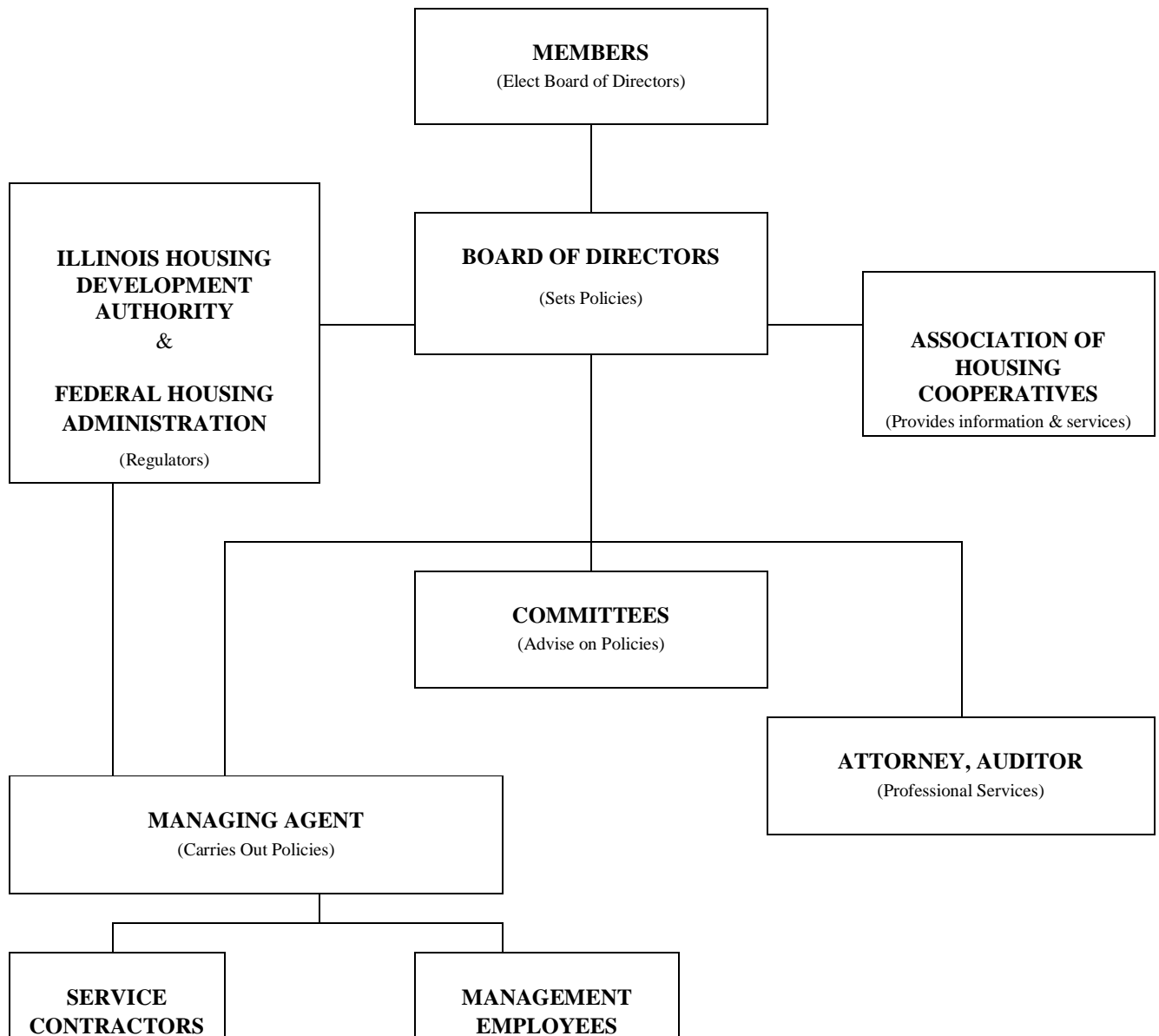
WINFIELD VILLAGE COOPERATIVE POLICY BOOK

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YOUR COOPERATIVE

Who's In Charge? You are! The members are the sole owners of the cooperative. You elect a Board of Directors to act as your representative in setting policies for the benefit of the Cooperative as a whole.

Under the terms of a Management Agreement approved by the Department of Housing and Urban Development, the Managing Agent continues to handle the day-to-day business affairs of the Cooperative and carries out the policies set by the Board of Directors. The Board may renew the Management Agreement for succeeding periods at each expiration date. The organization chart below shows how the Cooperative functions. The major powers and duties of the Board of Directors, Committees, the Department of HUD and the Managing Agent are discussed later in your policy book.



MEMBERSHIP ELIGIBILITY REQUIREMENTS

To be eligible for membership in Winfield Village Cooperative, an applicant must satisfy the following requirements:

1. Applicants and their household members must meet standards of character and living habits deemed desirable to preserve and promote the best interests of the Cooperative and its members, and to maintain the reputation enjoyed by Winfield Village in the community. Applicants will be assumed to have satisfied this requirement unless the Board becomes aware of an applicant's conduct or reputation, which it feels, is likely to offend or injure other members or reflect poorly on the Cooperative. A history of destruction or excessive neglect of previous housing, a disposition of unusual hostility toward co-op members, neighbors or former landlords, immoral or illegal conduct, or a widespread reputation for any of the same, may be grounds for denial or termination of membership.
2. An application must be filed with the Managing Agent or his representative on a form approved by the Board of Directors. Such application must specify the type of unit to be occupied and the proposed move-in date.
3. A \$25.00 application fee is required when the application is submitted. If the applicant does not qualify or chooses to take his/her name off the waiting list no refund is given.
4. Household income and composition requirements established by the U.S. department of Housing and Urban Development (HUD) and the Illinois Housing Development Authority (IHDA) must be satisfied. Written verifications of income must be provided during the 60-day period immediately preceding move-in.
5. Unit size vs. number of people required at move-in:

	Min #	Max#	Preference
One bedroom	1	2	
Two bedrooms	2	4	
Three bedrooms	4	6	***

***Preference will be given on the three-bedroom waiting list to families who have more than two children and/or children of both sexes.
6. Applicants must establish creditworthiness to the satisfaction of the Board of Directors. All applicants may be required to consent to other verifications if deemed necessary.
7. Membership and equity must be paid by a cashier check in advance of the move-in date.
8. As a condition, precedent to the acceptance as a member of Winfield Village Cooperative, each applicant must agree to the following: to recondition –at the time of the move out– any unit he/she will occupy to a condition defined by the Board of Directors. Satisfactory conditions are deemed as saleable, maintained and improved prior to his/her refund of Membership and Equity.
9. Members will be responsible for the supervision of their children and guests at all times. In applying for membership in Winfield Village Cooperative, the undersigned acknowledges their understanding and acceptance of the foregoing as conditions of their being accepted for membership.

Applicant	Date
Co-Applicant	Date

Effective 9/3/76, Posted 1/18/95, Revised 2/18/95

EQUITY / MEMBERSHIP PAYMENT POLICY

The purpose of this policy is to maximize cash flow to the cooperative by minimizing vacancy for the best utilization of cooperative resources. When market conditions render 2%, or 7 units, unleased for an excess of 60 days, then any qualified and approved applicant who is unable to pay the entire amount of their required Equity Investment at the time of move-in may request Winfield Village Cooperative to consider a payment plan for the incoming applicant according to the following criteria:

1. Payment plans are available only to new, incoming members. Conditions for the payment policy are defined as follows:
 - a. The combined total number of unleased units must meet or exceed 2% (or 7 units) of the combined Winfield Village property, phase 1 and phase 2.
 - b. When the number of unleased units exceeds 2% (or 7 units) for 60 days, then equity payment plans may be initiated to new, incoming members only.
 - c. If unleased units are less than 2% (or 7 units), then payment plans are not available.
2. Evidence must be shown that the applicant is unable to pay the entire amount due in full.
 - a. Evidence of ready cash must be submitted.
 - b. Evidence of attempted loan from a reputable institution must be submitted.
 - c. Credit report must reflect no available credit on major credit lines available to applicant.
3. Applicant must make a minimum payment of at least 50% of the Equity balance prior to move in.
4. The remaining balance of the Equity Investment required will be divided up into 18 monthly payments, due on the first of each month and in addition to the monthly housing charges.
5. Applicant must be aware that any *monthly* payments will be applied to other outstanding balances (equity, late fees, etc) prior to posting them to the housing charges for that months payment. In other words, all partial payments are credited to the equity payment, then to fees with the remaining value being applied to housing charges.

Calculation: $\text{Remaining equity value} / 18 \text{ months} = \text{monthly equity payment}$
 $\text{Monthly equity payment} + \text{fees} + \text{housing charges} = \text{monthly housing due}$

6. Until the Equity Investment is paid in full, the applicant will not be a member of the cooperative and will not be eligible to sign an occupancy agreement. All membership benefits begin on the date that all financial obligations are satisfied, including, but not limited to, membership equity value. Instead they will be required to sign an "Agreement for Occupancy as Non-Members" agreement. Said agreement will expire when the Equity Investment is paid in full and the applicant signs an Occupancy agreement. This will not relieve the applicant of any responsibility to abide by all rules, regulations or policies of Winfield Village Cooperative.

Approved 9-24-09, Effective 11-02-09

ALLOWANCE FOR MEMBERS EQUITY

When a new member moves into Winfield Village Cooperative they pay a membership and equity amount. The membership transfer value and the value of the Occupancy Agreement are considered the membership moneys and they are the same as the amounts listed below for January 2010. The rest of the amount is the member's equity amount. When a person purchases a membership in the Cooperative they are buying 1/348th part of the Cooperative. The equity value increases every six months on January 1 and July 1 by the set amount. To receive the increase the member has to reside in Winfield Village Cooperative for one full year.

Phase I

(As of January 1, 2010)

	1bdrm <u>Apt.</u>	2bdrm <u>Apt.</u>	2bdrm <u>Twn.</u>	3bdrm <u>Twn.</u>
Subscription share (Membership Certificate)	\$ 100	\$ 100	\$ 100	\$ 100
Value of Occupancy Agreement	\$ 285	\$ 285	\$ 285	\$ 285
Maximum Equity	\$5,916	\$7,568.50	\$8,381.50	\$10,092
Total Transfer Value	\$6,301	\$7,953.50	\$8,766.50	\$10,477

Phase II

(As of January 1, 2010)

	1bdrm <u>Apt.</u>	2bdrm <u>Apt.</u>	2bdrm <u>Twn.</u>	3bdrm <u>Twn.</u>
Subscription share (Membership Certificate)	\$ 100	\$ 100	\$ 100	\$ 100
Value of Occupancy Agreement	\$ 310	\$ 310	\$ 310	\$ 310
Maximum Equity	\$5,882	\$7,308.50	\$8,106.50	\$9,744
Total Transfer Value	\$6,292	\$7,718.50	\$8,516.50	\$10,154

PROJECTED MEMBERSHIP & EQUITY AMOUNTS

Phase I

As of:		1 apt		2 apt		2 twn		3 twn	
		Increase	Total	Increase	Total	Increase	Total	Increase	Total
7/1/01	(30 yrs)	\$170.00	\$3,411.00	\$218.00	\$4,256.00	\$241.00	\$4,661.00	\$290.00	\$5,547.00
1/1/02		\$170.00	\$3,581.00	\$217.50	\$4,473.50	\$241.50	\$4,902.50	\$290.00	\$5,837.00
7/1/02		\$170.00	\$3,751.00	\$217.50	\$4,691.00	\$241.50	\$5,144.00	\$290.00	\$6,127.00
1/1/03		\$170.00	\$3,921.00	\$217.50	\$4,908.50	\$241.50	\$5,385.50	\$290.00	\$6,417.00
7/1/03		\$170.00	\$4,091.00	\$217.50	\$5,126.00	\$241.50	\$5,627.00	\$290.00	\$6,707.00
1/1/04		\$170.00	\$4,261.00	\$217.50	\$5,343.50	\$241.50	\$5,868.50	\$290.00	\$6,997.00
7/1/04		\$170.00	\$4,431.00	\$217.50	\$5,561.00	\$241.50	\$6,110.00	\$290.00	\$7,287.00
1/1/05		\$170.00	\$4,601.00	\$217.50	\$5,778.50	\$241.50	\$6,351.50	\$290.00	\$7,577.00
7/1/05		\$170.00	\$4,771.00	\$217.50	\$5,996.00	\$241.50	\$6,593.00	\$290.00	\$7,867.00
1/1/06		\$170.00	\$4,941.00	\$217.50	\$6,213.50	\$241.50	\$6,834.50	\$290.00	\$8,157.00
7/1/06		\$170.00	\$5,111.00	\$217.50	\$6,431.00	\$241.50	\$7,076.00	\$290.00	\$8,447.00
1/1/07		\$170.00	\$5,281.00	\$217.50	\$6,648.50	\$241.50	\$7,317.50	\$290.00	\$8,737.00
7/1/07		\$170.00	\$5,451.00	\$217.50	\$6,866.00	\$241.50	\$7,559.00	\$290.00	\$9,027.00
1/1/08		\$170.00	\$5,621.00	\$217.50	\$7,083.50	\$241.50	\$7,800.50	\$290.00	\$9,317.00
7/1/08		\$170.00	\$5,791.00	\$217.50	\$7,301.00	\$241.50	\$8,042.00	\$290.00	\$9,607.00
1/1/09		\$170.00	\$5,961.00	\$217.50	\$7,518.50	\$241.50	\$8,283.50	\$290.00	\$9,897.00
7/1/09		\$170.00	\$6,131.00	\$217.50	\$7,736.00	\$241.50	\$8,525.00	\$290.00	\$10,187.00
1/1/10		\$170.00	\$6,301.00	\$217.50	\$7,953.50	\$241.50	\$8,766.50	\$290.00	\$10,477.00
7/1/10		\$170.00	\$6,471.00	\$217.50	\$8,171.00	\$241.50	\$9,008.00	\$290.00	\$10,767.00
1/1/11		\$170.00	\$6,641.00	\$217.50	\$8,388.50	\$241.50	\$9,249.50	\$290.00	\$11,057.00
7/1/11	(40 yrs)	\$170.00	\$6,811.00	\$217.50	\$8,606.00	\$241.50	\$9,491.00	\$290.00	\$11,347.00

Phase II

As of:		1 apt		2 apt		2 twn		3 twn	
		Increase	Total	Increase	Total	Increase	Total	Increase	Total
7/1/01	(30 yrs)	\$170.00	\$3,402.00	\$218.00	\$4,021.00	\$241.00	\$4,411.00	\$290.00	\$5,224.00
1/1/02		\$170.00	\$3,572.00	\$217.50	\$4,238.50	\$241.50	\$4,652.50	\$290.00	\$5,514.00
7/1/02		\$170.00	\$3,742.00	\$217.50	\$4,456.00	\$241.50	\$4,894.00	\$290.00	\$5,804.00
1/1/03		\$170.00	\$3,912.00	\$217.50	\$4,673.50	\$241.50	\$5,135.50	\$290.00	\$6,094.00
7/1/03		\$170.00	\$4,082.00	\$217.50	\$4,891.00	\$241.50	\$5,377.00	\$290.00	\$6,384.00
1/1/04		\$170.00	\$4,252.00	\$217.50	\$5,108.50	\$241.50	\$5,618.50	\$290.00	\$6,674.00
7/1/04		\$170.00	\$4,422.00	\$217.50	\$5,326.00	\$241.50	\$5,860.00	\$290.00	\$6,964.00
1/1/05		\$170.00	\$4,592.00	\$217.50	\$5,543.50	\$241.50	\$6,101.50	\$290.00	\$7,254.00
7/1/05		\$170.00	\$4,762.00	\$217.50	\$5,761.00	\$241.50	\$6,343.00	\$290.00	\$7,544.00
1/1/06		\$170.00	\$4,932.00	\$217.50	\$5,978.50	\$241.50	\$6,584.50	\$290.00	\$7,834.00
7/1/06		\$170.00	\$5,102.00	\$217.50	\$6,196.00	\$241.50	\$6,826.00	\$290.00	\$8,124.00
1/1/07		\$170.00	\$5,272.00	\$217.50	\$6,413.50	\$241.50	\$7,067.50	\$290.00	\$8,414.00
7/1/07		\$170.00	\$5,442.00	\$217.50	\$6,631.00	\$241.50	\$7,309.00	\$290.00	\$8,704.00
1/1/08		\$170.00	\$5,612.00	\$217.50	\$6,848.50	\$241.50	\$7,550.50	\$290.00	\$8,994.00
7/1/08		\$170.00	\$5,782.00	\$217.50	\$7,066.00	\$241.50	\$7,792.00	\$290.00	\$9,284.00
1/1/09		\$170.00	\$5,952.00	\$217.50	\$7,283.50	\$241.50	\$8,033.50	\$290.00	\$9,574.00
7/1/09		\$170.00	\$6,122.00	\$217.50	\$7,501.00	\$241.50	\$8,275.00	\$290.00	\$9,864.00
1/1/10		\$170.00	\$6,292.00	\$217.50	\$7,718.50	\$241.50	\$8,516.50	\$290.00	\$10,154.00
7/1/10		\$170.00	\$6,462.00	\$217.50	\$7,936.00	\$241.50	\$8,758.00	\$290.00	\$10,444.00
1/1/11		\$170.00	\$6,632.00	\$217.50	\$8,153.50	\$241.50	\$8,999.50	\$290.00	\$10,734.00
7/1/11	(40 yrs)	\$170.00	\$6,802.00	\$217.50	\$8,371.00	\$241.50	\$9,241.00	\$290.00	\$11,024.00

LATE FEE ASSESSMENT POLICY

1. Late fees will be assessed for delinquent payment of the monthly housing charge or outstanding balances of \$50 or greater.
2. The cost of repairs to a member's unit, due to neglect or abuse, or for administrative fees for violations of Winfield Policy, will be added to the next month's housing charge and subject to late fee assessment.
3. The monthly housing payment is **due on the 1st of each month**. It will be considered late after close of business on the 10th of the month. If the office is closed on the 10th, housing must be turned in by close of the previous business day.
4. A \$25 late fee will be assessed for late payments that occur after the 10th and a 5-day notice will be sent to each member who has an outstanding balance as defined above (item 1).
5. If the housing payment has not been paid by close of business on the 15th, there will be an additional \$10 fee added to the account (\$35 in total). If the office is closed on the 15th, housing must be turned in by close of the previous day to avoid the additional \$10 fee.
6. If a member does not respond to a 5-day notice and their account is delinquent equal to, or in excess of, one month's housing then management will send a 10-day notice requesting payment in full. Members issued a 10-day notice must pay the balance in full.
7. Payment plans will be considered and will contain **all** of the following terms:
 - 1) Arrangements (plans) must be signed with management **before** the 10th of the month.
 - 2) A 30% down payment must be paid at the signing of the payment plan for the housing charges, and any other costs such as repairs.
 - 3) Total dollar amount for a payment plan cannot exceed 2 months housing charges.
 - 4) Payment plans cannot be longer than 90 days.
 - 5) New housing charges, fines, and other account accruals, such as costs for repairs and other amenities (rentals, garden plots, etc.), must also be paid on time during the payment plan.
 - 6) Only one payment plan will be approved in an 18-month period.
 - 7) Late fees will continue to apply to the account during the payment plan.
 - 8) In addition to late fees, a one-time \$25 administrative fee will be assessed for each payment plan to compensate for managing the payment plan.
 - 9) To ensure timely payments during payment plan, the following are the only valid payment methods: cashier's check, money order, certified check, ach, no personal checks.
8. Any 10-day notice, which has not been responded to by the date indicated in the notice, will be turned over to legal counsel for collection of outstanding balance, late charges, and legal fees.
9. Repeated delinquencies of a member's account will require a meeting with the Board of Directors and management and could result in eviction.
10. A fee of \$25 will be assessed for any check or ACH transaction that is returned by the bank for insufficient funds. If a check is returned, it will be re-deposited. If the check is returned a second time, the member must bring in a cashier's check or money order for that month's payment. If a member has three or more returned checks. Then the Cooperative will no longer accept checks from the member.

Revised 11/15/01; Revised 9/25/08, Effective 11/01/08

TRANSFER POLICY

Cooperative members may transfer within the cooperative to another unit of their choosing. Transfers must adhere to the following conditions:

1. A non-refundable transfer fee of \$250.00 will be required with the transfer application to cover labor, supplies and administrative costs.
2. Any member transferring from one unit to another shall have priority over any other person on the waiting list.
3. If more than one person is on the transfer list for a particular type unit size, the person submitting the application first will have priority.
4. An outgoing member may not offer his unit to another member, unless that member is first on the transfer list.
5. The Cooperative can exercise its option to buy the equity certificate/share for the unit.
6. Members must have a legitimate reason for transferring and have lived in Winfield Village for at least one year before requesting a transfer except for transfers to the same size unit (see #7 below).
7. A member cannot transfer to a same size unit until he has been a resident of his current unit for 3 years.
8. A member's family size and composition must qualify under the HUD and IHDA occupancy guidelines for a unit (see memberships and eligibility).
9. If a member wishes to transfer to a larger unit than they qualify for, they must go on the transfer list, but must wait until there are no applicants on the waiting list who qualify and who are unable to move within 60 days. When the transfer takes place that member must pay market rate, regardless of income, until the family size meets IHDA's occupancy requirements.
10. Any member transferring to another unit will be completely responsible for reconditioning their unit to a "saleable condition" (as defined by the handbook).
11. To be eligible to transfer all members must agree to and pass a unit inspection of their old unit. A member can fail an inspection for excessive damage in the unit or unsanitary conditions.
12. To be allowed to transfer, a member must be in good standing. All written applications for transfers need to be approved and signed by the Winfield Village Board of Directors.

OCCUPANCY AGREEMENT FOR UNIT TRANSFER

Effective _____ or as soon thereafter as possible, I would like to transfer my occupancy in Winfield Village Cooperative.

Request From:

Name: _____ Move-In Date: _____
Of Current Unit

Address: _____ Current Unit Size: _____

Number of People in Current Unit: _____

I wish to transfer to a: 1 Bdrm. 2 Bdrm. 2 Bdrm. Twn. 3 Bdrm. Twn.
(Circle one)

I understand that the Winfield Village Board of Directors must approve my transfer.

I fully understand that my membership fee will be refunded after I have moved out of my current unit in accordance with my Equity Refund Statement signed at move in. I am aware that I will be required to pay the new equity amount for the unit I am transferring to within 2 weeks after I have received the equity refund for my current unit. This payment will be in the form of a cashier's check or money order. I understand that there is a \$250.00 non-refundable transfer fee.

I agree to an inspection of my current unit that can occur at any time after I have turned in this transfer form. The inspection will be conducted by a staff member.

Signature of Member

Telephone Number or Numbers

Date

Approved By:

Winfield Village Representative

WINFIELD VILLAGE POLICY FOR PARENT & GUARDIAN RESPONSIBILITIES

1. Parents and/or Guardians are responsible for all children in their care at all times.
2. No child under the age of five (5) is to be unattended anywhere on the property. The proper authorities will be called if a child is left unattended on the property. The first attempt is to contact the parents/guardians. If that is unsuccessful, then police and/or Department of Children and Family Services may need to be involved.
3. Parents are responsible for any damages and/or clean up costs, which may result from negligent acts of their children or children under their care.
4. First verified complaint notification of an offense will result in a written warning. Second offense will result in a \$50.00 fine.

Winfield Village is a family oriented community and we do not want to see anything happen to our children. If you are worried about a child's safety, please call the office. Please help us to keep this a safe community for everyone.

Mailed 12/6/04, Effective 1/6/05

Did you know:

Illinois law defines a neglected minor, in part, as *“any minor under the age of 14 years whose parent or other person responsible for the minor’s welfare leaves the minor without supervision for an unreasonable period of time without regard for the mental or physical health, safety, or welfare of that minor.”*

Juvenile Court Act, 705 ILCS 405/2-3(1)(d)
WWW.IL.GOV

COMPLAINT OF VIOLATION OF COMMUNITY SAFETY POLICY

To: Winfield Village Board of Directors

From: _____ Address: _____

Telephone# _____

Name of Violator: _____ Address: _____

Description of Person(s):

(Please include SEX, RACE, HEIGHT, WEIGHT, HAIR COLOR, FACIAL MARKINGS,
CLOTHING DESCRIPTION, HAT, and ANY ADDITIONAL INFORMATION)

Description of Event:

Notes:

Date Event Occurred: _____

Time Event Occurred: _____

Signature of Complaining Member: _____

Date: _____

VISITOR-GUEST POLICIES AND PROCEDURE

1. Any guest of a member of Winfield Village is subject to all rules and regulations of Winfield Village. It is the member's responsibility to inform their guests of the rules and regulations and it is the member who is responsible for his guest's actions.
2. Any guest staying in the Cooperative for more than two weeks must be reported to the office by the member with whom he or she is staying.
3. Any guest visiting a member of Winfield Village on a regular basis overnight for more than two weeks must be reported to the office.
4. Any guest residing with a Winfield Village member on a regular basis for a period longer than 30 days is no longer considered a guest, but must be reported as a resident and must be listed on the Recertification papers in compliance with HUD and IHDA regulations. This may be waived if mitigating circumstances are presented to the Board of Directors for review.
5. The member must inform guests that all vehicles should be parked in the center section of the parking lot (see the Parking and Road Policy).

SOLICITATION POLICY

Only Members of Winfield Village Cooperative and their children displaying Winfield Village Cooperative authorization will have permission to solicit in the Cooperative. Outsiders may solicit only by Board approval, and then, only for a public service. The Manager and/or Management Agent may make the determination on an individual basis, if Board Members cannot be contacted. The Board will then be notified by email and at the next Board Meeting.

COMPLAINT PROCEDURE

The Manager, under the direction of the Management Agent shall be responsible for the handling and resolution of complaints, including, but not limited to complaints about pets, disturbances, maintenance service, damage, parking, etc. All complaints must be submitted in writing to the Manager and a record shall be kept of all written complaints. The Manager, either personally or by directing another member of the staff shall attempt to promptly resolve all complaints, written and oral.

In cases where the complaint involves another member, if efforts to resolve the problem on a personal contact basis fail, that member shall receive a written notice by the Manager of the complaint, and that member shall have the right to reply. A copy of the written notice will be put in the member's file.

If members are dissatisfied in the manner in which a complaint is handled, they shall contact the Management Agent, who shall keep a record of such contacts. If members are dissatisfied with the resolution of the complaint to the Management Agent, they shall then contact the Board of Directors in writing who shall have the specific responsibility of handling membership complaint along with recommendations as to its resolution.

Effective 7/26/75, Posted 1/18/95, Revised 2/18/95

HOME BUSINESS POLICY

The following shall be considered as some examples and acceptable uses of the dwelling unit for the purpose of home based business:

1. Child care
2. Mail order
3. Tailoring or sewing service
4. Typing or computer services
5. Avon, Mary Kay, Tupperware and the like
6. Home crafting
7. Consulting
8. Music lessons

Only Members of the Cooperative shall be allowed to conduct a home business within their unit. The following criteria must be met for a member to be allowed to establish a home business within the cooperative.

1. Any use of the dwelling unit for profit greater than \$200.00 a month, must be submitted to the Board of Directors, in writing, for approval. The Board of Directors reserves the right to limit the types and/or quantity of business that shall be allowed within the cooperative.
2. Upon approval by the Board of Directors and prior to the beginning of business the member must submit all applicable zoning, business permits and adequate insurance coverage along with any other permits and requirements as established by the Board of Directors.
 - a. Adequate coverage shall be established by the Board of Directors through consultation with the cooperative's Insurance Agent.
 - b. The member must maintain and submit copies of current coverage to the office during the term of the business. Failure to provide or maintain the proper permits will result in the termination of the privilege to operate a home business within Winfield Village.
3. All Federal, State and Local laws governing the business must be followed.
4. Only supervised activities shall be allowed in the common areas of the cooperative. The member conducting the home business shall be held liable for all damage while in the common areas.
5. Business owners must abide by Article 4 of the Occupancy Agreement. Complaints of non-compliance would require the member to come before the Board of Directors.
6. **INCIDENTAL BUSINESS CLAUSE:**

Tenants may conduct incidental business in their unit. Incidental Business is described as a business incurred casually, unplanned or subordinate to the use of the residence as a home and not a primary business, store or front. All income will be considered as required in the HUD 4350.3.

 - a. The business may not violate House Rules regarding:
 1. Amount of traffic (both foot and motor vehicle)
 2. Amount of noise
 3. Use of parking within the project grounds
 - b. Hours of operation are limited to 7:00am to 9:00pm.
 - c. Signs are prohibited.

WINFIELD VILLAGE INTERNET POLICIES & PROCEDURES

(This applies only to the Internet Service acquired through Winfield Village)

**Sign up for Internet service through Winfield Village by contacting Volo Broadband
(217) 367-VOLO, (217) 367-8656.**

- High-speed Internet is available to the membership of Winfield Village.
- Each building is wired for at least one Ethernet jack per unit.
- Additional jacks can be installed. Contact your internet service provider for costs. Additional jack installation must receive prior written approval from management, to include the installation plan and jack location.
- If the member chooses internet service through Winfield Village, then the monthly Internet service rate shall depend on the service plan/options selected by the member. The monthly costs will be required to be paid with the monthly housing charge.
- Failure to pay Internet costs in a timely manner will result in late fees as explained in the late fees policy.
- The monthly fee is not pro-rated, so signing up at the beginning of the month is advantageous. Cancellations are also not pro-rated.
- Winfield Village is not responsible for the internet service provided by the contracted internet service provider, up to the wall plate; wall plates will be replaced by Winfield Village.
- Any equipment problems regarding member computer, wireless router, etc. is the member's responsibility. The internet service provider may bill members directly for repair services.
- Winfield Village is not responsible for any misuse of internet services, *i.e.*, inappropriate websites or email scams, viruses, etc.
- To cancel the Winfield Village Internet service you need to contact the office AND the internet service provider to ensure all billing changes have been transacted.

Effective 7/1/2005, Revised 1/26/06, Effective 3/1/2006

SATELLITE DISH POLICY

Members of Winfield Village are allowed to have a satellite dish under the following general guidelines. Additional stipulations for apartments and townhouses also apply.

1. Any satellite installation must have prior written approval by management.
2. The satellite system must be professionally installed at the member's expense. Members found intentionally, or unintentionally, violating this policy will be assessed a \$50.00 maintenance charge, and will be responsible for costs to restore any alterations or modifications, and any damages to property that occur as a result of an installation or attempted installation. If policy violations are not corrected and persist, then the \$50.00 fee can be assessed each month until the violation is corrected.
3. The satellite dish, or comparable system will be the sole responsibility of the member. Winfield Village will not be responsible for any damage to, or theft of, these items. Management and Winfield Village is not responsible for any reception problems of any installed dish. Members are required to remove the dish upon vacating the unit.

APARTMENTS:

1. The satellite dish must be inside of the member's apartment, on the patio area, or affixed to a pole at the south end of the apartment building. If the dish is mounted on a pole, the pole must be secured into the ground with the top of the pole no higher than 7 feet off the ground.
2. Professional installation must be in accordance with the following criteria:
 - a. Outside wiring must be in conduit and attached to the side of the building.
 - b. The proposed wiring plan must be approved in writing by maintenance, management and the board of directors prior to wiring through apartment attic, walls, or other structures,. This is the only acceptable wire option in order to maintain the structure of the building/windows.
 - c. Standardized outlets must be installed next to the cable outlets.
 - d. All wiring and outlets will remain the property of Winfield Village if, and when, the member moves out of the unit.

TOWNHOUSES:

1. The satellite dish must be inside of the member's townhouse, or the fenced-in patio area. The pole must not be cemented down into the ground, when placed inside backyards.
2. If a building or trees obstruct dish access to the satellites with installation according to townhouse item #1, then additional installation protocols must be approved in writing by the maintenance, management and the board of directors, for each installation.
 - a. Alternative installation locations (south-facing townhouses): 1) on a pole secured in the ground at the end of the building, or 2) discretely (on the ground, the location must be approved in writing) in front of the unit. **JULIE must be called prior to digging; member assumes all responsibility for damages due to installation.**
3. The dish may not be attached to the fence or building, it must be on a pole in the ground.
 - a. If the dish is mounted on a pole, the pole or dish may not be higher than 7 feet above the level of the building foundation.
4. Placement of the pole or dish may not block the patio gate.
5. Professional installation must be in accordance with the following criteria:
 - a. Outside wiring must be in conduit and attached to the side of the building.
 - b. Wiring must enter into the attic, and then drop down inside the walls next to the master bedroom through to the furnace room and into the living room to terminate next to the cable wiring.
 - c. Standardized outlets must be installed next to the cable outlets.
 - d. All wiring and outlets will remain the property of Winfield Village if, and when, the member moves out of the unit.

Revised 11/15/2001, Revised 01/22/2009, Effective 02/27/2009

ACTIVITY AREAS POLICY

Activity Areas include Community Room, Toy Room.

FEES

- | 1. | Activity Areas | Fee |
|-----------|---|-------------------|
| | Community Room | |
| | Official Winfield Village Committees | None |
| | Weekday Rentals (Monday – Thursday) | \$25.00 + Deposit |
| | Weekend and Holiday Rentals (Friday – Sunday
& all holidays listed on following page) | \$50.00 + Deposit |
| | DVD player and LCD projector | \$25.00 + Deposit |
| | Toy Room | |
| | All rentals | \$15.00 + Deposit |
| 2. | At the time of rental a \$100.00 (\$200.00 if using DVD and projector) damage deposit will be required. (A separate check from the fee). In case damage is done to the Community Room, Toy Room, equipment or the surrounding area, the cost of the damage will be deducted from the deposit. If the cost of the damage exceeds the damage deposit, then that amount will be assessed to the members account, due with the next month's housing charge. | |
| 3. | Deposit checks may be picked up after keys have been returned if there are no damages. Any check not picked up one month after the rental date will be destroyed by the office staff. | |
| 4. | It is the responsibility of the individual signing the application to notify the Site Manager or the Maintenance Coordinator of any damage done to the Activity Areas PRIOR to the planned activity (damage done before the member took control of the room). Unless notice is given, it shall be assumed that all damage done was done by members of the group using the activity area. | |
| 5. | A DVD player and LCD projector are available for use in the community room. Additional fees and deposits are as posted above. Remote control is available in the office when fee and deposit are paid. | |

RULES AND REGULATIONS

1. The individual signing the application will be held responsible as well as liable for the use of the room(s), and common areas, including patio and grounds.
2. **All Activity Areas are designated NON-SMOKING.**
3. **No food or drinks are allowed in the Toy Room at any time.**
4. Parking for Community room is in Center of Lot E & J only.
5. The fire code limits placed on the number of people who may occupy the Community Room at any given time are 105 persons.
6. There shall be no loud or raucous behavior that may disturb individuals living in the surrounding the area. Events shall not violate any law or government regulation or accepted standards of public behavior and Winfield Village policies. Any violations will result in a additional fine of \$100.00.
7. Use of the Community Room and Toy Room shall not continue past 12:00 a.m. (midnight).
8. All outside use of surrounding area must comply with curfew regulations in this policy book.
9. The Site Manager shall have the right to deny use of the Activity Areas to any individual or group whose past use of these areas has indicated that such individual or group shall not follow the policy or the rules and regulations governing use of the room.

SPECIAL OCCASIONS

1. Members wishing to use the Community Room must schedule the room in advance of the proposed use at the Office.
2. The members household (members unit) will be limited to 6 rentals per calendar year.
3. The following days shall be reserved on a lottery basis:

New Years Eve	New Years Day
Independence Day – Fourth of July	Easter
Graduation (Saturday and Sunday)	Memorial Day
Labor Day	Thanksgiving
Christmas Eve	Christmas Day
Super Bowl Sunday	

4. Sign up in the office two months prior to the date. Drawing will be one month prior to the rental date. The names will be put in a hat for a random drawing. This will count toward the limit of 6 rentals per calendar year.
5. Only one name per household is allowed for each drawing.
6. The member who wins the holiday must be present in the community room during the event on the date rented.
7. The winner of the lottery will be contacted by telephone.
8. In requesting use of the room, an application form must be completed which specifies the following:
 - a. Name of individual and group requesting use.
 - b. Proposed date and time activity planned.
 - c. Number of people expected to attend.
 - d. Special arrangement such as band, etc.
 - e. The member who rented the room must be present in the community room during the rental.
9. All rules and regulations listed on previous page must be followed.

CLEANING

1. A cleaning checklist will be provided to the applicant. All persons using the Activity Areas will be responsible for cleaning and returning the rented area and surroundings to its original pre-activity condition (including furniture).
2. If the area has not been returned to its original pre-activity condition, the individual signing the application shall be charged at the rate of \$25.00 per employee hour necessary to return it to such condition.
3. If the individual disagrees with the Site Manager's assessment of the Activity Area or surroundings and/or the cost necessary to return it to its original conditions, he may appeal to the Board of Directors.

Revised 9/15/04, Effective 10/17/04, Revised 6/26/08, Effective 8/10/08

Winfield Village

425 Paddock Drive West, Savoy, IL 61874
Phone: (217) 359-9709 FAX: (217) 359-5935
winfield@winfieldvillage.com

ROOM RENTAL APPLICATION (Community Room, Toy room)

Head of Household _____

Unit Address _____

Date of Rental _____

Approximate Time of Rental _____

Approximate Number of People Attending _____

Special Arrangements (furniture, equipment etc. carried in) _____

I, the undersigned, certify that:

- I have read the rental policy and do understand the use of the Community Room and/or Toy Room and I shall abide by the rules and regulations set forth in said policy.
- I accept responsibility and liability for the use and care of this facility as specified in the policy and will pay for any cleaning or damages that are necessary to return the Community Room, Toy Room and surrounding area to its original condition.
- I understand all of my guests must park in the center of lot E or J only.
- I understand that all doors need to be locked when I leave.
- I understand that all gatherings must end by 12:00am midnight and that all belongings must be removed before 8:00am the following morning.
- **I understand that this is considered my one and only warning for any violations. If the office receives ANY complaints following my gathering, I will not receive ANY portion of my deposit back.**
- **I have the option to meet the Maintenance person who is going to check the room at 8:00 am the following morning after I have rented it to check for any damages.**
- **If I fail to meet maintenance for the inspection, I cannot dispute any charges that are given to me as a result of this rental.**

Head of Household/Spouse Signature _____ Date _____

Deposit: ___\$100.00 deposit without LCD projector use
 ___\$200.00 deposit with LCD projector use

Fee: ___\$50.00 community room Friday - Sunday and
 Holidays
 ___\$25.00 Monday – Thursday
 ___\$15.00 toy room
 ___\$25.00 LCD projector

Approved By _____

Key Set (S) Given _____

Date Keys Returned _____

Inspection Sheet Attached _____

COMMUNITY ROOM & KITCHEN CHECKLIST

KITCHEN

Items to check for cleanliness and damage

- _____ Stove
- _____ Microwave
- _____ Dishwasher
- _____ Refrigerator
- _____ Sink
- _____ Countertops
- _____ Floors
- _____ Garbage taken out & trash liner put in garbage can

COMMUNITY ROOM

Items to be checked for damage:

- _____ Ceiling Fans
- _____ Game tables and chairs
- _____ Telephone
- _____ Furniture/tables
- _____ Bar stools
- _____ Wall mirrors
- _____ Walls
- _____ Bar
- _____ Lights under bar
- _____ Sink under bar
- _____ Security of glass racks
- _____ Grill
- _____ Track lights
- _____ Fireplace - Nothing burned inside
- _____ VCR
- _____ Television
- _____ Stereo receiver
- _____ Four speakers
- _____ Plants
- _____ LCD projector
- _____ DVD player and remote
- _____ Viewing screen

COMMUNITY ROOM

Items to be checked for cleanliness:

- _____ Bar must be cleaned not sticky
- _____ Counter top under bar
- _____ Sink under bar
- _____ Game tables must be wiped off before being put away
- _____ Check sectional couch for stains
- _____ Bar floor must be swept and mopped – not sticky
- _____ Patio must be cleaned if used
- _____ Grills must be cleaned if used

STORAGE CLOSET AND BATHROOM

- _____ Bathroom floor must be cleaned – not sticky
- _____ Garbage taken out in bathrooms (Hallway and Closet)
- _____ Bathroom sinks must be clean

If tables and chairs are used, tables must be folded and leaned carefully against the wall and chairs must be stacked in the corner or placed back in the rack

_____ Number of chairs in room _____ Number of tables in room

ALL DOORS MUST BE CLOSED AND LOCKED WHICH INCLUDE THE FOLLOWING:

- _____ Office building front entrance door
- _____ Office building hallway door (Leading to mail room)
- _____ Kitchen door (East & West Doors)
- _____ Community Room doors which lead to the outside by patio
- _____ If windows are opened, make sure they are closed & latched properly

ALL GARBAGE CONTAINERS (those inside rented facilities and on patio area) MUST BE EMPTIED OUT AND NEW GARBAGE BAGS PUT BACK IN CONTAINERS. GARBAGE IS TO BE PUT OUT IN THE DUMPSTER. GARBAGE BAGS ARE LOCATED IN THE STORAGE CLOSET AREA.

THE BAR FLOOR MUST BE MOPPED.

THE FIREPLACE DOORS ARE NOT TO BE OPENED OR THE LOGS REARRANGED. IF THE FIREPLACE IS GOING TO BE USED – ONLY OPERATE BY TURNING THE SWITCH ON AND OFF. DO NOT ADD PAPER, WOOD, ETC.

WINFIELD VILLAGE FITNESS CENTER RULES AND REGULATIONS

1. Only members and residents of Winfield Village are permitted.
2. Persons under the age of 18 must be accompanied by a parent or guardian. Persons under 12 are not permitted.
3. Do not misuse or abuse any of the equipment. A \$50.00 fine will be assessed in addition to the actual repair costs.
4. You must wipe off the equipment after use with provided sanitary cloths.
5. No food or glass is allowed in the fitness center.
6. Cardio equipment usage is limited to thirty (30) minutes when others are waiting.
7. You must follow the posted procedures to operate the TV and stereo.
8. Members are responsible for knowing and obeying all fitness center rules and regulations. Any infraction of the rules will result in:
 - a) The first warning will result in one week's suspension from the fitness center.
 - b) The second warning will result in loss of fitness center privileges for 3 months.
9. Fitness center keys and security:
 - Members must have an activity key to gain access to the room.
 - Any lost activity keys are \$5.
 - The fitness center will have 24 hour recorded video surveillance.

Effective 11/01/02

SWIMMING POOL POLICY

The purpose of this policy is to ensure that the maximum number of residents, their families, and their guests can use the swimming pool with the greatest safety, comfort and enjoyment. All rules in this policy will be strictly enforced. Violation of these rules may result in temporary or permanent loss of pool privileges.

1. The pool will open on Saturday, before Memorial Day. The last day the pool will be open will be the first Monday in September (Labor Day). Regular hours will be as follows:
(Pool hours are weather permitting)
Pool Hours: Monday - Friday 9:00 a.m. to 8:00 p.m.
Saturday and Sunday 11:00a.m. to 8:00 p.m.
2. **Lifeguards will NOT be on duty Monday – Thursday, 8:00 a.m. – 4:00 p.m.**
Lifeguards WILL be on duty Monday – Thursday 4:00 p.m. – 8:00 p.m., and on Friday Saturday and Sunday, 11:00 a.m. – 8:00 p.m.
ADULT RESIDENTS and/or PARENTS ARE RESPONSIBLE FOR ALL OF THEIR HOUSEHOLD RESIDENTS, CHILDREN, AND GUESTS AT ALL TIMES!
3. Due to the reduced availability of the lifeguards, additional pool security will be:
 - a) Prior to receiving a new pool key, family members must register for a key in the office to include signing a pool policy form.
 - b) Adult Residents will be given a pool key and are responsible for all who use and have access to the key, including all household residents and guests.
4. **Pool keys:** Each member will be allowed two pool keys to have entrance to the pool during open hours. The head of household is responsible for the key distribution within their family. There is a \$5.00 charge to replace a lost key.
5. **Pool Closings:** If air temperature reaches 65 degrees or below, or if lightning or other threatening weather occurs, the pool will close. Management or the Board of Directors reserves the right to close or adjust the pool hours. This may include, but not be limited to: safety, necessary maintenance, lifeguard unavailability, weather, etc.
6. **Children under 16 years of age** are not permitted inside the pool area without adult supervision (a responsible member of at least 16 years old). Anyone under the age of 16 must pass a swim test to enter the deep end of the pool. After passing the test, the child will be issued a wrist band that must be shown to the lifeguard when entering the pool area.
7. Each person entering the pool area will be required to sign in. Parents or guardians will sign in for children under the age of 16.
8. Members are responsible for their guests following all the rules. No more than 3 guests will be allowed from any one unit unless cleared through the office in advance.
9. **Swim diapers:** All babies and persons who are not toilet trained are required to wear a swim diaper at all times in the swimming pool – it is state law. No disposable diapers are allowed in the pool at any time. Soiled diapers must be changed and disposed of immediately in the bathroom/locker-room areas, not on the pool deck. A responsible adult must accompany child or baby at all times.

10. **Flotation devices:** Small learning aids (flotation devices) may be used in both pools. Acceptable items include: US Coast Guard approved life jackets and vests, water wings, float suits, individual swim rings, kickboards, and pool noodles. Larger devices (rafts, inner tubes, etc.) that hold two or more persons are not allowed in either pool, at any time. Children wearing any flotation device(s) must have a responsible guardian present with them at all times, are restricted to the shallow end of the large pool, and are not permitted in the deep end at any time.
11. All members and guests must shower before entering the pool area. This is a Health Department requirement.
12. Persons should not enter the pool nor allow those in their care to enter the pool while infectious (from disease or injury) or otherwise injurious to the health and safety of the other persons.
13. **No Alcohol or Smoking is permitted at the pool at any time. Food, beverages, or gum are not permitted in the pool area, but are allowed only in the designated area on the enclosed patio.** No breakable containers are allowed. For reasons of health, all persons must use the garbage receptacles.
14. Proper swim attire must be worn in the pool area. Water/swim shoes may be worn in the water and on the deck. Only clean footwear, baby strollers, or wheelchairs are allowed in the pool area or bathhouse. For safety purposes, tee-shirts are not permitted in the water unless authorized by management or the lifeguard on duty.
15. No running or horseplay is permitted. Any bullying (verbal, physical, or obscene gestures) will result in loss of swim privileges.
16. Because the pool is used by adults and children, all persons are expected to behave with appropriate social decorum. Profanity of any kind will not be permitted. Profanity will result in loss of pool privileges.
17. Playing of radios, tape players, and other devices without headphones is not permitted at the pool. The use of headphones is required.
18. **Pool discipline policy:** Members are responsible for knowing and obeying all pool rules and policies. Any infraction of the rules will result in:
 - c) The first warning will result in one week's suspension from the pool.
 - d) The second warning will result in loss of pool privileges for the season.
19. Management and Lifeguards enforce all policies and rules. Final decisions on unsafe and unacceptable behavior will be made by management and the Board of Directors.

Revised 4/28/08, Effective 5/28/08. Revised 2/26/09, Effective 4/16/09

WINFIELD VILLAGE PET POLICY

1. Pets are allowed in Winfield Village with prior written approval from Management. Pet owners will be liable for any damage or injury to persons or property caused by their animals. All pet owners must show proof of renters insurance with Winfield Village named as co-insured on the certificate to cover liability in such instances. Members need to request their insurance company to add Winfield as a co-insured entity on the renters insurance policy; this is a customary policy addition that should not add any charges to the insurance policy of the member. This information will be kept in their pet file in the Winfield Village office. Notwithstanding prior approval, obviously aggressive or vicious animals will not be permitted to remain.
2. All pets (cats and dogs) are required to be spayed or neutered by the age of 8 months. The grandfather clause does not pertain to this section.
3. Each unit is limited to up to two dogs, two cats, or one of each. Members who are found in violation of the two pet limits will be fined \$25/week/pet (maximum 8 weeks) until they are found to be in compliance with the Winfield Village Pet Policy. Caged animals (hamsters, guinea pigs, small non-poisonous snakes, rabbits, birds, etc) are permitted but limited to two cages per unit and they must be reported on a registration form. Fish tanks are limited to a total of 50 gallons (i.e., the largest is 50 gallon or several smaller tanks totaling no more the 50 gallons).
4. Members can expect to be visited by management for pet census annually, but may be visited at any time if a member is thought to be in violation of the pet policy. Maintenance may refer households they believe are in violation to management for further action.
5. All pets must be registered with the Winfield Village office within 2 weeks of acquiring the pet. Registration includes:
 - a. Completing a registration form that will remain on file at the Winfield Village Office. This form is to be updated with any pet addition or loss.
 - b. Photo identification of owner and pet(s) to be kept in the pet book and updated with any changes in the pet's appearance.
 - c. Proof of current, up-to-date inoculation and registration of any cats and/or dogs as required by State Law. (All available from the vet.) This applies to all current and new pet owners and will be kept in the member's file in the office. Members are required to update this annually in the office.
6. There is a \$150 non-refundable pet fee per unit due at registration; the pet fee will be assessed for all units who acquire a new cat and/or dog after 2/23/06. When a member transfers to a new unit a new non-refundable fee will be required. **There will be an additional \$25.00 fee per week for a maximum of 8 weeks for not registering a pet; the fee will be assessed from the time a written notice is issued.**
7. If, at any time, there should be an incident involving an aggressive animal, there will be immediate action taken by management including but not limited to removal of such animal and/or eviction of member owner.
8. **ALL Winfield Village pets (dogs, cats, etc.) must be on a leash not exceeding 10 feet at all times when outside. Additionally, the Village of Savoy has an ordinance requiring that**

dogs be leashed. Violations of this ordinance can be reported to the appropriate Savoy village official.

9. **Pets are not allowed to be tethered** to any Winfield Village property, including, but not limited to, trees, doorknobs, fences, and playground equipment.
10. Pet owners are not allowed to enter common areas with a pet. This includes, but is not limited to: the Post Office, Winfield Office, and Community Rooms. Pets must not be tied outside any of these areas and left unattended (i.e. the post office). Pets brought into the office area for the purpose of registering the animal will be temporarily exempt from this rule.
11. Pets are not allowed to be outside unattended. This means dogs cannot be left outside in patio areas when owners are not home and cats may not roam freely. Members with second floor apartments may allow pet(s) free access to the balcony area *when the member is home*, so long as the pet also has access into the apartment. Members with first floor apartments and those in townhouses may not leave their pets outside unattended at any time.
12. All solid animal waste must be cleaned up IMMEDIATELY from all areas including but not limited to, common areas, townhouse yard areas and patios. (There are at least 10 pet stations all around Winfield Village for this purpose.)
13. Member's pets are not allowed to make excessive noise either inside or outside their unit that prevents other members from enjoying their home.
14. Residents and visitors are in violation if they are seen aggravating (throwing rocks, etc.) at other residents' pets.
15. All NEW & CURRENT members of Winfield Village MUST attend a pet orientation (given during general orientations) within 6 months. This is mandatory for ALL household members regardless of whether or not they have a pet.

*** There will be a written warning on the first infraction of any of the above pet rules. Upon the second offense, the member will be charged a \$50 administration fee. The third offense will incur an additional \$75 charge and a meeting with the Board of Directors and Management. The Board of Directors reserves the right to evict the animals and household members that continue to violate the pet policy after meeting with the pet owners. The Board of Directors also reserves the right to immediately evict animals that are deemed dangerous to other members.

The undersigned members agree to abide by the foregoing rules and accept the responsibilities of owning a pet at Winfield Village.

Date _____ Address _____

Member's Signature _____

Management's Signature _____

Revised and approved 2/23/06, Effective 5/20/06

DOG PARK RULES AND REGULATIONS

Winfield Village reserves the right to change these rules at any time.

- Dog owners/guardians must accept full responsibility for themselves, their children/guests and their dog(s) while in the park. Owners are legally responsible for any damage, injury, or illness your dog(s) may cause.
- Observe park hours of dawn to dusk.
- For your safety and the safety of others, dogs must be on a leash at all times except when in the dog park. Dogs are the only animal allowed in the park.
- Dogs must wear a collar with identification at all times, be licensed and vaccinated, healthy (have no contagious conditions or diseases), and be parasite-free. All dogs that use the park must be registered at the Winfield Village office and a picture of the dog must be on file.
- Dogs showing aggression towards people or other animals must be immediately removed from the park by the owners/guardians. If you feel that you or your dog is in danger, simply leave the park, report the situation to the office and/or animal control, and come back at another time.
- Owners should **never** leave their dogs unattended.
- **Please remember this is a Dog Park and not a playground.** Dog handlers in park must be at least 16 years of age.
- Puppies under four months of age are prohibited as they are not yet protected from diseases.
- Owners must clean up after their dogs. Waste disposal bags and trash cans are provided.. Owners must stop dogs from digging and immediately fill holes.
- The number of dogs per person is limited to two (2).
- Please be courteous to others who are waiting to use the dog park and limit your time to 30 minutes.
- Bring dog toys to the park at your own risk. Please use discretion.
- No smoking allowed in the park. Alcohol is prohibited.
- Do not bring glass containers into the Park. Do not bring food (dog or human) or rawhides into park, **THE DOG PARK BELONGS TO ALL OF US! PLEASE HELP US KEEP IT SAFE AND CLEAN!**

*** Owners found to be in violation of any of these rules will be subject to the same warning and fees defined in the pet policy. ***

Please report any problems to the Winfield Village office.

PET REGISTRATION FORM

Member's Name _____

Member's Address _____

Pet #1 Pet Tag # _____

Name _____ Date of Birth _____

Species _____ Breed _____

Description _____

Sex: Male _____ Female _____ Neutered: Yes _____ No _____

Renter's Insurance submitted: Yes _____ No _____

Proof of vaccinations submitted: Yes _____ No _____ Tag Number: _____

Picture on file: Yes _____ No _____

Pet #2 Pet Tag # _____

Name _____ Date of Birth _____

Species _____ Breed _____

Description _____

Sex: Male _____ Female _____ Neutered: Yes _____ No _____

Renter's Insurance submitted: Yes _____ No _____

Proof of vaccinations submitted: Yes _____ No _____ Tag Number: _____

Picture on file: Yes _____ No _____

PEST CONTROL POLICY

Members of Winfield Village Cooperative are required to maintain their dwelling units in a safe and sanitary condition. To assist in this requirement, the Cooperative provides quarterly pest control according to the following schedule (detailed below).

Servicing your unit: Members are required to allow access to their units. Pets must be confined to a bedroom or kennel within their units on the days of treatments. If it becomes necessary to reschedule pest control either because a pet was not confined or a member refused to allow access, there will be a \$25.00 maintenance charge to the member's account.

Requests for no pest control service: Requests should be made to the Resident Manager on each occasion by the business day prior to extermination. Such requests will be honored; however, pest control may be required to contain and eliminate some infestations in one or more units, in which case treatments will be necessary, and required.

Scope of Service: Winfield Village provides pest control services **only for** controlling the following pests: Ants, Roaches, Silverfish, Mice and Rats. Other services are an additional expense.

Requests for additional or alternative services: Requests for additional pest control must be made to the office. Members will be charged for additional pest control services if the problem is determined to be caused by the member's negligence. Members will also be charged for the control of any unnamed pests as listed in the above "Scope of Service."

Pest Control Schedule

JANUARY, APRIL, JULY, OCTOBER:

1st Tuesday: Apartment Buildings: 156,158,160, and 162.

2nd Tuesday: 100, 102, 104, 106, 108, 110, 112, 114, 116, 118, 120, 122, 124, 126, 128, 130, 132, 134, 136, 138, 140, 142, 144, 146, 148, 150, 152, 154.

3rd Tuesday: 163, 165, 167, 169, 171, 173, 175, 177, 179, 181, 183, 185, 187, 189, 191, 193, 195, 197, 199, 201, 203, 205, 207, 209, 211, 213, 215, 217.

4th Tuesday: 164, 166, 168, 170, 172, 172, 174, 176, 178, 180, 182, 184, 186, 188, 190, 192, 194, 196, 198, 200, 202, 204, 206, 208, 210, 212, 214, 216, 218.

FEBRUARY, MAY, AUGUST, NOVEMBER:

1st Tuesday: 300, 302, 304, 306, 308, 310, 312, 314, 316, 318, 320, 322, 324, 326, 328, 330, 332, 334, 336, 340, 342, 344, 346, 348, 350, 352, 354.

2nd Tuesday: 356, 358, 360, 362, 364, 366, 368, 370, 372, 374, 376, 378, 380, 382, 384, 388, 390, 392, 394, 396, 398, 400, 402, 404, 406, 408, 410.

3rd Tuesday: 412, 414, 416, 418, 420, 422, 424, 426, 428, 430, 432, 434, 436, 438, 440, 442, 444, 446, 448, 450, 452, 454, 456, 458, 460, 462, 464, 466.

4th Tuesday: 377, 379, 381, 383, 385, 387, 389, 391, 393, 395, 397, 399, 401, 403, 405, 407, 409, 411, 413, 415, 417, 419, 421, 423.

MARCH, JUNE, SEPTEMBER, DECEMBER:

1st Tuesday: Apartment Buildings: 101, 103, 301, and 303.

2nd Tuesday: Apartment Buildings: 369, 371, 373, and 375.

3rd Tuesday: 105, 107, 109, 111, 113, 115, 117, 119, 121, 123, 125, 127, 129, 131, 133, 135, 137, 139, 141, 143, 145, 147, 149, 151, 153, 155, 157, 159.

4th Tuesday: 305, 307, 309, 311, 313, 315, 317, 319, 321, 323, 325, 327, 329, 331, 333, 335, 337, 339, 341, 343, 345, 347, 349, 351, 353, 355, 357, 359, 361, 363, 365, 367.

Revised 01/22/09, Effective 02/27/09

PATIO AND YARD POLICY (11/1997 – revised 01/2008)

The purpose of the patio and yard policy is to ensure a safe, sanitary and properly maintained environment at Winfield Village. For the purpose of this policy, “patio and yard area” refers to fenced back yard areas and front yards for the townhouses, and balconies or lower level patios for the apartments. Note that the following rules also apply to patio sheds.

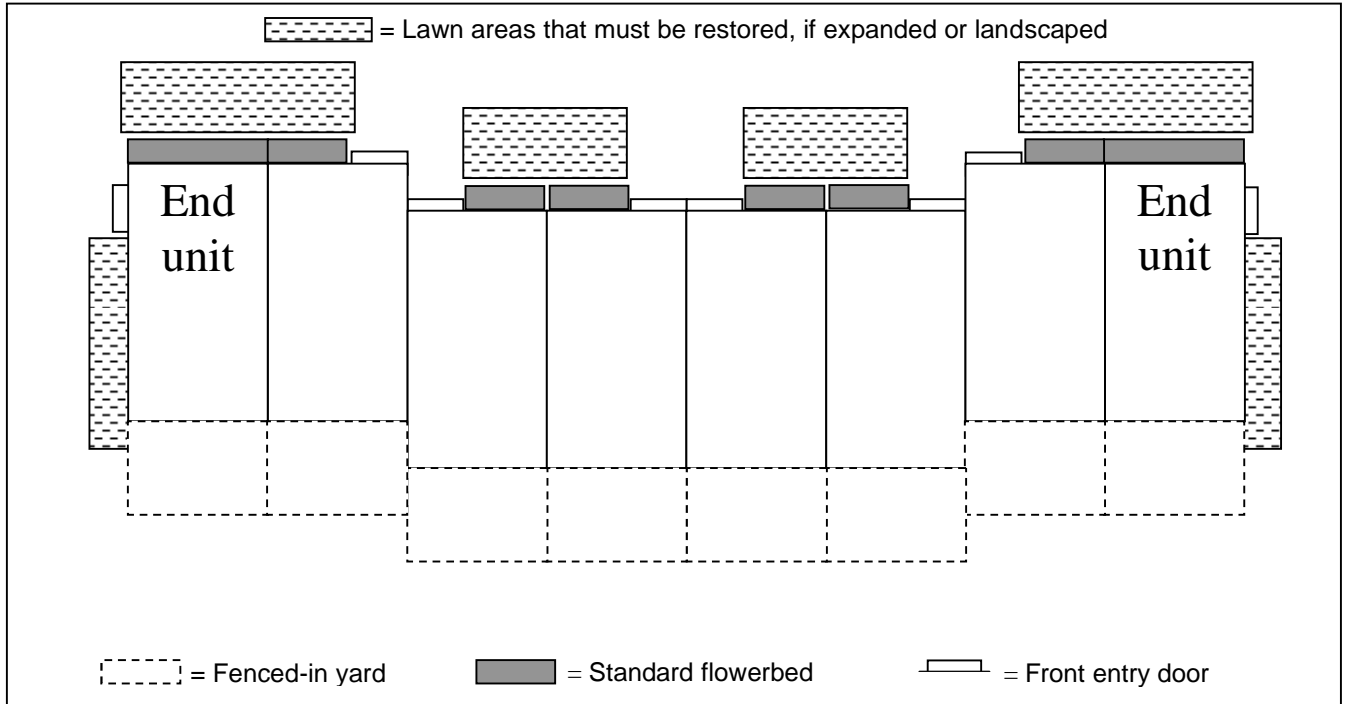
This policy is subject to change by the Board of Directors.

1. Safety: In order to ensure the safety of members, maintenance personnel and management, each member must comply with the following:
 - a. Members must not use hazardous electrical equipment in the patio and yard area. This includes, but is not limited to, electrical equipment intended for indoor use only, exposed wiring carrying current, and poorly maintained electrical equipment.
 - b. No member is allowed to store in the patio and yard area any material(s), which present a fire hazard. This includes, but is not limited to, explosives, gasoline or other petroleum products. This does not include reasonable quantities of material used for grilling such as lighter fluid, charcoal or propane.
 - c. No member may use a grill of any kind i.e. wood, charcoal, or propane or any variation thereof on any 1st or 2nd floor apartment balcony or patio; non-compliance could affect the insurance policy that Winfield Village has.
 - d. If grills are used, members in townhouses and apartments must use grills at least 3 feet away from the building structure. Please be respectful of your neighbors.
2. Property Maintenance: In order to prevent damage to the patio and yard areas and keep these areas in a presentable condition, each member must comply with the following:
 - a. Members are not allowed to hang anything from or attach anything to the fence or building. Freestanding clotheslines are permitted, provided they are removed at the end of the day.
 - b. There must be at least 18 inches between air conditioning unit and any item, which would restrict the free flow of air or prevent maintenance from accessing the unit. Also, items, which could fall on and cause damage to the air conditioning unit may not be stored near the air conditioning unit.
 - c. Members may not leave items such as toys, bikes or lawn furniture unattended. Specifically, to remain in compliance with these rules, items may be temporarily placed by the front doors of the units during the day as long as it does not block access to the adjacent unit. Items must be stored indoors or on patios at night.
 1. Toys may not be left unattended on the lawn in front of the unit as the lawn care crew/maintenance has a difficult time mowing when items are left unattended on the lawns.
 2. Items must not be left unattended on the common sidewalks, day or night. Toys such as skates, scooters, bats, balls, bikes, and the like pose safety issues.
 3. Maintenance has the right to impound items left unattended. A \$5 fee will be assessed per item.
 - d. Members may not plant trees/shrubs in the patio and yard areas; however, mature, healthy, safe and non-invasive trees/shrubs already growing in the patio and yard areas are allowed to remain. Any invasive weeds or trees (*i.e.* Mulberry trees) are not allowed at any time. Annuals and perennials may be planted, but they must not grow on, under or through the fence. Vegetables are permitted in pots only, with a limit of 5 pots of vegetables per unit. Vegetables in cold frames are not allowed. Any digging deeper than 6 inches must be approved through the office in advance and JULIE must be notified.

- e. Due to original defects, outside faucets must not be used. Use of defective faucets will result in costly water damage to the building; damages will be charged against the members account. If a water source is needed, an adapter can be purchased which allows a garden hose to be attached to the kitchen or bathroom faucets.
3. Sanitation: In order to prevent health hazards, the attraction of rodents or insects, and unpleasant odors, each member must comply with the following:
- a. No garbage, rubbish, refuse, litter, rotting or insect-infested vegetation, animal waste or carcasses of dead animals are allowed in the patio and yard areas.
 - b. If the front of a unit becomes unsightly with excessive weeds, garbage, etc., the member will be asked to improve that area.
 - c. Members are responsible for maintaining backyard lawns (townhouses) and other vegetation planted by members in the patio and yard area. This maintenance includes, but is not limited to, keeping grass “short” and ground-level foliage “thin”. Trimming grass regularly prevents weeds from spreading to other areas of the complex, and keeping ground-level foliage “thin” discourages rodents from nesting there. Members wanting “natural gardens” must actively maintain them by controlling weeds, rodents and insects.
 - d. Containers that collect rainwater are not allowed in the patio and yard areas as they provide breeding grounds for insects.
 - e. Recycling is permitted, but items to be recycled must be kept in a covered container to prevent attracting insects.
 - f. Clothing or bedding may not be stored in the patio and yard area unless in a sealed container.
 - g. No member is allowed to store in the patio and yard area any furniture, appliance or items in which rodents can nest. Weatherproofed patio furniture is allowed.
4. Yard Renovations and Landscaping Common Areas: To promote appealing and well-kept common areas, to minimize un-necessary expenses to the cooperative, and to control maintenance responsibilities, members have the following responsibilities in regards to renovations to front and back yards of town houses, and common areas adjacent to the ends and sides of all buildings and fences, including apartment buildings:
- a. In front of all townhouses, flower beds that extend out approximately **4 feet** and run the width of the front of the townhouse are permitted and considered to be “standard.” “Standard” apartment flowerbeds are considered to be two (2) feet wide and run the length of the patio.
 - b. Renovations to extend flowerbeds beyond the **4 foot** mark, and/or establish flowerbeds at the ends of buildings and adjacent to fences on the outside of the fenced yards, must have the written consent of management and the board of directors prior to expanding and landscaping.
 - c. Maintaining these landscaped extensions is the responsibility of the member. When the member moves out of that unit, landscaped areas must be cleared for seeding and/or sod. Edging/trimming structures (rocks, wood, concrete, etc.) lining the landscaped areas must be removed. If the subsequent member moving into that same unit desires to maintain the expanded landscaped area, such agreement should be obtained in writing prior to the move out inspection of the occupying member. Copies of written acceptance must be retained in both members’ files.
 - d. Failure to return landscaped areas to an acceptable condition will result in charges against the member’s account equal to actual costs to re-establish the grounds, be it through maintenance or contracted landscapers.

- e. A diagram depicting a row of townhouses is shown, with “standard” flower beds shaded in gray.

5. Storage Structures: Please refer to the Storage Structure section of the policy manual.



General Information

- a. For the purpose of the PATIO AND YARD POLICY,
- I. “Garbage” is animal and vegetable waste resulting from handling, preparation, cooking and consumption of food.
 - II. “Rubbish” is combustible waste material such as paper, rags, cartons, boxes, wood, tree branches, yard trimmings, etc.
 - III. “Refuse” covers all worthless, useless and discarded items not covered above, including rubber, leather, metals and glass.
- b. Yard waste such as leaves, dead plants and grass trimmings is to be disposed of in the specially marked dumpsters in parking lots B, D, F, I and M. **Plastic bags and garbage are not allowed in yard waste dumpsters.**
- c. Members are responsible for clearing ice and snow from the front steps and walkways leading to their unit. Apartment entryways will be cleared by maintenance.
- d. In early spring and mid-summer, the common lawn areas are treated to promote the growth and health of the grass. Members will be informed when this is to take place and will be told what measures need to be taken for the safety of members, children and pets.

If a member is found to be in violation of any of the above, a written warning will be issued. The member will have 5 business days to come into compliance. Continued non-compliance will result in a \$75.00 fee for each occurrence, due with the next housing payment.

Revised 01/2008, Effective 8/10/2008

Dear Member:

During a recent patio inspection, the following items were found to be in violation of the Patio and Yard Policy of _____ in your member' Handbook:

Inspection #	Violation description	Specific explanation of violation
1__2__	1(a) Hazardous electrical equipment	_____
1__2__	1(b) Hazardous flammable materials	_____
1__2__	1(c) Grilling on apartment balcony/patio	_____
1__2__	2(a) Items attached to fence	_____
1__2__	2(b) Items too close to, or on top of A/C unit	_____
1__2__	2(c) Items unattended on front lawn/sidewalks	_____
1__2__	2(d) Planted trees/shrubs	_____
1__2__	2(e) Use of outside faucet	_____
1__2__	3(a and b) Garbage, rubbish, etc. in patio and/or yard area	_____
1__2__	3(c) Poorly maintained lawn or vegetation	_____
1__2__	3(d) Items collecting rain water	_____
1__2__	3(e) Uncovered-recycling containers	_____
1__2__	3(f) Clothing or bedding stored in patio and/or yard area	_____
1__2__	3(g) Furniture, appliance, etc. stored in patio and/or yard area	_____

As a result of the specified violation(s), the following actions are being taken:

Inspection #

1__2__ The specified violation(s) must be corrected by _____ when your yard and patio area will be re-inspected. You are responsible for correcting only the violation(s) specifically explained above.

1__2__ The specified violation(s) were not corrected upon re-inspection. You have been assessed an administrative fee of \$75.00. This fee is due with your next housing payment.

1__2__ Maintenance personnel will be hired to correct the violation(s). You will be billed for the actual contracted expenses and/or overtime hourly wages in 30 minute increments for work done.

Sincerely,
Winfield Village Management

STORAGE SHED SPECIFICATIONS

The installation of a storage shed requires an Installation/alteration Permit. Specifications are as follows:

1. No more than 18 inches higher than the fence
2. At least 6 inches away from the fence on all sides
3. Roofs must slant so that water does not drain onto the fence.

Sheds should also be anchored securely. They must be at least 18 inches away from the air conditioning unit to allow the proper airflow.

GROUNDS TOOLS CHECK OUT POLICY

Tools are available beginning April 1 and ending October 31.

Purpose: In the spirit of cooperative living, members come together and pool resources to save ourselves money through cost reduction. The cooperative has purchased certain tools for staff and members to care for the property. As a part of the cooperative ownership, members have access to tools to use in their yards, flowerbeds and garden plots on the Winfield property. By not requiring all members to purchase and use their own equipment, this is a cost saving benefit to the members.

To use the equipment, members must contact the office to reserve the use of available equipment and the Winfield staff will accommodate their needs during the posted times through the following procedures. This policy revision is a cost saving measure to enable member's tool access and eliminate the need for paying personnel to wait for someone to come to open tool shop hours. Furthermore, it increases the available opportunities to check out and return tools.

Tool Checkout Procedure:

1. You must sign up (in person, by phone, or through email) for tools in the office on business weekdays before 3 p.m. and pick up time is between 3:30 and 5:30 p.m. that day. Tools requested for use on Saturday must be picked up on Friday before 5:30 p.m. or on Saturday before 11:00a.m. Please plan in advance.
2. Only adult members of the household can check out tools. Tools must remain on Winfield property.
3. Tools must be returned by the close of the next business day following the check out date. To ensure others have the opportunity to use tools, extended use must be cleared through the office, before they are due. If another member has requested use of the same item checked out, extended use cannot be granted, and the tool must be returned.
For example: You pick up a tool at 5:30 on Monday, you have until 5:30 on Tuesday to return it, and from 5:30 on Friday (or Saturday) until 5:30 on Monday.
4. If a tool is not returned, the member will be assessed a replacement fee. If a tool is not returned on time, the member will be assessed a \$25.00 administrative fee, which is to be paid with the next month's housing charge.
5. Tools are to be returned in the same clean condition in which they were checked out. If the tools are not returned in clean condition, the member will be charged a \$25.00 labor fee for the cleanup.
6. A deposit and signed rental request is required for use of tiller. Please see attached "Garden Tiller Rental Request Form".

Revised 5/28/08, Effective 6/28/08

Winfield Village

425 Paddock Drive West, Savoy, IL 61874
Phone: (217) 359-9709 FAX: (217) 359-5935
winfield@winfieldvillage.com

GARDEN TILLER RENTAL REQUEST (Must be returned on the next business day)

Head of Household _____

Unit Address _____

Date of Rental _____

Approximate Time of Rental _____

Return Date (Non-negotiable) _____

Deposit Received (\$20.00): _____

I, the undersigned, certify that:

- I understand that by signing this agreement I will return the tiller in a clean and operative condition. This will be determined by the attendant in the office at the time the tiller is returned.
- I accept responsibility and liability for the use and care of the tiller and will pay for any cleaning and/or damages that are necessary in order to return the tiller to proper working condition. In addition, the deposit will be forfeited.
- I understand that the tiller must be returned on the next business day no later than the close of business. (Example: You pick up the tiller at 5:30pm on Monday, you have until 5:30pm on Tuesday to return it, and from 5:30pm on Friday (or Saturday) until 5:30pm on Monday.) **Late returns will result in the loss of your deposit.** If late returns continue to be a problem you will lose your rental privileges.
- I understand that the tiller is to be used by Winfield Village Members on Winfield Village property only. If taken off the property, it will result in a loss of deposit and a loss of rental privileges.

Head of Household/Spouse Signature _____ Date _____
.....

FEE SUBMITTED:

Approved By _____

Deposit Collected _____
(Amount and initials)

Tiller Given _____

Deposit Returned _____
(Amount and initials)

Date Tiller Returned _____

Inspected By _____

Comments _____

WINFIELD VILLAGE GARDEN POLICY & PROCEDURES

- Garden plots are available to the membership on the southwest corner of the property.
- Sign up for available gardens will begin annually, on March 1st. Each plot rental will be \$35 per season.
- Gardens may begin to be “worked” on April 1.
- Each plot will be approximately 15’ X 20’.
- The garden plots will be inspected periodically by the garden committee. If a plot is not well maintained, gardeners will receive a warning notice and be given one week to correct the problem(s). If they are not corrected, the garden will be tilled under and the member be assessed an administrative fee of \$75 and could lose the privilege to continue renting a garden plot. “Well maintained” is being defined as:
 - a. having no weeds higher than two (2) feet
 - b. having neatly trimmed edges (no plants hanging over the borders at the front and back)
 - c. no weeds shall be discarded on the grass path between rows of garden plots
- Gardeners are responsible for planting, fertilizing, watering, and weeding of their own plots. Gardeners who go on vacation must find someone to take care of the garden for them and will not be exempt from inspections. Those who move must find another member to transfer their garden to or clear it following the above procedures.
- Each Gardener will be issued 1 key for water usage. Replacement keys are available at a cost of \$5 per key. We ask that the water keys be turned in at the end of the season.
- Water and hoses will be available at the site. Use of water is limited to 30 minutes at one time. Hoses must be returned to middle of the row when you are finished using them.
- Winfield Village Cooperative will not be responsible for any damage to the gardens, including but not limited to weather, animals, vandalism
- The employees will till garden in the fall on or after November 1st; gardens will be tilled at least once during the year. Tilling gardens in the fall is important for insect control by preventing over wintering of bugs in the soil; therefore gardens must be cleared for the season by October 31st. The garden committee will perform a final inspection on November 1st, gardeners who have not complied with this procedure may lose their garden plot for the following year. “Cleared” is being defined as removal of all plants, weeds, stakes, etc. If you do not want to have your plot tilled by the Winfield Village staff, you must notify the office by October 31st.
- Members will be able to rent one additional plot, if available, for an additional \$35. These will be offered on a first come first serve basis. Contact the office if you would like a second plot.
- Every person renting a Garden is assumed to be on the Garden committee.
- During the course of the Garden Season, if you find you have an over abundance of produce, you can - if you wish - notify the office that the vegetables are available to anyone who would like to have them.
- If you have any questions, please let the office know and they will forward them to the garden committee chairman.

Created 03/25/03, Effective 04/25/03, Updated 1/6/2006, Effective 2/6/2006, Updated 8/20/2007, Effective 9/20/2007

PARKING AND ROAD POLICY

For the purpose of this document, motorcycles are considered the same as cars and are thus commonly referred to as “vehicles.” There is no assigned parking in Winfield with the exception of disabled spaces. Parking Lot A, which has ten parking spaces available, allows only one member vehicle per unit (hang tag required) from units 100, 102, 104, 106, 108, 110, 112, 114, 152, and 154. **No guests or visitors may park in Lot A.** The following policy and procedures will apply to all vehicles parked in Winfield Village lots or using Paddock Drive.

MEMBERS

1. All member vehicles must have a Winfield Village parking permit, sticker visible in the left front or left rear vehicle window, be operative, and bear current license plates and stickers. Each unit is allowed two registered vehicles and parking permit stickers. Additional vehicles will be charged \$25.00 each month for parking and must be paid with housing charges. A \$25 fine will be assessed for violating this item of the policy.
2. Each household shall be given one hang tag (to be hung on the rear view mirror). Only vehicles with hang tags in view are permitted to park against the curb closest to their unit; a \$25 fine will be assessed for violating this item of the policy. All other vehicles must be parked in the middle of the parking lot, including guests of members. (Members of units 183 through 210 shall be issued 2 hang tags if they have a second vehicle and they park in lot F since all parking spaces are against the curb in this lot.) You may move the hang tag between registered vehicles of your unit. Replacement of lost or missing hang tags will cost \$50. Damaged or worn tags will be replaced by the office, at no charge.
3. Paddock Drive is a “No Parking” area. Members may only park along Paddock Drive with the hazard lights on and for a period of not more than 15 minutes for the purpose of loading or unloading only. Due to reasons of safety and traffic congestion, no vehicle may park in the ENTRANCE of Winfield Village on Paddock drive; however, loading and unloading **is permitted** on the EXIT of Winfield Village on Paddock Drive. **NOTE:** The entrance is considered to be the inbound lane and portion of the driveway/road between CURTIS Road and parking LOT C on Paddock Drive East, and the inbound lane and portion of the driveway/road between CURTIS Road and parking lot M for Paddock Drive West. A \$50 fine will be assessed for violating this item of the policy.
4. Members may not leave their vehicles unattended on jacks or blocks. No member’s vehicle may be left in a parking lot with flat tires, broken windows or any other obviously damaged condition that will affect the overall appearance of the parking lot. All vehicles must at all times, display evidence of current registration/licensing (property sticker, state stickers, tags and plates). All vehicles must be registered with the management office. Member will not permit a vehicle in hazardous or inoperable condition to remain on the property. The term hazardous shall include, but not be limited to, the following: any vehicle with a broken window or other glass; or flat or missing tire(s); propped up on a support; or having torn, jagged or sharp body parts. Upon the breach of any of the foregoing covenants, member hereby authorizes management to remove at the expense of the vehicle owner, any vehicle which may be subject to any such breach.
5. Member’s boats, trailers, campers, motor homes, semi trucks or semi cabs and inoperative vehicles must be stored outside Winfield grounds. Upon the breach of this covenant, member hereby authorizes management to remove at the expense of the vehicle owner, any vehicle which may be subject to any such breach.

6. When parking, leave enough room so that your car's bumper does not block overhang and cover part of the sidewalk. This leaves a clear path for pedestrians and facilitates snow removal in the winter and mowing in the summer.
7. Making major repairs to vehicles in any parking lots is not permitted, a \$50 fine will be assessed for violating this item of the policy. Major repairs are repairs that would leave a vehicle inoperable for more than 24 hours. The member will be held responsible for damage to property such as but not limited to, asphalt (or concrete) in the event of fluid spills or any other negligence. All automotive fluids (including motor oils) must be disposed of properly and within the limits of the law.
8. The posted speed limit on Paddock Drive is 15 m.p.h. Parking lot speed is 5 m.p.h. or less. The evasion or avoiding of **any** speed bumps is not permitted. For safety reasons, the circle drive in front of the office is not to be used to avoid speed bumps.
9. No vehicle is allowed on any grass or sidewalk at any time. This includes the grass anywhere alongside Paddock Drive and includes vehicles used for moving members into or out of their unit. A \$50 fine will be assessed for members who park or drive cars, trucks, SUVs and vans, etc. on the grass. An additional \$100 fine will be assessed for driving vehicles (cars, trucks, SUVs and vans, etc.) on the grass, up to a members unit, during move-in, move-out, and/or loading and unloading items. Members who would like to store motorbikes/mopeds on patios need to obtain permission from the management office prior to moving motorbikes/mopeds across the grass and onto patios.

Continued non-compliance with said policy after the assessment of such fine(s) will result in towing of the vehicle involved at the owner's expense.

GUESTS

10. Parking lots A, G, and H are designated member parking only. Visitors must park in the center of the other lots. These vehicles must be operative and bear current license plates. Any guests using the community room must park in the center of lots E and J.
11. Paddock Drive and all of Curtis Road bordering the north property edge of Winfield Village is posted "No Parking, Tow Away Zone". Members or visitors may park their vehicle only for loading or unloading for 15 minutes or less. They must have their vehicle hazard lights flashing at all times. Due to reasons of safety and traffic congestion, no vehicle may park in the ENTRANCE of Winfield Village on Paddock drive; however, loading and unloading is **permitted** on the EXIT of Winfield Village on Paddock Drive. See item number 3 of this policy for further specifications. A \$50 fine will be assessed to the members unit for violating this item of the policy.
12. Visitors may not leave their vehicle unattended on blocks or jacks.

Owners of vehicles not complying with Parking Policy 10-12 shall be towed immediately at the owner's expense. Winfield Village will not be responsible for any damages, charges or fees incurred due to the towing of vehicles.

Revised 06/26/08, Effective 08/10/08

WORK ORDER PROCEDURE

In the event that you have problems with your unit or appliances and need the help of the maintenance staff, the following procedure will be followed:

1. When a problem arises and you are unable to handle it yourself, call the office and notify them of the problem; your call will ring into the office during office hours and be directed to the answering service if the office is busy or closed. Be prepared to give your last name, address, telephone number and the nature of the problem. The office staff will write up a work order for the maintenance staff to schedule a visit to your unit. In most cases, the work orders are carried out in chronological order, but emergency cases will take precedence. If you have pets and you are not at home, the pets will need to be confined or other arrangements made in order for maintenance to enter your unit.
2. In the case of an emergency (see the following page for a list of emergencies) a maintenance person will contact you or be dispatched to your unit within 15 minutes.
3. Work orders will generally be completed within 3 full working days. Members must realize that it is not possible to guarantee completion within 3 working days because of many factors. If the maintenance staff cannot complete your work order, it will be due to:
 - A. Backlog of work
 - B. Unavailability of parts
 - C. The need to hire an outside contractor
4. If work orders are not being completed within this 3-day time frame, the managing agent will report this information to the Board, at the regular meeting. The office will notify any member, whose work order extends past this three-day period, with an expected date of completion and reason for the delay.
5. When the maintenance staff has entered your unit, they will complete the repairs immediately, if possible. If the work is completed at that time, a copy of the work order will be left by maintenance explaining what has taken place.
6. We ask that you **do not** call maintenance for simple things such as putting in a light bulb, lighting the pilot light on top of your stove, resetting the garbage disposal, etc. Please do not stop maintenance staff while they are on duty and request common work orders to be done immediately.
7. There will be a service charge for maintenance calls, which result from member negligence or misuse i.e.: Object dropped in stool/toilet, garbage disposal jammed, etc.

MAINTENANCE EMERGENCIES

1. GAS LEAKS also call Ameren IP at 1-800-755-5000
2. WATER LEAKS: The degree of emergency will be determined by the on-call maintenance staff.
3. FIRE – CALL 911 before calling maintenance.
4. LOCKED out of unit
5. LOCK FAILURE: If your entry or patio door locks fail.
6. NO POWER IN UNIT. If entire complex is out call Ameren IP.
7. WINDOW BROKEN OUT
8. NO HEAT. When outside temp is below 45 degrees
9. NO AIR CONDITIONING. Only when people in household are over age 65, or less than 6 months of age and only when outside temperature is over 85 degrees.
10. SEWER BACK UPS and/or CLOGGED SINKS. Apartment kitchen sinks, townhouse kitchen sink and downstairs bathroom sink.
11. REFRIGERATOR NOT OPERABLE
12. NOISE OR COMMUNITY ROOM COMPLAINTS. CALL SHERIFF'S DEPT. AT 333-8911, (COMMUNITY ROOM CLOSSES AT 12: A.M. (MIDNIGHT)).
13. NO HOT WATER IN TOWNHOUSE OR APARTMENT ON FRIDAY, SATURDAY OR HOLIDAYS WHEN THE OFFICE IS CLOSED.
14. TOILET STOOL CLOGGED, in an apartment only.
15. CARBON MONOXIDE IS SOUNDING/CHIRPING/ALARMING

SMOKE AND CARBON MONOXIDE DETECTOR POLICY

All Winfield Village units are equipped with a Smoke Detector for each floor and a Carbon Monoxide Detector (CO). These detectors are provided for you and your family's safety as well as the safety of your neighbors. **It is your responsibility as a member to maintain and test your detectors (smoke and CO) once a month.** If a detector needs repaired or does not beep when tested, it is your responsibility to call it into the Winfield Village office for repair. The detectors will let you know when your battery is starting to fail by making a chirping sound. Replacement batteries for your detectors can be picked up in the Winfield Village Office during normal working hours FREE of charge. The Winfield staff will change the batteries in each unit in the fall.

You will be assessed an administrative fee of \$50.00 for each detector if at any time any detector (smoke or CO) is found **inoperable** or **not in the proper place**. If any detector is missing you will also be charged the replacement cost of a new detector. If a second violation occurs, the member will again be assessed a \$50.00 fee and will be required to appear before the Board of Directors.

All charges are due and payable with your next month's housing charges.

8/21/1999, 1/28/07 revised, 2/28/07 effective

PROPER USAGE OF GARBAGE DISPOSALS

THE FOLLOWING IS A LIST OF DO'S AND DON'TS THAT WE WOULD LIKE TO SUGGEST WHILE USING YOUR GARBAGE DISPOSAL IN YOUR UNIT PROPERLY.

How to operate the garbage disposal:

1. Do grind food waste only with a strong flow of cold water.
 2. Turn garbage disposal on.
 3. Put waste into disposal very carefully and slowly.
 4. When chopping is completed, turn off disposal.
 5. Let the cold water run for several seconds after the garbage disposal is shut off.
 6. Turn the power switch OFF before attempting to clear a jam or remove an object from the disposal.
 7. When not operating a disposal leave the drain cover in place to reduce the risk of objects falling into the disposal.
-

How NOT to operate the garbage disposal

1. DO NOT grind hard materials such as bones, fruit pits, clam or oyster shells, etc.
 2. DO NOT use hot water when grinding food waste. However, hot water can be drained into the disposal in between grinding periods.
 3. DO NOT turn the disposal off until grinding is completed and only a motor and water sound is heard.
 4. DO NOT grind extremely fibrous material like cornhusks, lettuce, carrots, artichokes, potato peelings, and rice etc., to avoid possible drain blockage.
 5. DO NOT put the following in the disposal at any time: drain cleaner, glass, china, or plastic. No large bones, No metal, such as bottle caps, tin cans, or aluminum foil.
 6. DO NOT put fingers or hand in the disposal.
 7. DO NOT over stuff and jam a lot of waste in the disposal at one time, please put waste in slowly and carefully.
 8. DO NOT grind citrus or melon rinds, coffee grounds, etc.
 9. DO NOT dispose of fats and grease in your disposal. Be sure to have the disposal on and strong flow of cold water. If you have a large amount of fat and grease, we would suggest that you place it in a container, allow it to solidify then dispose of it in the trash.
-

Objectionable odors coming from your disposal are usually from bits of food waste left inside the disposal as a result of insufficient water to flush the disposal

IF YOUR GARBAGE DISPOSAL IS NOT WORKING:

1. First please try to reset it. Pushing the red reset button, this is located either on the side, or underneath the disposal.
2. If resetting the disposal does not work then call and report the problem to the office.

ADDITIONAL APPLIANCE POLICY

Any additional appliances that are not furnished by the Cooperative are not recommended for use at Winfield Village. Any Member installing additional appliances will be held accountable for any damage that results from the installation or use of an additional appliance.

EXAMPLES OF ADDITIONAL APPLIANCES:

1. Portable Dishwashers (townhouses only)
2. Portable Washer (townhouses only)
3. Portable Dryer (townhouses only)
4. Freezer
5. Additional Refrigerator

All town homes have washer/dryer hook-ups located inside the unit. Members are free to install washer/dryers in this area. When installing a washer/dryer all state and local codes should be observed. Gas dryer connectors should be flexible stainless steel 3' or 4' in length. Venting hose should be constructed of 4" flexible aluminum. There is no service provided for 220-volt electric dryers. Washers should be grounded properly and the supply hoses checked regularly for bulges or leaks. Service of additional appliances is the responsibility of the member.

Requests for additional appliances to be installed inside a members unit should be presented to management in advance of purchase or installation. Management will review the request and approve or deny based on the following:

1. Safety
2. Possible unit damage that may be caused.
3. Proposed installation procedures.

All installations will be inspected upon completion. This inspection will be done by the Winfield Village Maintenance Department. An approval by the maintenance department in no way implies that Winfield Village will assume any responsibility for damage or injury resulting from the use of said appliance.

At no time will a water-using appliance be permitted in an apartment. All apartment units share a common water heater and there just isn't enough hot water to operate washers/dishwashers and supply members with ample amounts of hot water for showers, dish washing etc.

Effective 6/8/95

WINDOW COVERING POLICY

The purpose of this policy is to promote an appealing and well-kept community by defining window coverings that are acceptable for this purpose. This policy also eliminates the possibility of a resident/member's personal decorating taste to be representative of the property as a whole.

This policy is to be considered part of the property rules and regulations of Winfield Village Cooperative. Residents/members not complying with said policy will be issued one warning to correct the violation. Subsequent refusal can result in a \$25 fine. If after a \$25 fine is assessed the window covering is still not in compliance, a \$50 fine will be given.

To maintain presentable curb appeal, each member must comply with the following:

1. Resident/member is responsible for providing window coverings for the front window and bedroom windows in the townhouse or apartment home with the exception of one set of vertical blinds, which is provided by Winfield upon initial move-in to the unit. The vertical blinds supplied by Winfield are designated for either the front living room window or for the sliding glass patio window/door. Damaged, lost or misplaced blinds will be replaced at the expense of the member. These vertical blinds will remain the property of Winfield.
2. The resident/member is free to use personal taste in the interior appearance of their window coverings; to allow for the creation and maintenance of a pleasing appearance and provides for a better overall curb appeal for the property, it is the policy of Winfield Village that all window coverings visible to the public must conform to the following criteria:
 - a. They must consist of a solid color drape/curtain, or multiple drapery panels without words or pictures; multiple panels need not be of the same color. Window scarves and valances are also permitted.
 - b. Acceptable window coverings include vertical or horizontal blinds made of wood, metal or vinyl materials. Lace or embroidered curtains are also permitted. Curtains/drapes with the following designs may also be displayed: floral patterns, paisley designs, twill, tweed or plaid patterns.
3. The following items are not permitted as substitutes for window coverings: blankets, sheets, signs, banners, stickers, aluminum foil, newspaper, boxes, wrapping paper, towels, clothing or any items not originally manufactured as a window covering.
4. Painting of windows is not an acceptable form of coverage and is prohibited.
5. Holiday window decorations are also permitted.
6. It is the responsibility of the resident/member to hang all window coverings in such a manner as to secure the hardware for safety reasons but not to harm the window, its frame, hardware, drywall or the woodwork of the property. Resident/member will be held responsible for any negligence or damage to said items and/or structures.

Approved 9-24-09, effective 11-02-09

PAINTING, REDECORATING & IMPROVEMENT POLICY

PAINT POLICY

1. Any member moving out of Winfield Village is required to pay the painting labor fees upon their move out according to the following policies and rates. Members who moved into Winfield prior to July 1st, 2003 may still paint their units according to the previous policy.
2. As of 2010, the basic paint labor rates are as follows:
 - A. 1 bedroom apartment = \$450
 - B. 2 bedroom apartment = \$500
 - C. 2 bedroom townhouse = \$550
 - D. 3 bedroom townhouse = \$600
3. Additional labor hours at a rate of \$25 per hour will include, but are not limited to, such items as:
 - A. Removal of wallpaper/border
 - B. 2nd or 3rd coats of paint to cover dark colors or textured paint
 - C. Repairing drywall damage greater than holes from nails, screws, and drywall anchors, etc.
4. These fees will be deducted from the member's equity refund. The refund will include an itemized list of all such deductions.
5. Winfield Village will arrange for the required service.
6. Painting labor fees will be reviewed and adjusted annually. These fees will be adjusted on a cost analysis but will not exceed a 10% increase per year, to be approved by the board.
7. All members living at Winfield Village prior to June 1st, 2003 shall have the option to contract this service with Winfield Village, an outside contractor, or paint the unit themselves. Members deciding to paint their unit or use an outside contractor are subject to a painting inspection at move out. If a member transfers to another unit in Winfield Village, they will no longer have the option of painting in the new unit.
8. Members living in a unit for 36 consecutive months will be provided with a paint allowance based on the unit size and Winfield Village costs which includes:
 - A. 1 bedroom apartment = 6 gallons flat and 2 gallons semi-gloss paint
 - B. 2 bedroom apartment = 7 gallons flat and 2 gallons semi-gloss paint
 - C. 2 bedroom townhouse = 7 gallons flat and 3 gallons semi-gloss paint
 - D. 3 bedroom townhouse = 8 gallons flat and 3 gallons semi-gloss paint
9. This paint allowance will be available at the completion of each three-year period of continuous residence. Allowances may not be accumulated. For example, if the allowance is used at year 4 of occupancy, the three-year period starts again. Under this example, the next eligible time for a paint allowance would be at year 7 of occupancy.
10. Any member that does not meet this 36 month occupancy must pay for the paint at Winfield Village cost.
11. The unit must be painted in washable flat or semi-gloss MAB paint, in the color "Bone White".

REDECORATING

1. Members are allowed to decorate their unit in any way they want but they are responsible for putting the unit back into saleable condition as stated in the Move Out Requirements Policy when they leave.
2. All alterations must be requested on the Installation Alteration Permit and be inspected by a member of the maintenance staff when completed. (Examples would include installing a ceiling fan, putting up shelves, etc....)

IMPROVEMENT AGREEMENTS

When a member moves out he must put any additions he has made or he has accepted on an Improvement Agreement.

- A. PROPERTY IMPROVEMENTS THAT ARE ACCEPTABLE TO WINFIELD VILLAGE COOPERATIVE
 1. ELECTRICAL OVERHEAD LIGHTS OR FANS properly installed with wiring in walls, and control switches provided by Winfield Village.
- Item number 1. must have approval by Winfield Village Management in writing before installation, and they must have an approval sheet that was inspected by the Maintenance Supervisor.
- B. Improvements to units that can be put on an improvement agreement that incoming member have the option to accept or reject.
 1. Hooks for swag lamps or flower post.
 2. Fans or lights installed with swag hoods and swag wiring that is plugged into unit outlets.
 3. Properly installed electric hookups for electric dryers (no labor costs will be passed on).
 4. Storage sheds on patio that are:
 - a. In good condition
 - b. Have Winfield Village approval to be built.
 5. Improvements such as:
 - e. Child Locks on cabinets
 - f. Cup holders in baths and kitchen
 - g. Added towel holders
 - h. Added shelves in closet or laundry area
 - i. All curtain rods, drapes, mini-blinds, and mounting hardware.

The afore mentioned items may be acceptable on the improvement agreement only if incoming member agrees to accept them. If any of the items #1-5 are not accepted by the incoming member they will be removed by the maintenance staff and the outgoing member will be charged for the removal and repair to include repair of any holes for hardware.

- C. Items that will not be allowed to be included in the improvement agreement:
 - ii. Any item that is movable such as; lamps, furniture of any kind, washer/dryer, beds, dressers, stereos, etc....
 - iii. Any carpet or sheet of vinyl placed over existing carpet or vinyl must be removed by outgoing member.

- iv. Any items such as Wayne's coating, wallpaper, contact paper, drawer paper, shoe racks mounted to closed walls, etc. must be removed by outgoing member and any holes for mounting must be repaired by outgoing member.

If any of the above items are not removed, disposal fees and hole repair costs will be charged to the outgoing member. Any of the above items that the outgoing member wished to sell may be listed on the bulletin board with office approval.

All above items must not be present in the unit at the time of the move out inspection, otherwise outgoing member will be charged for their removal at the hourly maintenance rate of \$25.00 per hour.

D. APARTMENT PATIO ENCLOSURE SPECIFICATION

1. Scope of Work

- a. This work shall consist of furnishing all materials, labor and equipment necessary to erect a patio enclosure at an apartment style building located at Winfield Village Cooperative.

2. General Provisions

- a. Coordinate all work to proceed in a manor to show the steady progress towards a set completion date.

3. Material Standards

- a. Sill plates shall be of pressure-treated lumber.
- b. All wood material, ban boards, corner posts and exposed lumber shall be Western Cedar painted to match the color of the existing building.
- c. Finished siding shall be T1-11 8" grooves.
- d. Storm door shall be a Larson SS288 model (available at Lowes Hardware)
- e. Painted color shall be English brown exterior latex (available at MAB)
- f. Screen material shall be nylon mesh fitted to aluminum frames with rubber screen spline.

4. The Structure

The structure must have:

- a. A storm door for exit. The door must be located in the center of the exterior wall.
- b. Frames exterior at bottom of wall 3' tall
 - i. Frames wall studs shall be 2x4" on center.
 - ii. The finished exterior of the side walls must be finished with materials listed in material standards for siding.

PAINT REQUEST

DATE: _____

I, _____ of _____ Paddock Drive
(Members name) (address)

Gallons of paint for a :

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> 1 bedroom apartment | 6 gallons flat, 2 gallons semi-gloss |
| <input type="checkbox"/> 2 bedroom apartment | 7 gallons flat, 2 gallons semi-gloss |
| <input type="checkbox"/> 2 bedroom townhouse | 7 gallons flat, 3 gallons semi-gloss |
| <input type="checkbox"/> 3 bedroom townhouse | 8 gallons flat, 3 gallons semi-gloss |

I moved into WFV Cooperative on _____.
(move-in date)

I wish to pay for my paint by:

- a paint allowance (you must live at WFV at least 3 years)
- payment in full (cash/check or money order) Prices effective as of March, 2010
 - 1 bedroom apartment \$90.00
 - 2 bedroom apartment \$100.00
 - 2 bedroom townhouse \$110.00
 - 3 bedroom townhouse \$120.00
- a membership & equity deduction (deducted on your move-out settlement)

(member's signature)

FOR MAINTENANCE USE ONLY

of gallons: _____

Initialed by: _____

Date given: _____

INSTALLATION/ALTERATION PERMIT

APPLICATION:

I hereby apply for permission to install the following appliances and/or make the following alterations in or around my residence:

Work to be performed by _____

I hereby certify that this work will be performed in accordance with all applicable codes and regulations.

DATE _____

NAME _____

ADDRESS _____

PHONE # _____

FOR OFFICE USE ONLY

PERMIT: Only check applicable parts

THE PERMIT REQUESTED ABOVE IS HEREBY: GRANTED DENIED

WITH THE FOLLOWING CONDITIONS: _____

Although the permit has been granted, the changes covered are not considered an improvement, which will be reflected in the books of the cooperative and in the transfer value of the applicant's membership. The member may be required to restore the unit to its original condition upon the move out.

This permit is subject to all requirements of the by-laws, Occupancy Agreement and other applicable regulations.

Date _____

Approved By _____

POLICY ON SECURITY LOCK INSTALLATION

1. New locks were installed in each of the 348 units the summer of 2004.
2. Two (2) keys are issued to each unit. Additional keys may be purchased (only through the Cooperative office) at a cost to the member. The cost of each key is subject to the actual cost incurred by the Cooperative.
3. For any additional lock installation, (current lock must remain) one key must be surrendered to the office to permit entry for maintenance emergencies, inspections, etc.
4. A member can request a lock change at any time. If a member has his lock changed he will pay for the cost of the lock plus the cost of the locksmith. Two keys will be included with each lock. Each additional key is the actual cost of the keys.
5. When a member moves out, all keys issued to this unit must be returned. If, all keys are not turned in the cost of a lock change will be deducted from the equity refund.

Revised 1/26/06, Effective 3/1/2006

LOCK OUT PROCEDURE

1. Members will be charged for lockouts between the hours of 5 p.m. until 8 a.m. If a member has more than one lock out during these hours in a thirty-day period they will be charged a \$25.00 fee.
2. Other charges are indicated on the lock out voucher below.
3. A lockout voucher will be signed by the member authorizing Winfield Village to charge the fee. The purpose of the member's signature is to make the member aware of the charge and to assist the maintenance staff in verifying that the proper member is allowed to enter the unit.
4. The member will be sent an invoice and the fee will be added to their account. This is to be paid with the next month's housing charge.

WINFIELD VILLAGE COOPERATIVE LOCKOUT VOUCHER

DATE _____ TIME _____

ADDRESS _____

NAME _____

A \$25.00 fee is charged for any lockout between the hours of 5:00 PM and 11:00 PM weekdays and between 6:00 AM and 11:00 PM Saturday, and the Holidays.

A \$30.00 fee is charged for any lockout between the hours of 11:00 PM and 6:00 AM.

Each unit will be given one (1) free lockout every 30 days between the hours of 8:00 AM and 5:00 PM, Monday through Friday. Additional lockouts will be charged \$10.00 each.

MEMBER SIGNATURE _____

MAINTENANCE SIGNATURE _____

MOVE OUT PROCEDURES

1. Transfers of membership in Winfield Village Cooperative are governed by Article III, section 8 of the By-laws of Winfield Village Cooperative. As of October 15, 1991 the Winfield Village Cooperative Board of Directors has voted to exercise the option to purchase the memberships granted in Article III, section 8 (b).
2. All members must give a 60-day notice that they are going to be moving out of the cooperative. To give this notice the member must fill out a Notice of Intent to Leave and turn it into the office with their Occupancy Agreement and signed Membership certificate. The notice will be date stamped on the day it is turned in to the office.
3. The out-going member will be responsible for his/her housing charge through the 60th day of his notice or until a new person moves in to the unit, whichever is less.
4. At the time the member gives his/her notice a **Pre-Move Out Inspection** must be scheduled within the two-week period following the date the notice was given. During the Pre-Move Out Inspection, maintenance will inform the member verbally and in writing of his/her requirements to return the unit to a saleable condition. This may include but is not limited to complete painting, cleaning of the unit, and the cleaning of the carpets. The member will be asked to sign that they have been informed of the Requirements for Moving Out of their leased Unit.
5. At the time the member gives his/her notice, an Improvement Agreement may be filled out and turned in before, his/her Pre-Move Out Inspection..
6. The leasing agent will contact the next person on the waiting list and an appointment will be made to show the unit. The member must agree to have the unit shown to prospective members. Reasonable requests may be made by the member concerning how the unit is to be shown.
7. As soon as the member knows the exact date they will be moving they must set a Move-Out Inspection. If a member delays his/her move out past the original indicated date, they will be charged \$40.00 per day until the move is complete.
8. Membership and equity will be returned to the member in approximately 4-6 weeks after his/her move out date less any moneys needed to return the unit to saleable condition or any moneys owed the cooperative for unpaid housing charges, maintenance invoices or administrative fees.

**NOTICE OF INTENT TO MOVE
FROM WINFIELD VILLAGE COOPERATIVE**

Please be advised that on _____(month)_____(day)_____(year)
I am vacating:

Address _____ Size of unit _____

Home phone # _____ Work phone # _____

I acknowledge that:

1. I am required to give a 60 day written notice or I will be responsible for the housing charge for up to 60 days or until the new resident moves in.
2. If I do not vacate my unit on the above move-out date, I will be charged \$40.00 per day to recover expenses that may incur because of my failure to move.
3. I am responsible for all reconditioning charges on maintenance, painting and cleaning costs plus any charges due on my account.
4. The above unit must be reconditioned. I have the option to recondition the unit myself or have the Cooperative do it. Any member moving into Winfield Village after July 1st, 2003 is required to pay the painting labor fees upon their move out.
5. It is mandatory for me to set up a pre-inspection for my unit within 10 days after I have delivered this 60 day notice, so that I am fully aware of any changes and reconditioning that may have to be taken care of by me to avoid any unnecessary charges.

As a requirement prior to acceptance of this notice, I will be required to:

1. Turn in the Membership Certificate that I was issued at the time of my initial move-in.
2. Turn in my Occupancy Agreement and Subscription/Sales Agreement.
3. Pay any and all outstanding balances that I owe Winfield Village Cooperative.

Member's Signature

Date

Member's Signature

Date

REQUIREMENTS FOR MOVING OUT OF YOUR UNIT

Address _____

1. Except as specifically provided elsewhere in Co-op policies, all members are responsible for returning their unit to a saleable condition before vacating. Members whose units are not left in acceptable condition will be charged for work and materials needed to return the unit to such condition. This will be a 2-hour minimum charge. Each unit must be completely vacant at checkout time.
2. Before a member moves, there will be a Pre Move-Out Inspection. At that time, the Maintenance personnel will indicate all necessary repairs and work which may be needed to bring the unit to a saleable condition. "Saleable" condition shall be defined to mean a clean condition throughout, in good repair, and a good workmanship appearance in interior decorations including, but not limited to the following:
 - A. All walls, ceilings, doors and trim will be clean, painted, and in good condition, and have an attractive appearance. The only color acceptable is "bone white". The paint must be MAB Wallshield. Any repairs or decorating will be charged to the terminating member at its actual cost.
 - B. All floors must be clean and free of trash. The carpets will need to be shampooed with an extracting shampooer, and clean. If you do not use Winfield Village's carpet shampooer, you must present a receipt at your move-out inspection.
 - C. The bathroom fixtures, fittings, and wall tile will be clean and free of soap scum and greasy film.
 - D. The kitchen fixtures, fittings, and wall tile will be clean and free of soap scum and greasy film.
 - E. Stoves will be cleaned thoroughly, including oven, broiler, and range hood and under top of stove.
 - F. Refrigerators shall be cleaned inside and out, freezers defrosted if necessary.
 - G. All cabinets will be washed out, clean, and neat. Shelf paper will be removed.
 - H. Closets shall be clean and free of scuffs and other marks or gouges.
 - I. Necessary repairs to walls or ceilings necessitated by holes or cracks.
 - J. Replacement of lights, towel racks, toilet seats, handles, doorknobs, etc.
 - K. Conditions of trim along walls and windows.
 - L. Conditions of patio for cleanliness and neatness.
 - M. Furnace closet must be cleaned out.

3. The following conditions will not be acceptable as within the definition of "saleable" condition, and a vacating member leaving such conditions will be charged for their repair or removal.
 - A. Holes of any size in walls, ceilings, floors, baseboards, and doors.
 - B. Nails or hooks in walls.
 - C. Broken, cracked, or damaged fittings or fixtures.
 - D. Damage to and/or neglect of lawn areas for which the member is individually responsible.
 - E. Damaged floors caused by abusive use, or lack of normal maintenance.
 - F. Burned, gouged, cut, or otherwise damaged kitchen and bathroom counter tops or cabinets.
 - G. Broken windows, torn or damaged screens.
 - H. Any burns, rips, tears, stains, or discoloration to carpets due to abuse or lack of normal maintenance.
 - I. Any other conditions requiring repair work or maintenance due to the member's own negligence or abuse.

4. Vacating members must surrender the following to the Resident Manager before they leave:
 - A. All door keys and mail keys to the unit. The member will be charged for a lock change if all entry door keys are not returned.
 - B. One Activity key.
 - C. One member's Portfolio (blue binder) containing one copy each of the Cooperative Plan and the Member's Policy Book.

-A \$15.00 charge will be made for each copy of the Cooperative Plan and the Member's Policy Book and any material, which may become a regular part of that material.

-A \$40.00 administrative fee, per day, will be assessed for each day the move-out is delayed or changed.

-No trucks, vans, SUVs or cars are permitted to park on the grass while moving out of your unit. A \$150.00 (\$50 + \$100, see Parking and Road Policy) fine will be assessed.

I _____ unit # _____ have been explained the policies, procedures and requirements for moving out of my unit.

Members signature

Date

Maintenance Signature

Date

Policy Effective 05/14/99

WINFIELD VILLAGE VOLUNTEER WAIVER

I _____ have volunteered to provide the following service(s) to Winfield Village Cooperative Phases 1 & 2:

I understand that as a volunteer I am still representing Winfield Village Cooperative Phases 1 & 2 and will uphold all policies and procedures currently in place. I also understand that I may be asked to provide verification of any specialized skills which I may offer to the cooperative including but not limited to proper licensing where appropriate. I understand that if asked for such verification, if I fail to provide it that Winfield Village Cooperative Phase 1 & 2 may decline the use of my volunteer services.

Furthermore I recognize and acknowledge that there are certain risks of physical injury to participants in all volunteer programs and I assume the full risk of any injuries or loss regardless of severity that I may sustain as a result of participating in any activities connected with, or associated with, this program. I agree to relinquish all claims I may have as a result of participating in the program against Winfield Village Cooperative Phases 1 & 2, its officers, agents, servants, employees and vendors. I exclude these individuals, agents, officers, employees and vendors of all claims from injuries, damages or loss which may occur to me arising out of, connected with, or in any way associated with, the activities of this program.

I further agree to indemnify and hold harmless and defend Winfield Village and its officers, agents, servants, employees and vendors from all claims resulting from injuries, damages and losses sustained by me arising out of, or connected with or in any way associated with the activities of this program.

In the event of any emergency I authorize Winfield Village to secure from any licensed hospital, physician and/or medical personnel any treatment deemed necessary for my immediate care and agree that I will be responsible for payment of all medical services rendered.

Print Name

Address

Signature

Date

In case of emergency please contact:

Name

Phone Number

Completed 6/26/2008, Effective 8/10/2008

WINFIELD VILLAGE COOPERATIVE BOARD OF DIRECTORS OPERATING POLICY

GENERAL RULE OF ORDER

The rules contained in the current edition of the Rules of Order shall govern the Board of Directors in all cases to which they are applicable and in which they are not inconsistent with the Bylaws and any special rules of order the Board may adopt.

SPECIAL RULES OF ORDER:

1. With the exception of motions to close debate, motions do not require a second.
2. Upon all original main motions, a roll call vote shall be taken and entered into the minutes. Upon all other applicable motions, a roll call vote shall be taken at the request of at least one third of the directors present.
3. Upon every debatable motion except an appeal from the ruling of the chair, each director may speak twice, the first speech of five minutes or less duration and the second speech of three minutes or less duration. Upon a debatable appeal from the ruling of the chair, the chair may speak twice, every other director once, and no speech may exceed two minutes.
4. Whenever previous notice is required, it may be given to the Secretary no later than 6:00 p.m. on the fifth day prior to the meeting at which such notice is to apply, and such notice shall be published in the agenda.
5. At regular meetings, the order of business shall include the following in an order as determined by the Board: (1) Call to Order, in which directors, members-at-large, representatives of Management, and visitors are identified for the record; (2) General hearing, in which members-at-large are given the opportunity to voice their concerns; (3) Approval of Minutes; (4) Reports of Committees; (5) Reports of Management; (6) Reports of Directors; (7) Special Orders, if any; (8) Unfinished Business; (9) New Business; (10) another General Hearing, as above; (11) New business, which may arise out of the General Hearing; (12) Adjournment or motion to go into executive session.
6. Members-at-large shall be given the privileges: (1) to attend regular and adjourned regular meetings and such special meetings as deemed appropriate to be held in open session; (2) to speak during the General Hearings; (3) to make parliamentary inquiries and points of information; and (4) to speak in debate; which privileges may be extended by the Board.
7. Items of business which arise out of a committee or management report may be acted upon immediately after such a report. Items of business which arise out of a director's report may be acted upon immediately after such a report only if the items have been specifically referred to that director. Items of business which arise out of any part of a meeting not covered by the preceding rule must be taken up under New Business. Priority in consideration shall be given to items for which previous notice has been given in the order of such notice.
8. Motions to reconsider may be made up to twenty-one days from the meeting at which the motion to be reconsidered was adopted, and may be made by any director who did not vote with the losing side.

9. The motion to recess and the motion to go into executive session may be made as a single motion to recess and reconvene in executive session, having all the characteristics of the motion to recess except that it takes precedence over the motion to adjourn.

STANDING RULES

1. Whenever the President and Vice President shall be absent or unable to act, the Secretary shall act as President. Whenever the Secretary and Assistant Secretary shall be absent or unable to act, the Treasurer shall act as Secretary, whenever the Treasurer shall be absent or unable to act, the Vice President shall act as Treasurer.
2. Regular meetings of the Board of Directors shall be held as determined by the Board of Directors; meetings will be scheduled on the community calendars in the office/community building and the Village Voice (newsletter). Regular membership meetings shall be held quarterly, at minimum.. Regular meetings shall begin at 6:45 p.m. in the Winfield Village community room.
3. Members of the Board, committees, and Management who wish to schedule subjects for discussion at a meeting must submit those items to the Secretary no later than 6:00 p.m. on the fifth day prior to the meeting. The agenda will be posted in the office building no later than 6:00 p.m. on the third day prior to the meeting.
4. The most recently approved official minutes shall be posted in the office building no later than two days after the meeting at which those minutes were approved. Copies of such minutes shall be made available to any member upon request.
5. No later than two weeks after a meeting, each Director should be given the minutes for that meeting. Such minutes shall also be made available to any member for inspection whenever the office is open.
6. In copies of all minutes made available to the membership-at-large, the following information will be deleted to protect the privacy to which members, applicants for membership, and employees are entitled: (a) information likely to identify a person who registers private complaints or about whom complaints are made, (b) reference to members or employees against whom disciplinary action is discussed, (c) reference to the personal finances of any member or applicant for membership, (d) all matters deemed to be the personal affairs of individuals employed by Winfield Village.
7. It shall be the policy of the Winfield Village Board of Directors to seek the views of the general membership on issues pending before the Board. To encourage member's contribution, the Board will release to the membership an agenda for each Board meeting as early as possible before each meeting. Such agendas will be posted in the community building.

CONFERENCE TRAVEL EXPENSE POLICIES FOR THE BOARD OF DIRECTORS AND STAFF

1. General Policy

- A. These policies and procedures establish the guidelines for payment of conference/ seminar expenses for duly elected or appointed members of the Winfield Village Board of Directors and the duly hired Resident Manager. Only the Board of Directors, Resident Manager and Leasing Agent shall be entitled to conference/seminar expense payment or reimbursement under this policy.
- B. Members of the Board of Directors are limited to reimbursement or payment of conference expenses for one conference/seminar, and one, one-day seminar per one year term of office. Directors may attend more than one conference/seminar per year but any attendance beyond one conference/seminar per year is at the Director's own expense.
- C. A "traveler" as used throughout this policy is defined as either the Resident Manager or Office Manager of the Co-op or a member of the Board of Directors.
- D. All conference/seminar travel expense payments or reimbursements shall be limited to those specifically delineated in this policy.

2. Transportation to and from Conference/ Seminar

The following transportation expenses will be reimbursed:

- A. Mileage reimbursed at the prevailing rate as paid by the University of Illinois. Mileage may not exceed the round trip distance from Winfield Village to the Conferee site. The charge for mileage may not exceed the cost of coach class air fare for the distance. If possible, travelers shall share rides. If rides are shared only one reimbursement will be made per vehicle.
- B. Commercial carrier, standard or coach class reimbursed at actual cost or purchased in advance by the Co-op upon the traveler's request.
- C. Highway and bridge tolls, parking and local transportation to and from air or other public carrier terminal by the most economical means (reimbursed at actual cost- receipts required).

Expenses associated with rental automobiles are not reimbursable except in circumstances where no other means of transportation is available.

3. Meals and Personal Expenses

- A. Travelers are allowed the prevailing rate as paid by the University of Illinois per "conference day" for meals, tips, baggage handling and phone calls to the Co-op. Travelers may receive payment of this per diem in advance but must present receipts within thirty days of return from the conference/seminar to verify all food and beverage expenses.

- B. A "conference day" is defined as a day in which conference seminars or meetings occur over at least a six (6) hour span. If the first or last day of a conference is less than a "conference day" traveler's are allowed one-half (1/2) of the meal per diem for that day.
- C. It is recognized that from time to time conference/seminars may be held in so called "high cost areas". In cases where the conference/seminar is in a "high cost area" travelers shall be allowed a maximum of \$8.00 above the regular per diem for all food beverage expenses. For purposes of Co-op travel expense payment or reimbursement "high cost areas" are limited to the following:

- Chicago, Illinois (Metropolitan Area)
- New York City, New York (Metropolitan Area)
- Washington, D.C. (Metropolitan Area)
- Boston, Massachusetts (Metropolitan Area)
- Philadelphia, Pennsylvania (Metropolitan Area)
- California (Entire State)
- Florida (Entire State)
- Las Vegas (Metropolitan Area)

4. Lodging

- A. "Travelers" will be reimbursed by the Co-op for the actual cost of lodging required for conference/seminar. Receipts must be presented for reimbursement by the Co-op. In the alternative, payment in advance of the conference for "travelers" actual costs may be made by the Co-op directly to the hotel or motel (i.e. group reservations).
- B. Where circumstances allow, travelers are encouraged to share rooms to save the Co-op money. The hotel or motel selected and the rate charged for a room should be reasonable with respect to the normal rates charged in the area for standard accommodations.
- C. Only the cost of the room and tax on the room charge will be reimbursed or paid by the Co-op. The traveler must pay for all other charges on his/her room bill, except as noted in section III above.

5. Registration Fees

- A. Travelers will be reimbursed for the actual registration fees required to attend the conference/seminar. Receipts must be presented for reimbursement by the Co-op. In the alternative, payment in advance of the conference of "travelers" registration fees may be made by the Co-op directly to the conference/seminar organization itself.