

## Winfield Village Policy Book Change Summary

March 5, 2010

**\*\*Please note that these are very brief summaries of changes. You will need to pick up your new Policy Book and review each policy carefully.\*\***

Page #	Policy Name	Changes Made
4	Membership Eligibility Requirements	➡ Gramatical/wording changes for clarification.
6	Allowance for Member's Equity	➡ The equity values have been updated to reflect January 2010 amounts.
8	Late Fee Assessment Policy	➡ Gramatical/wording changes for clarification.
9	Transfer Policy	➡ The transfer fee has raised from \$50 to \$250 to cover current labor and supply rates. Also gramatical/wording changes for clarification.
10	Occupancy Agreement For Unit Transfer	➡ The surprise unit inspection has been changed to an inspection to be done by a staff member.
11	Winfield Village Policy For Parent & Guardian Responsibilities	➡ It has been added that if a child under the age of five (5) is left unattended on the property the first attempt will be to contact the parents/guardian. DCFS and/or police may be contacted if unsuccessful.
N/A	Community Safety Policy	➡ This policy has been deleted. These items are addressed in the Occupancy Agreement and are handled by the local and state laws.
13	Visitor-Guest Polices And Procedures	➡ Gramatical/wording changes for clarification.
13	Solicitation Policy	➡ Gramatical/wording changes for clarification.
13	Complaint Procedure	➡ Gramatical/wording changes for clarification.
14	Home Business Policy	➡ An Incidental Business Clause has been added in accordance with HUD Requirements. Also gramatical/wording changes for clarification.
15	Winfield Village Internet Policies & Procedures	➡ This policy has been reworded in accordace with Volo Broadband's internet services.
16	Satellite Dish Policy	➡ Gramatical/wording changes for clarification.
17	Activity Areas Policy	➡ a) Maximum occupancy of the Community Room is 105. b) The number of rentals allowed per year has increased to six. c) Gramatical/wording changes for clarification.

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20	Room Cleaning Checklist	➡ It has been specified that indoor and outdoor garbage receptacles must be emptied and that paper, wood, etc. must not be added to the fireplace.
22	Winfield Village Fitness Center Rules And Regulations	➡ Item #3 will result in a \$50 fine plus cost of the damage. Subsequent violations will result in loss of priveleges for 1 week and then 3 months if violations continue.
25	Winfield Village Pet Policy	➡ a) It has been specified that all pet owners must show proof of renters insurance naming Winfield Village as co-insured. b) Members who are found in violation of the two pet limit will be fined \$25/week/pet (maximum 8 weeks) until they comply. c) Gramatical/wording changes for clarification.
27	Dog Park Rules And Regulations	➡ This policy has been simplified to remove repetition.
28	Pet Registration Form	➡ Additional lines have been added to request the status of: Renter's Insurance submitted, proof of vaccinations submitted, and picture on file .
30	Patio And Yard Policy	➡ a) Gramatical/wording changes for clarification. b) JULIE must be notified if digging deeper than 6 inches.
34	Storage Shed Specifications	➡ The height that storage sheds may be above the fence has been raised from 12 inches to 18 inches.
34	Grounds Tools Check Out Policy	➡ a) It has been specified that tools must remain on Winfield b) If tools are not returned in clean condition, the member will be charged a \$25 labor fee for the clean up.
36	Winfield Village Garden Policy & Procedures	➡ Sign up for available gardens will begin annually on March 1st.
37	Parking And Road Policy	➡ a) The replacement cost of a hang tag has been reduced from \$75 to \$50. b) Towing and fines have been restructured and are applicable to specific violations. c) Parking in the entrance of Winfield Village is no longer permitted due to safety reasons and traffic congestion. d) An additional \$100 will be assessed for driving vehicles on the grass during move-in, move-out, and/or loading/unloading items. e) Members must receive approval from management prior to moving motorbikes/mopeds across the grass and onto patios.
39	Work Order Procedure	➡ Gramatical/wording changes for clarification.

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40	Maintenance Emergencies	➡ The following items were added to the emergency work order list: Lock failure: if your entry or patio door locks fail, Carbon monoxide is sounding/chirping/alarming
41	Proper Use Of Garbage Disposals	➡ Gramatical/wording changes for clarification.
42	Additional Appliances Policy	➡ Specifies that items 1-3 are for townhouses only.
43	Window Covering Policy	➡ a) Items a. and b. under section 2 have been adjusted to allow members more window covering options. b) Holiday window decorations are now permitted.
44	Painting, Redecorating & Improvement Policy	➡ a) Labor rates for painting a unit have changed to more closely reflect current costs. b) Gramatical/wording changes for clarification.
47	Paint Request	➡ The pricing on paint was changed to reflect current prices effective March 2010.
49	Lock Out Procedure	➡ The lock out fees have been changed to cover on call costs. Also gramatical/wording changes for clarification.
50	Move Out Procedures	➡ Gramatical/wording changes for clarification.
51	Notice of Intent to Move	➡ Gramatical/wording changes for clarification.
52	Requirements for Moving Out of Your Unit	➡ a) The requirement for returning the pool pins and pet identification tags have been removed as they no longer apply. b) It has been added that members will be charged for a lock change if all entry door keys are not returned at the time of move out. This is for the protection of incoming members. c) A \$15 charge will be assessed for not returning the Policy Book. d) A \$150 fine will be assessed for parking on the grass while moving out of your unit.
55	Board of Directors Operating Policies	➡ Board Meetings will be held as determined by the Board and will be posted on community calendars, in the office and in the Village Voice (newsletter). Also gramatical/wording changes for clarification.
57	Conference Expense Policies	➡ The section regarding child care has been deleted as it is not necessary.