

HOUSE & GROUNDS MANUAL REMINDERS:

SECTION 2. RESPONSIBILITY OF MEMBERS: EXTERIOR

B. LAWNS

6. No shrubbery or vegetation should obstruct sidewalks or the view of pedestrians, cyclists, or vehicles using sidewalks or driveways, thus creating a safety hazard. **Shrubbery or vegetation should not be closer than 2 feet of the air conditioning unit, as this would block the efficient operation of the unit.** Existing landscaping timbers, rocks, bricks, flowerpots, yard lights, fences, or other decorative items must not encroach on the sidewalks causing a tripping hazard. These need to be 1-foot from sidewalk to protect members' property from being damaged. Any yard decorations, fences, flowerpots, or lights that are less than the 1-foot requirement must be removed before first snowfall. Members are responsible for keeping their exteriors safe.

D. RECREATIONAL USE OF PROPERTY

1. Wading pools may not be left unattended or filled to a depth of more than twelve inches. They must be emptied and removed from the lawn area each evening. Members are responsible for repairing any damage to the lawn caused by any wading pools.
2. **Large and built in playground equipment, e.g., swing sets, portable basketball stands, and similar items are not permitted, unless written consent is obtained from the office.**
3. Members who put up tents, canopies, volleyball nets, or other similar equipment on common areas for a special event are responsible for the cost of repairing any damage to these common areas; and for removing such tents, canopies, nets and equipment within 24 hours of the party.
4. All common sidewalks must be kept clear of obstacles (toys, lawn furniture, garden tools, etc.) every evening before dusk for safety reasons. **Excessive amounts of items in yard are not permitted.**
5. Do not use the parking lots or courts for recreational purposes, e.g., basketball, hockey, volleyball, baseball and football. It is too easy to damage the cars and trucks. Krotiak and Central Park are available for those activities.

Members should comply with the "No ball playing allowed" signs posted in the malls. There is no ball playing in the courts for safety reasons and liability issues.

6. No area may be flooded for any purpose, such as ice skating.
7. Fire pits: Damage to any common area from a fire pit will be fixed at member's expense. You can minimize the chance of damage by putting three to four inches of sand at the bottom. The fire shall be situated so as to avoid the escape of smoke, fumes, or noxious gases onto neighboring properties in such quantities as to create a nuisance or to endanger or injure the health of any person.

REMINDERS FOR AREA J SHAREHOLDERS

- **CALL 708-481-9575 FOR AFTER HOURS EMERGENCIES ONLY, i.e., NO HEAT, SEWER BACK-UP, FROZEN PIPES, SUMP PUMP FAILURE, NO A/C, if you cannot wait until the morning.**
 - **Office Hours: April 1 – October 31: Mon. Tues. Thurs. Fri. 8:30am - 4:30pm & Wed. 8:30am-7:00pm*
 - **Office Hours: November 1 – March 31: Mon. – Fri. 8:30am – 5:00pm*
- **HO6 Condo Insurance is mandatory. A copy must be given to the office each year for your file.**
- **An “Alter Dwelling Form” must be filled out and approved before beginning work in your unit.**
- **Fill out “Permitted Occupant Form” for Board Approval, before allowing someone to live with you.**
- **Any damage to the exterior of the unit resulting from hooks, flagpole brackets, shelves, window boxes, hanging pots, and similar items will be repaired at the expense of the member.**
- **Interior damage to a unit which isn’t reported, will be billed to the member. Call in work orders.**
- **No locks may be installed on any door which requires a key not mastered to a Co-op key.**
- **We no longer do lock outs, this has been in effect since 2003, please have extra keys made and give one to a family member or close friend.**
- **Satellite Dishes must be approved through the Co-op. Maintenance must be present when it is installed.**
- **Two cats are allowed, absolutely NO DOGS. Cats must be licensed with the Village.**
- **Change your furnace filter once per month (available at the office for \$1.00 ea.) NO pleated filters.**
- **Change the batteries on the thermostat once a year.**
- **Keep the area around the FURNACE, HOT WATER HEATER, and DRYER 3 ft. clear of any and all items.**
- **Keep basements clean to avoid dirt buildup in clothes dryers, vents and throughout unit.**
- **Clean lint traps on dryers and out of the outlet hose.**
- **Make sure your humidifier is operating properly for winter. Humidifier pads are \$8.50.**
- **Make sure your toilet is not running continuously. This will significantly increase your water bill.**
- **Put a shower curtain on the bathroom window to prevent the window and crank from rusting.**
- **Put a strainer over your tub drain.**
- **Turn off appliances and blow out candles when leaving your unit.**
- **No paper hangings, sheets, or newspapers are to be hung in the windows.**
- **Lawn bags and stickers are available at the Area J office.**
- **Make certain water is not running, and outside spigots are turned off.**
- **Pull weeds and trim your bushes.**
- **Shovel walkways & porch so your mailman can deliver mail.**
- **NO grilling on back porches, damage will be charged to the shareholder.**
- **Rear Porch lattice can be cleaned with Mold Armor which has bleach. Please follow directions.**
- **Put mat/pad down before putting lawn gas mower on porch.**
- **One For Sale sign is allowed per unit. The signs are available in the office at no charge.**
- **Finder Fee for members is currently \$500.00.**
- **Make sure your name & address is on your monthly carrying charges checks, so that we can credit the appropriate account.**
- **WE DO NOT ACCEPT CASH in the office.**
- **Do not park in the fire lane, by curbs, or at the entrance of the court.**
- **Only park in your allotted parking space.**
- **Motorcycles are not permitted on Area J property. Public streets are permissible.**
- **Vehicle stickers must be purchased at the Village of Park Forest and displayed by April 30th.**
- **The speed limit in parking areas and entrances to the parking lot is (5) five miles per hour.**
- **To protect your vinyl kitchen floor when moving the Refrigerator use sheets of ¼ inch plywood or underlayment along the vinyl floor. Make an uninterrupted path from the fridge to the room’s exit, covering all vinyl along the way. Pull the fridge a few inches away from the wall and slide a large moving dolly beneath it. Lean the fridge carefully against the dolly and use moving straps to hold it in place. Lean the dolly back as far as you can while still maintaining full control. Roll it along the plywood or underlayment.**