

# **CHESAPEAKE COMMONS**

## **HOMEOWNERS ASSOCIATION**

### **Rules & Regulations**

THESE RULES AND REGULATIONS WILL BE ADOPTED AND  
PLACED INTO EFFECT AT THE BOARD MEETING ON **DATE**  
HOMEOWNERS WILL BE ASKED TO COMPLY IMMEDIATELY AND  
WILL BE NOTIFIED OF ANY VIOLATIONS AFTER **DATE**

**Amended, Updated and Consolidated by Motion On  
July 29, 2009**

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**PREFACE**

These Rules & Regulations have been adopted with the intent of providing the residents of Chesapeake Commons Homeowners Association with a practical plan for day to day living. Its goal is to maintain our community as a first-class association and to provide residents with common sense guidelines for living together as neighbors. A successful Association is a community of owners who exhibit a pride of home ownership and share a common vision as to what constitutes a desirable neighborhood.

Membership in the Chesapeake Commons Homeowners Association runs with the property. Each buyer of property within Chesapeake Commons is bound by the governing documents of the Association that include the Declarations of Covenants and Restrictions as well as the Association By-Laws. Homeowners who oppose a particular rule or regulation are asked to keep the following points in mind:

Living in an Association means one must adhere to certain Rules and Regulations due to the necessity for architectural conformity and the demands of the Declarations and By-Laws, which exist for the benefit of our community and help to maintain our property values.

Requests for changes can be made in writing or in person through the Office Manager/Property Manager, or directly to the Board. The Board on at least an annual basis will consider all requests for changes in good faith.

Effective Rules and Regulations require the cooperation of all residents of the Association. The best approach to resolving a difference with a neighbor is to talk to your neighbor directly. However, should this not resolve the problem, an official complaint can be filed with the Management Office. Each resident's cooperation and participation is encouraged. This is your Association and these are your rules.

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**SECTION I – INTRODUCTION**

- The following Rules & Regulations flow from the Declarations of Covenants and Restrictions. It is not the intent of these Rules and Regulations to be a substitute for the Declarations or By-Laws.
- To the extent that the provisions of applicable law (federal, state, or local), the Declarations, By-Laws or the Rules & Regulations are in conflict, the provisions of applicable law shall first control followed by the provisions of the Declarations, the By-Laws, and the Rules & Regulations, in that order.
- These Rules & Regulations are binding on all Home Owners, Residents, their Families and Guests. The Home Owner is responsible for communicating the Rules & Regulations to occupants and guests and will be liable for fines incurred and/or damages caused by occupants and guests.
- The provisions of these Rules and Regulations can only be amended by vote of the Board of Directors in an open meeting following notice to the community of a pending change and allowing for a minimum 30 days for public comment.
- Owners are responsible for being familiar with all the rules and regulations of the Association including all the restrictions and covenants contained in the Declaration and By-Laws.

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**SECTION II – DEFINITIONS**

- **Association**  
Refers to Chesapeake Commons Homeowners Association (CCHA), an Illinois not-for profit corporation, and its successors and assigns.
- **Board of Directors**  
Consists of members of the community elected by the Association. They are responsible for the direction and administration of the Chesapeake Commons Homeowners Association. Each member of the Board shall be an owner and shall reside on the property.
- **CC&Rs or Declaration**  
Abbreviation which refers to the Declaration of Party Wall Rights, Covenants, Conditions, Restrictions and Easements that has been recorded with Kane County against all properties within Chesapeake Commons. The legal document that creates the plan for the Association provides for restriction of owner's rights, deed covenants & restrictions. It sets up the owners/association relationship and binds property owners both present and future.
- **Common Area**  
Refers to all portions of Chesapeake Commons Homeowners Association Real Estate as specified in Article I of the CC&Rs.
- **Resident**  
Any individual living in a Dwelling Unit including the Owner and the Owner's immediate family.
- **Office Manager/Property Manager**  
A professional hired by the Board of directors to manage the day-to-day affairs of the Association. Contact a Board Member for the current property manager name and address.
- **Properties**  
All real property described in Exhibit "A" to the Chesapeake Commons Homeowners Association CC&Rs.
- **Visitor Parking**  
  
Refers to any visitor designated parking space.

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- **Visitor**

Refers to persons who have no ownership, leasehold or possessory interest in any Townhouse Unit in the Chesapeake Commons Homeowners Association

- **Short Term Parking**

Parking of operable automobiles and private vans for periods not to exceed 72 consecutive hours.

- **Long Term Parking**

Parking of operable automobiles and private vans for periods that exceed 72 consecutive hours.

- **Owner/Resident/Occupant Parking**

Refers to the exclusive use and possession by an Owner, Resident, or Occupant of one (1) garage parking space and one (1) open parking space transferred to the grantee of the Townhouse Unit.

- **Owner/Resident/Occupant**

Refers to the record owner, resident or occupant that has an ownership or possessory interest in a Townhouse Unit pursuant to a deed or a written lease agreement. The term "occupant" includes minor children and relatives by blood or marriage to those persons possessing a deed to a Townhouse Unit or a written lease agreement granting possession of a Townhouse Unit.

\*For additional definitions please see the Declaration of Covenants, Conditions, Restrictions and Easements for The Chesapeake Commons Homeowners Association.

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**SECTION III – GENERAL RULES**

**Petitioning for Change**

The Board of Directors has adopted these Rules and Regulations in the belief that they reflect the requirements of the Declaration of Covenants, Conditions and Restrictions (CC&R) and the will of the majority of residents. Requests for changes can be made in writing to the Board. The Board, on at least an annual basis, will consider all requests for changes in good faith.

**Rental Restrictions**

All rental or leasing of townhouse units is prohibited for owners taking a deed to a Townhouse Unit in Chesapeake Commons Homeowners Association effective August 28, 2002 and thereafter. Existing owners or contract purchasers that owned Townhouse Units in Chesapeake Commons Homeowners Association prior to August 28, 2002 may lease his or her unit so long as that record owner continues to own the unit and otherwise is in full compliance with the terms of this Declaration and its By-laws. Upon the sale, assignment or transfer of a unit, for any reason, this exception to the no rental provision is terminated and no additional rentals are allowed.

Every allowed lease for the Townhouse Unit shall be in writing and shall be made expressly subject to the requirements, rights, covenants, conditions, restrictions and easements of the Association's CC&Rs.

**Satellite Dishes - Generally**

A satellite earth station ("satellite dish") may only be installed once prior written notification is given to CCHA by filing with the Association's management office a notice properly signed by the unit owner. Failure to provide prior notice through the submission of the signed application, or failure to install the satellite earth station according to the following guidelines will result in a fine that will be levied against the unit. The only exception to submitting the application prior to installation if this prior submission causes an unreasonable delay or unreasonable cost to the homeowner.

Only a townhome unit owner may install a satellite dish. Tenants, contract buyers, or other household members that are not owner(s) may not install a satellite dish unless the unit's owner properly signs the aforementioned notice.

The Association requires prior notice in order to ensure that the installing owner is aware of the safety concerns and structural integrity requirements involved in the placement and installation of a satellite earth station. In addition, the signature on the application provides the

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acknowledgment of the unit owner's responsibilities and liabilities for damages or injuries caused by the satellite earth station.

Once a satellite earth station is installed, and in order to ensure the safety of residents and visitors and the structural integrity of the common roof system, the Townhouse Unit owners must pay a reasonable fee for an inspection of the installed unit to ensure that it is installed properly. If, in the opinion of the inspector, the satellite dish is improperly installed, the satellite dish must be properly reinstalled at the sole expense of the Townhouse Unit owner. Any damage done by improper installation and/or wiring of a satellite earth station is the sole responsibility of the Townhouse Unit owner.

Any damage done to any person or property due to a falling/swinging/moving satellite dish, regardless of whether the dish was properly installed and regardless of whether it was inspected by the CCHA approved inspector, is the sole responsibility of the townhome unit owner.

**Satellite Dish – Installation Guidelines**

1. An application must be submitted to the CCHA office prior to the installation of a satellite earth station.
2. The application must be signed by the owner of the townhome unit. A renter may not submit an application.
3. A satellite earth station may be installed only if it meets the requirements of the applicable FCC rules and guidelines.
4. Under no circumstances are satellite earth stations to be installed in any common area, or on any object of location designated as a common element or area or a limited common element.
5. The satellite earth station may be placed on the roof of the townhome. Recently the FCC declared the satellite earth station may also be installed on the townhome unit owner's exclusive use area of a balcony, deck or patio, as long as it is not installed as to have the dish extend beyond (as in hang over or protrude beyond) the balcony railing or patio or deck edge. The satellite earth station may not be installed with brackets or other devices onto the exterior walls of any townhome unit.



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6. The installation of the satellite earth station must not damage the unit in any way. Installation activities may not exceed what is reasonably necessary to securely fasten the satellite earth station to the roof, deck or patio. Damage to the unit, includes but is not limited to, damage due to water infiltration, or damage due to excessive or improper bracketing or attachment to the unit.
7. The installation of the satellite earth station must not pose a risk of injury or harm either to persons or to real or personal property. Unit owners must waive any rights they may have against the Association for damages to real property or injuries to persons or properties.
8. Wherever possible, the dish must be placed in an inconspicuous location. Out of the line-of-sight of roads, and in a location where the fewest number of other residents can view the dish.
9. The satellite earth station may not exceed the FCC restriction of 1 meter in diameter (or 39.37 inches in diameter) and may not be installed on a mast higher than 12 feet (subject to local permit requirements).
10. Any cables from the satellite earth station running into the unit must be hidden behind downspouts, tucked under the edge of siding or behind the gutter. A reasonable attempt to camouflage the cables to prevent an unsightly display of cables hanging down the unit is required.

**Parking – Generally**

It is the responsibility of the owners, residents and occupants to inform their guests of the parking rules in CCHA.

Towing unauthorized vehicles in any numbered parking location will be done immediately upon the complaint of the owner of the numbered location.

To report any parking violations, please call the CCHA office during normal business hours at (630) 208-0369. The Office Manager/Property Manager must have a description of the vehicle, the license plate number and, of course, the location. Only the Office Manager/Property Manager, or Board Members of CCHA may authorize the towing of any vehicles.

Once a vehicle is towed, it is the owner's responsibility to pay all fees and fines. The Association will enforce payment all fees and fines.

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**Owner/Resident/Occupant Parking**

No assigned garage space, or assigned (numbered) space, may be excluded from use to the applicable Unit's resident or residents of the Chesapeake Commons Homeowners Association. Nonresident Unit Owners are not allowed to use either the garage assigned to the Townhouse Units they own or the parking spaces assigned to those Units. Neither may they enter into any verbal or written contractual agreement to withhold the aforementioned parking rights from their resident tenants.

Parking areas, garages, and driveways are reserved only for "operable automobiles and private vans." Specifically excluded from these areas are campers, RVs, commercial trucks, buses, motorcycles, trailers, commercial vans, snowmobiles, all watercraft and boats. In addition, these areas can be used for no other sole purpose than parking or driving operable automobiles and private vans. All vehicles using these parking areas must be properly licensed and stickered in accordance with city and state laws. No parking area may be used solely for "storing" any type of vehicle or other personal property.

Residents have one numbered parking space and one garage space in which to park. If any resident has more than two vehicles, they are to park any additional vehicles on Chesapeake Way or Geneva Drive. The visitors parking (non-numbered) spaces are not to be used for parking these extra vehicles. Any vehicle in which is parked in violation of the above paragraphs herein, will be given 24 hour notice to remove the violating vehicle or item immediately or it will be subject to being towed. A second violation will result in immediate towing of the vehicle without further notice. Any towing charges, plus fines levied by CCHA, will be the responsibility of the vehicle owner.

**Any vehicles parked in fire lanes will be towed immediately without any warnings being issued.**

**Visitor Parking**

Visitor Parking spaces are for short-term parking for visitors of Chesapeake Commons owners, residents, or occupants, and are not to be used for regular or long-term parking of any vehicle (whether they lives in CCHA or not). There are a limited number of visitor parking spots for the use of all the units in a particular court. **For vehicles that are at CCHA regularly, have them park on the street to avoid the possibility of being towed.**

Residents may not have exclusive use of visitor parking spaces. Residents with more than two vehicles must part the additional vehicle(s) off CCHA property.

**Any vehicles parked in fire lanes will be towed immediately without any warnings being issued.**

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### **Parking During Snow Removal**

At such times when snow removal efforts commence, all vehicle owners must move their vehicles away from numbered spots and visitor parking spots. The driver will sound his/her horn to let owners, residents, occupants and visitors know that vehicles need to be removed.

No one shall park any vehicle in any visitor parking spot during snow removal. Vehicles parked in visitor parking spots during snow removal are subject to immediate towing.

### **Snow and Ice Removal on Townhouse Unit Steps and Sidewalks**

Townhouse Unit owners are solely responsible for removing unnatural accumulations of ice and snow from their own unit steps and unit sidewalks. Owners must use the ice melter to control unnatural accumulations of ice and snow on their property. Owners may obtain free ice melter from CCHA by bringing a container to the Association Office during business hours to fill, however, CCHA does not voluntarily assume the duty to provide free ice melter to any Townhouse Unit owner. Salt may not be used to melt unnatural accumulations of ice or snow.

### **Clubhouse Usage**

Use of the clubhouse is restricted to CCHA members in good standing and guests of members in good standing only. All assessments, dues and other charges must be kept current in order to use the clubhouse. Members must be present at all times while they have guests in the clubhouse or pool areas. CCHA's rules regarding the use of the Clubhouse are as follows:

1. Adult members of Chesapeake Commons may reserve the Clubhouse for private parties, meetings and approved community functions such as bridge and similar games. However, gambling in any form is expressly prohibited.
2. Clubhouse reservations will be taken on an availability basis through the Clubhouse office at (630) 208-0369. Completion of a reservation form and a damage deposit is required.
3. The private use of the swimming pool in connection with the reservation of the Clubhouse is prohibited. All residents have use of the pool during regular business hours. The pool hours will not be adjusted to fit any event.
4. No money for profitable purposes may be collected or charged by the Member to any other person entering the Clubhouse facilities.
5. No alcohol shall be **sold** in or about the facility. Loss of Clubhouse privileges will result if Members or their guests violate this rule.

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6. The Clubhouse is a smoke-free building, and Members and guests may only do so outside the facility. The pool has a specific smoking area for smokers. No smoking is allowed outside this area.
7. The Clubhouse Member is responsible for curtailing any offensive noise or activity so as not to disturb surrounding neighbors. Members will be held personally responsible for any and all damages to the premises during the period of use. Members and guests must abide by all Clubhouse rules.
8. Members and their guests must leave the premises when regular hours close the building. The Clubhouse must be closed and emptied by 10 p.m. on Sundays through Thursdays and by 11 p.m. on Fridays and Saturdays for any scheduled parties and may not use the pool after regular pool hours (after 8 p.m.).
9. All persons shall use the Clubhouse or Pool at his or her own risk and in conformance with all Rules and Regulations. Members reserving the party must be on the premises for the duration of the event. Members shall be personally responsible for any personal injuries sustained by Members, guests or invitees and shall indemnify and hold the Association harmless for any claim, controversy or cause of action resulting from any acts, errors or omissions of Members, guests or assigns in any way arising from use of the clubhouse facilities.
10. No Member will be allowed exclusive use of clubhouse by date (i.e.: Every Sunday). A Member may only rent the clubhouse up to two times in any month so as to not preclude any other member from having a right to rent the clubhouse at any specific date or time.
11. Parents are responsible for their children.
12. Parking for the use of the Clubhouse or Pool is restricted to street parking on Chesapeake Way or Geneva Drive. Members and guests may not use the surrounding Courts' numbered or visitor spots for parking. This could result in the towing of any offending vehicles.

**Tree, Bush, Shrub and Sod Removal**

Under the discretion of the Board of Directors, the association may maintain said areas and charge the cost back to the homeowner.

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**Garage Sales**

One (1) GARAGE SALE sign is allowed. The sign shall not exceed four square feet per face. The sign shall not be put up more than twenty-four (24) hours prior to the event and must be removed upon the close of the event. The sign should be no closer than 15 feet from the curb, street line, or street intersection. Placement of garage sale signs shall follow any and all City of Geneva ordinances.

**Garbage:**

All rubbish, trash, and garbage shall be regularly removed from the properties and shall not be allowed to accumulate thereon. Between scheduled pick-ups, garbage bags, recycle bins, regular landscape waste and other similar items must be stored in your garage. Garbage bags, recycle bins and / or seasonal tree and bush trimmings may be placed outside for collection no earlier than dusk the night before collection day. Garbage cans or bins may not be stored on patios or decks.

**House Numbers**

House numbers must be placed in accordance with any applicable ordinances of the City of Geneva. All house numbers must be clearly visible to emergency and official vehicles.

**Lighting & Holiday Decorations**

Architectural guidelines are subject to the following restrictions.

- a. Holiday lights and decorations shall only be displayed from November 15<sup>th</sup> through January 31<sup>st</sup> but may not be illuminated after January 15<sup>th</sup>. The post Holiday removal date may be extended at the sole discretion of the Board of Directors in response to weather conditions.
- b. Lights and decorations for holidays falling outside the above dates may be displayed from three weeks prior to the holiday to one week after.

**Noise**

It shall not be allowed for any person within the Association to make, continue, or cause to be made or continued, any loud, unnecessary or unusual noise which either annoys, disturbs, injures or endangers the comfort, repose, convenience, health, peace or safety of others, within the limits of CCHA subdivision. Whether a noise constitutes a nuisance shall be determined by a majority opinion of the board.

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**Nuisance**

No portion of the properties shall be used, in whole or in part, for the storage of any property or item (s) that will cause it to appear to be in an unclean or untidy condition or that will be obnoxious to the eye; nor shall any substance, or material be kept upon any portion of the properties that emit foul or obnoxious odors or that will cause any noise or other condition that will or might disturb the peace, quiet, safety, comfort, or serenity of the occupants of surrounding property. There shall not be maintained any plants or animals or device or thing of any sort whose activities or existence in any way is noxious, dangerous, unsightly, unpleasant, or of a nature as may diminish or destroy the enjoyment of the properties. Whether a nuisance exists shall be determined by a majority opinion of the board.

No outside area may be used for storage. Ladders, bags of fertilizer, lawnmowers, tools, garbage cans, etc., must be stored in the garage. Normal patio/deck items such as lawn furniture and BBQ grills are allowed. Firewood may be neatly stacked on the side or rear of the home. No compost piles may be created on any properties.

**Signs**

No permanent sign of any kind shall be erected within the properties without the written consent of the Board of Directors. Permanently installed signs are subject to review and approval from the CCHA Board of Directors.

The following are allowed without prior board approval for the stated limited applications:

- a. "For Sale" signs are limited to one standard type "Realtor" or commercially available "By Owner" and must be placed consistent with section 9.05 of the CC&Rs.
- b. Special occasion signs such as Birthdays, Birth, etc. supplied by a sign rental company may be displayed for no longer than one week and may exceed standard size limitations and may be placed only on the front lawn.
- c. Signs are not allowed on common areas.

Signs, flags, banners or similar items advertising merchandise, business services, or providing directional information to activities / events outside of CCHA are expressly prohibited on both private property and common areas.

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**Vandalism**

Any acts of vandalism to common areas should first be reported to the Geneva Police Department and then to the Office Manager/Property Manager so that the necessary repairs may be completed.

Charges incurred to repair damages made by a Home Owner, Tenant, Family Member and / or Guest will be billed to the Home Owner. The Board of Directors also reserves the right to file a civil action for property damage against any and all negligent parties.

**Radon Remediation**

Owners may have radon detection tests or radon remediation work done on their units, however, any and all radon detection testing, radon remediation work, etc. will be done exclusively at the expense of the Townhouse Unit owner and not at the expense of CCHA.

Owners who decide to pursue any type of radon related work, service or remediation at CCHA must first notify the Office Manager/Property Manager. No foundation cutting, roof cutting, wall cutting or wall separation for ventilation or any other purpose may be performed without first notifying the Office Manager/Property Manager of CCHA and obtaining permission in writing from the Board of Directors to proceed with such work. In the event that leaking becomes a problem due to any type of radon related work, CCHA will not be held responsible for those leaks and any damages related thereto. Any damage sustained to any unit, limited common area or common area by way of radon related work is the sole responsibility of the Townhouse Unit owner that initiated said work.

All piping to vent any system may not be attached to the outside of the unit. Rather, any such piping must be vented through the roof inside of the subject unit only.

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**SECTION IV – VIOLATIONS AND FINE POLICY**

**Resident Cooperation**

Unless the Board is notified of rule infractions by homeowners that witness them, the rules cannot be enforced. While the Board does not serve as a police department or referee between disputing homeowners, each resident's cooperation and participation is encouraged.

**Written Warnings & Violation Notices**

Written Warnings and Violation Notices are issued by the Board to the party allegedly committing the violation or allowing his family members, tenants, guests, invitees or pets to commit a violation when one of the following occurs:

1. The Association receives a Witness Violation Complaint.
2. The Association receives a letter of complaint, which includes:
  - a. the name, address and phone number of the complaining witness,
  - b. the owner's name and / or address where the alleged violating person resides, and,
  - c. the specific details or description of the violation including date, time, and location where it was alleged to have occurred.
3. A Board Member issues a witness statement based on his or her own observations.

**Written Warnings**

Written Warnings for the first offense of a particular rule will be sent by U.S. postal service regular mail to the owner of record, within 10 business days of the report of the alleged violation. The notice will be considered properly delivered if not returned to sender within ten (10) days of the date of mailing. The warning will include specifics of the alleged violations as well as steps that must be taken to rectify the situation and / or the consequences for subsequent violation of that rule. Request for a hearing to protest the written warning must be made within 10 business days after receipt of the Written Warning.

**Notice of Violation (N.O.V.)**

If subsequent violation complaints are received in regards to the same rule within one year of a previous complaint, or if the steps outlined in the written warning to rectify the situation have not been taken, a Notice of Violation will be sent, by U.S. postal service to the owner of record within 10 business days of the report of the alleged violation or lack of compliance. The notice will be considered properly delivered if not returned to sender within ten (10) days of the date of mailing. The notice will include the specifics of the alleged violation along with the amount of fine to be imposed by default unless a hearing is requested within 10 business days after receipt of the Notice of Violation.



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**Hearings**

Provided the N.O.V. recipient has properly requested a hearing, this person will be given a written notice informing him or her of a time and place where the Board of Directors will conduct a hearing to review the complaint. At that time, the N.O.V. recipient will have the right to be represented by counsel, to present evidence and to cross-examine witnesses at the hearing. All hearings will proceed with or without the presence of the accused owner. The person signing the Witness Statement Alleging Violation may be present. The decision of the Board or its duly authorized committee shall be rendered in writing within five days after the hearing and such decision shall be binding upon all parties.

**Penalties & Fines**

**1. Declaration, By-Laws and Rules and Regulations Violations that occur within a one-year period, the fines are as follows.**

- |  |          |                               |
|--|----------|-------------------------------|
| <b>a. 1<sup>st</sup> offense</b>       | <b>-</b> | <b>Written Warning</b>        |
| <b>b. 2<sup>nd</sup> offense</b>       | <b>-</b> | <b>Fine of \$115.00*</b>      |
| <b>c. Fines of a continuing nature</b> | <b>-</b> | <b><u>\$20.00</u> per day</b> |

In the event of any violation of the Rules & Regulations, Declaration or By-Laws of the Association, the Board of Directors reserves the right to pursue any and all legal remedies to compel enforcement, legal and equitable. Any and all costs and attorney's fees shall be assessed back to the account of the offending owner.

\* The Board is granted discretion to determine the appropriate fine up to \$300.00 per month as necessary depending on the circumstances of a particular violation and the number of other violations the Owner has received within the last year. The remedies described herein are not exclusive.

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**SECTION V – MAINTENANCE ASSESSMENTS**

- Maintenance Assessments are collected on a monthly basis due and payable to CCHA on the first day of each month.
- A late charge of \$25.00 per assessment month will be added to invoices that are unpaid by the tenth day of each month.
- The Board of Directors will utilize CCHA's attorney to pursue any and all unpaid assessments, with all reasonable attorneys' fees and court costs charged back to the delinquent owner.
- The Board of Directors will record an assessment lien against Townhouse Units that have unpaid assessments due and owing to the Association.
- Owners have the right to request a hearing of the Board to protest any charges added to their account within 30 days of the charge being added. Provided a hearing has been properly requested in writing, the owner will be given a written notice informing him or her of a time and place where the Board of Directors will conduct a hearing to review the protest. All hearings will proceed with or without the presence of the owner. The decision of the Board shall be rendered in writing within five days after the hearing and such decision shall be final.

All fees associated with collection of delinquent assessments are subject to change or increase at any time without notice.

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**EXHIBIT A**

**WITNESS VIOLATION COMPLAINT FORM**

WITNESS/HOMEOWNER: \_\_\_\_\_

DATE: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PHONES: DAY: \_\_\_\_\_ EVENING: \_\_\_\_\_ CELL: \_\_\_\_\_

NATURE OF VIOLATION \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

LOCATION: \_\_\_\_\_

PERSON COMMITTING VIOLATION: \_\_\_\_\_

DESCRIPTION OF PERSON COMMITTING VIOLATION: \_\_\_\_\_

\_\_\_\_\_

VEHICLE LICENSE PLATE: \_\_\_\_\_

TYPE OF VEHICLE (MAKE AND MODEL): \_\_\_\_\_

\_\_\_\_\_  
WITNESS SIGNATURE

\_\_\_\_\_  
DATE

-----  
**FOR OFFICE USE ONLY**

DATE RECEIVED: \_\_\_\_\_

BY: \_\_\_\_\_