

590 **EXHIBIT D**

591 **BY-LAWS OF**

592 **ARBOR MEADOWS RETIREMENT CONDOMINIUMS**

593  
594 **ARTICLE I**

595 **Purposes**

596 The purposes of the Association are as stated in its Certificate of Incorporation. The  
597 Association also has such powers as are now or may hereafter be granted by the General  
598 Not-For-Profit Corporation ACT of the State of Illinois.

599 **ARTICLE II**

600 **Offices**

601 The Association shall have and continuously maintain in Decatur, Macon County, Illinois, a  
602 registered office and a registered agent whose office is identified with such registered  
603 office.

604 **ARTICLE III**

605 **Members**

606 **SECTION 1 Classes of Members, Membership and Termination**

607 The Association shall have one class of members. The designation of such class and the  
608 new qualifications of the members of such class shall be as follows: each Owner of a Unit  
609 shall be a member of the Association. The membership shall terminate upon the sale or  
610 other disposition of such member's Unit, at which time the new Unit Owner shall  
611 automatically become a member of the Association. No certificates of stock or other  
612 certificates evidencing membership shall be issued by the Association.

613 **SECTION 2 Transfer of Membership**

614 Membership in this Association is not transferable or assignable, except only as provided  
615 in Article III Section I.

616 **SECTION 3 Rights on Transfer**

617 Upon demand from any member who is in the process of selling a Unit owned by such  
618 member, the Association shall furnish such information as is required by the ACT  
619 (Condominium Property Act of the State of Illinois).

620 **SECTION 4 Sale of a Unit**

621 In no event may the seller and purchaser both be counted toward a quorum or be  
622 permitted to vote for a particular office or be elected to serve on the Board. Proof of  
623 ownership will be required. Sale of a Unit shall not relieve or release any such former  
624 Owner from any liability or obligation incurred under, or in any way connected with the  
625 Association, during the period of such ownership and membership of the Association.

Furthermore, such termination shall not impair any rights or remedies that the Board of the Association or others may have against such former owner and member arising out of, or in any way connected with, such ownership and membership and the covenants and obligations incident thereto.

## ARTICLE IV

### Meeting of Members

#### **Section 1 Resident's Meetings**

All meetings shall follow the guidelines of Robert's Rules of Order. An Annual meeting of the members shall be held on the second Tuesday of December each year for the purpose of electing directors to the Board and for the transaction of other business as may come before the meeting. A June meeting will be held on the second Tuesday of June and an October meeting will be held on the second Tuesday of October. Any member desiring to purpose changes to the agenda of an Association meeting must do so in writing to the president ten (10) days prior to any such meeting.

#### **Section 2 Place and Time of the Regular Association Meeting**

All meetings of the Association shall take place at 2:00 p.m. in the Club House on the designated date and specified time.

#### **Section 3 Special Meeting**

Special Meetings of the members may be called by the President or by the Board; or by not less than 17 voting members signing a petition to call a special meeting. The Petitioners will present to the Board and distribute to all members the reason for the proposed special meeting with a designated date, time, and a copy of signed petition not less than ten (10) days and no more than thirty (30) days before the meeting. All Special Meetings are to be held in the Association Club House.

#### **Section 4 Quorum**

A quorum at any meeting of the Association shall be twenty (20) percent of the ownership; interpreted as a minimum of 17 members including acceptable proxy and absentee votes.

#### **Section 5 Voting**

There shall be one vote for each Unit. If a Unit is owned by more than one person, the voting rights shall not be divided, but shall be exercised as if the Unit Owners consisted of only one person.

At any meeting of members, a Unit Owner is entitled to vote in person, by proxy or by absentee ballot. Members who vote by absentee ballot must sign a form stating that they did receive and voted on an absentee ballot obtained from a Board member. Proxy forms may be obtained from a Board member.



## ARTICLE V

### Board of Directors

#### **Section 1 General Powers**

The Board shall be vested with and shall possess all of the rights, powers, options, duties and responsibilities as are provided by the ACT. The Board shall manage the affairs of the Association.

#### **Section 2 Number, Tenure, and Qualifications**

The Board shall have a minimum of 5 members and a maximum of 7 members. Directors shall serve without compensation for the entire tenure of their terms. All terms of Directors shall be for a period of two (2) years following election at the annual meeting or by appointment by the presiding Board. If there are no nominees to fill any Board vacancy, the presiding Board members are given privy (right) to fill those vacancies. Directors shall be allowed to serve three consecutive terms and may be reelected after a period of three (3) YEARS. Any Unit Owner of the Association may be a Director of the Association.

#### **Section 3 Election**

At the annual meeting of the Unit Owners, the members shall by vote of a plurality of the members present at the meeting, elect a Director to replace each Director whose term has expired.

#### **Section 4 Meetings of the Board**

The Board will meet a minimum of three (3) times a year. Meetings will usually be the 4th Tuesday of the month. All meetings of the Board, whether regular or special shall be open to all Association members except executive sessions of the Board which are closed to Association members for the following Board actions:

- a. to discuss litigation when an action against or on behalf of the Association has been filed and is pending in a court or administrative tribunal or when the Board finds that such action is probable or imminent.
- b. to discuss violations of the Rules and Regulations of the Association or unpaid assessments owed to the Association.
- c. any issues for Board consideration from a resident must be in writing and submitted 10 days prior to the Board meeting.
- d. any Association member may record the proceedings at a meeting open to members, subject to reasonable rules and regulations of the Board.

#### **Section 5 Notices**

Notice of any special meeting of the Board shall be given at least two (2) days in advance to each Director. Neither the business to be transacted nor the purpose of any meeting need be specified in the notice. Written notice of any meeting of the Board at which the adoption of the proposed annual budget, or any increase or establishment of an assessment is to be considered, shall be given to all Association members not less than ten (10) and not more than thirty (30) days before the meeting.

701 **Section 6 Quorum**

702 A majority of the Board shall constitute a quorum for the transaction of business at any  
703 meeting of the Board. If less than a majority of the Directors are present, the meeting may  
704 be adjourned by a majority of Directors present. All Board meetings must be chaired by  
705 the President or the Vice-President.  
706

707 **Section 7 Vacancies**

708 Any vacancy occurring in the Board or any directorship to be filled by reason of an  
709 increase in the number of Directors, shall be by the unanimous vote of the Board. In the  
710 event of no nominees to fill any full term vacancy for expired terms, the Board will have the  
711 privy (right) to fill such vacancies after the adjournment of the annual meeting.  
712

713 **Section 8 Removal**

714 Any member of the Board may be removed from office following voting requirements on  
715 p.3 of this Constitution at a special Association meeting called for such a purpose.  
716

717 **ARTICLE VI**  
718 **Officers**

719 **Section 1 Officers**

720 The officers of the Association shall be a President, Vice-President, Treasurer, and  
721 Secretary.  
722

723 **Sections 2 Election and Term of Office**

724 The officers of the Association shall be elected annually by the Board after the annual  
725 meeting from among the members of the Board. Each officer shall hold office until his  
726 successor has been duly elected.  
727

728 **Section 3 Removal**

729 Any officer of the Board may be removed by a majority vote of the Board.  
730

731 **Section 4 President**

732 The President shall be the principal executive officer of the Association and shall:

- 733 a. supervise and control all of the business and affairs of the Association
- 734 b. prepare an agenda for all meetings of the members of the Board presiding according  
735 to Robert's Rules of Order
- 736 c. may sign, with any other officer of the Association authorized by the Board, any  
737 deeds, mortgages, loans, contracts or other instruments that the Board has  
738 authorized to be executed
- 739 d. shall perform all duties incident to the office of the president
- 740 e. and other duties as may be prescribed by the Board.

741 **Section 5 Vice-President**

742 In the absence of the President or in the event of their ability or refusal to act, the Vice-  
743 President shall perform the duties of the President, and when so acting shall have all the  
744 powers of and be subject to all the restrictions as the President. The Vice-President shall  
745 perform such other duties as may be assigned by the President or by the Board.



## **Section 6 Treasurer**

The Treasurer shall have charge and custody of and be responsible for:

- a. all funds and securities of the Association
- b. receive and give receipts for money due and payable to the Association from any source and deposit
- c. deposit all such money in the name of the Association in banks, trust companies, or other depositories selected in accordance with the provisions of Article VII of these By-laws
- d. perform all duties incident to the office of the Treasurer
- e. shall arrange for an outside audit every other year beginning in June of 2023
- f. and other such duties as may be assigned by the President or the Board.

## **Treasurer Procedures**

### **Daily Duties:**

1. Pick Up Mail in 4700 Arbor Court Mailbox.
2. Open and Distribute Mail to Directors.

### **Deposits:**

1. HOA Fees are automatically deposited in the operating deposit.
2. Make a deposit for any funds that require a manual deposit. Code with Budget Account number.
3. Keep a copy of the deposit as well as a copy for Accounting Firm.
4. Check the Bank Statement online for automatic deposits and mark the Monthly HOA Receivable Fee sheet for each Resident that has paid.
5. If for some reason the resident's HOA fee is not paid, contact the resident by phone, if no response, send a letter and advise them of the current rules regarding late payment.

### **Paying Invoices:**

1. Open invoices and stamp with authorization stamp.
2. Check with the Director in charge of the invoice.
3. Code the invoice stamp and initial approval from the Director.
4. Write the check and mark the date and check # on the authorization stamp.
5. Write the code and invoice number on the bottom of the check stub.
6. Mail the Check.
7. File the paid invoice in the Vendor file folder.
8. Check authorization requires one signature on Operating Bank Account.
9. Designated Reserve Money Market Transfers require Board approval and 2 officers' signatures.

### **Designated Reserve Spending:**

1. Designated funds cannot be used for anything but the designation: roofs, siding, etc. The General Reserve account is reserved for a variety of projects that is needed, such as repairs that are unexpected, emergency or planned projects outside the operating budget.

2. Income should be transferred from the designated fund to the operating fund and posted to the transfer account number. When processing the invoice for the spending, post the expense to the line item in the operating budget.

#### **Month End Procedures for Accounting Firm:**

1. Treasurer will provide copies of the check stubs coded with chart of account.
2. Treasurer will provide copies of the bank deposit coded with chart of account.
3. Treasurer will provide any data needed to make adjustments or journal entries.
4. Treasurer will provide copies of the current month's bank statements.

#### **Reports for Disbursement:**

1. Resident Report is distributed via email with the newsletter and distributed in Resident Box at club house if they do not get email.
2. Board Report is distributed in the meeting packet for the next Monthly Board of Managers meeting along with a copy of the Resident Report. The Board Report is the same version as the Resident Report with the exception of all 12 months in the Board Report.

#### **Budget Process:**

1. August- Draft 1 worksheet should have 3 prior actual amounts with an estimated new year. There is an excel worksheet template to use. Ask the Board for input.
2. September- Draft 2 should include a proposed HOA fee increase and the formula for how the numbers were arrived. Ask the Board for input.
3. October- Draft 3 after all adjustments and a balanced budget is reached, present for approval to the Board. After Board approval, prepare copies for the Fall Budget Meeting for Residents. Present for approval at the Fall Budget Meeting of the Residents, the budget including the new HOA Fee increase. After approved, change Draft 3 to read 3 approved budget 202X (New Year).

#### **Annual Meeting:**

1. Prepare HOA Automated Fee deductions form and have 84 copies for the meeting.
2. Obtain signatures at the meeting.
3. For Residents that did not attend, have members of the board walk the form to the Resident and get signatures. Try to have all signed the Friday after the annual meeting.
4. The Treasurer will take the forms to the bank immediately for the Bank to process in time for the January withdrawal. The bank asks for 1 month's lead time.

#### **Year End Procedures:**

1. 12-31-xx Write a check for each budgeted reserve to each designated bank account.
2. 1-1-xx Write a check for the balance amount in the operating account to the General Reserve Money Market. The Operating account will start each year with a zero balance.
3. Make sure the accounting firm runs the reports with dates January through December to make sure we have all the detail of transactions for the whole year in the December report.



## Accounting Firm Service Procedures

### Services to Be Performed by Accounting Firm:

1. Tax filings for the organization including income tax 1120H, 1099s, and Secretary of State Annual Report.
2. Preparation of monthly financial statements and resident report and Board Report.

### Monthly Process Work Flow by Treasurer:

1. Cash receipts (HOA fees) are received at the bank through auto deduction of members' bank.
2. Cash receipts manually made by the Treasurer are copied to the Accounting Firm.
3. Cash disbursements are made by Treasurer and copied to the Accounting Firm.

### Monthly Process Reports by Accounting Firm:

#### All Reports are due to the Treasurer on the 3<sup>rd</sup> Tuesday of the Month.

1. Treasurer will provide copies of the check stubs coded with chart of account.
2. Treasurer will provide copies of the bank deposit coded with chart of account.
3. Treasurer will provide any data needed to make adjustments or journal entries.
4. Treasurer will provide copies of the current month's bank statements.

### Resident Report & Board Working Report:

1. A one-page Excel resident's report with current month, Year to date, Budget and remaining budget of the Income, Expenses and Bank Balances (Treasurer will provide Excel file) with 40 copies for residents and pdf file to Treasurer and Director of Communication.
2. The one page Excel resident's report above in Tabloid (11" x 17") size with all 12 months.

### Board Reports (3 copies and pdf file to the Board Treasurer and Director of Communication):

1. Balance Sheet
2. Income and Expense with columns for: account name, account number; current month & year to date amounts; annual budget and remaining budget
3. General Ledger
4. Cash Receipts Journal
5. Cash disbursements journal (approximately 10-12 checks per month)
6. Journal entries journal
7. Check register
8. Bank Reconciliation
9. Bank Statement
10. December, please run January – December for complete detail of General Ledger, Cash Receipts, Cash disbursements, Journal Entries and Check Register.

872 **Section 7 Secretary**

873 The Secretary shall:

- 874 a. keep the minutes of all meetings of the Association
- 875 b. see that all notices are given in accordance with the provisions of these By-laws
- 876 or as required by law
- 877 c. be custodian of the corporate records and of the seal of the Association
- 878 d. see that the seal of the Association is affixed to all documents, the execution of
- 879 which on behalf of the Association under its seal is duly authorized in
- 880 accordance with the provisions of these By-laws
- 881 e. supervise pet registration
- 882 f. supervise Newsletter
- 883 g. perform all duties incident to the office of the Secretary
- 884 h. Supervision and distribution of keys
- 885 i. other duties as may be assigned by the President or Board.



## Exhibit E

### Volunteer Procedures & Responsibilities

#### Work Log Files

1. Effective 2023, the Board of Directors will maintain a Work Log File on all units. The purpose of this is to keep track of repairs, permissions, issues and correspondence regarding the unit as a whole. Copies of repair bills, letters, notices and issues will be kept in a file cabinet in the storage room by the Secretary.
2. Work Log Forms will be provided to all volunteers and officers to use.

#### Responsibilities of Volunteers

1. All officers' duties are responsible for keeping the authorized work within the line-item budget.
2. Board of Directors should be advised of significance expenses.
3. Not to commit to any expenses over budget without the approval of the Board.
4. Report to the Board of Directors any observation of a resident in non-compliance with the Rules and Regulations of Arbor Meadows Retirement Condominiums.

#### Mowing

1. Solicit bids for service. Present Bids to the Board of Directors for approval and contract acceptance.
2. The mowing day, keeping a log of the dates of work and personnel on site.
3. Reconcile the billing with the Treasurer to the dates and personnel in the work log.

#### Turf Care

1. Manage the applications of fertilizer, ensuring the grounds are marked for any hazardous chemical applied.
2. Log the date, personnel and chemicals.
3. Reconcile the billing with the Treasurer to the dates and personnel in the work log.

#### Pond Care

1. Manage the application of chemical treatment for the pond.
2. Observe any issues of growing fungus, riff-raft conditions and other such problem conditions. Contact the pond contractor.
3. Log all applications and personnel.
4. Reconcile the billing to the work log. Receive the report of condition. One copy to the Treasurer to process billing and one copy for the Pond File.

#### Buildings, Gutters and Dryer Vents

1. Inspect and receive resident reports of issues with siding, doors, roofs and gutters.
2. Prepare a work log for the unit and determine who would perform the repair.
3. Contact the repair person, log the repair, and process the billing.
4. Supervise gutter fall and spring cleaning.
5. Send copies of the unit logged repair charges, if any, to the treasurer for payment and filing in the unit log.
6. Bi-annual Dryer Vent cleaning (odd years). Supervise obtaining bids and a contractor. Organize residents and units that are in need and dates to complete.  
Communications has Vent Form with end units and phone numbers available.

#### Concrete, Streets, Driveways and Sidewalks

1. Inspect and receive resident reports regarding breaks and cracks of units.
2. Keep a log on issues and present to the Concrete Contractor. Receive a quote on repairs and determine the budget and projects that can be completed.
3. Present the bids and the projects that meet the budget to the Board of Directors.
4. Manage the projects and process the invoices.
5. Prepare a work log for the units and submit the approved invoice and unit work log.

## Exhibit E

### Volunteer Procedures & Responsibilities Continued

#### **Street Lighting**

1. Inspect and supervise repairs of lighting and poles around the streets.
2. Paint poles as needed.
3. Replace bulbs as needed on poles in common areas.
4. Process and approve repair invoice.

#### **Handyman**

1. Supervise a part time worker for small jobs of the units and common grounds the HOA is responsible for.
2. Direct Residents to Exhibit E if the repair is the Resident's responsibility.
3. Prepare a log order, approve the invoice and submit it to the treasurer for payment.

#### **Pet Registrations**

1. Check New Resident's Emergency sheet for pet.
2. Contact Resident discussing Rules and Regulations concerning pets.
3. Keep records and remind residents of rabies vaccine updates.
4. Report to Board on existence of pet.

#### **Irrigation**

1. Present projected irrigation budget to the Board of Directors.
2. Contact Irrigation Contractor in early spring to inspect system and determine turn-on date (May 1<sup>st</sup>).
3. Turn the system on and off, determined by weather and cost.
4. Continually check during season with Treasurer concerning cost.
5. Supervise any repairs needed.
6. Supervise turn-off date and winterizing (approximately Nov 1).

#### **Club House**

1. Responsible for hiring a cleaning person for twice a month that will perform the duties outlined by the Board of Directors.
2. Storage room should always be kept secure.
3. Relay notice of events and issues to newsletter publisher for announcements.
4. Keep a calendar of resident reservations and dates of upcoming dates the Club House is not available.
5. Update the community bulletin board monthly.
6. Report violations of the Club House Rules to the Board of Directors.

#### **Luncheons**

1. Plan resident menus for luncheons on the 2<sup>nd</sup> Thursday of the month.
2. Form a committee to help with the luncheons.
3. Supervise calling the residents for reservations and collecting funds.
4. Supervise decorations for luncheons and other events held in the Club House.
5. Supervise informing the caterer of numbers for meals.
6. Give any excess funds from the dinners to the Treasurer for a deposit.

#### **Insurance**

1. Each resident is responsible for providing proof of insurance for their unit.
2. Collect signed forms giving permission for Arbor Meadows to receive renewal or cancellation notices. Forward signed copies to the resident's agency.
3. Send notices to residents when renewals are not received.
4. Keep a file of all units, dates of renewal, insurance agent, amounts of insurance including \$10,000 loss assessment. Use the AMC forms prepared for this duty.



## Exhibit E

### Volunteer Procedures & Responsibilities Continued

#### Mailboxes

1. Supervise repair of boxes that have been damaged, and bill residents or guests who are responsible for the damage.
2. Replace numbers that have become unreadable.
3. Supervise painting boxes and poles as needed.

#### Shrubs and Trees

1. The goal is to maintain the landscaping to its origin low maintenance and a green year-round design.
2. Prepare a work log for items that need trimmed, cut down or replaced.
3. Choose contractors that are available, and costs are within the annual budget.
4. Prepare a plan including costs to present to the Board of Directors for approval.
5. Leave an amount in the budget for emergencies that may happen.
6. After approval, supervise the contractors to complete the annual plan. If the plan spans over multi years, keep notes and invoices for a history of the plan in the Individual Work Log Files.
7. Supervise the needs for weeding, floral replacements and monitoring resident adding items to the landscaping. Report violations to the Board of Directors.

#### New Resident Interview Setup

1. Supervised by Treasurer

#### Snow Removal

1. Secure bids for snow removal and present them to the Board of Directors for approval.
2. Remove snow from streets when accumulation is over 2". Relay to Snow Removal Contractor when to come and the time the project needs to be completed.
3. Make the decision when sidewalks and drives need to be done and contact Contractor and Residents.
4. Keep a work log of dates and time of service. Reconcile bill with Treasurer.
5. Offer Ice Melt to residents by putting a supply in the club house.

#### Newsletter

1. Monthly produce a newsletter of activities, contacts and items of interest.
2. Send by email or place in boxes at the club house, depending on resident wishes.
3. Send periodic memos to Residents via email.
4. Keep 2 copies of each newsletter in a notebook for archives in storage room.

#### Resident List

1. Secretary will provide an Emergency Contact Sheet of each new Resident.
2. Update the unit information in the Excel file.
3. Publish the list each quarter, using a different color each quarter.
4. 1<sup>st</sup> March Pastel Pink; 2<sup>nd</sup> June Pastel Green; 3<sup>rd</sup> September Pastel Blue; 4<sup>th</sup> December Pastel Yellow
5. Publish the list in alpha order and on the back of page unit numerical order.
6. Publish the street map and work responsibilities on a second sheet.

#### Web Page

1. Keep web page updated on the Go Daddy software.
2. Post all forms for Arbor Meadows.
3. Maintain a wait list for persons who have interest in units for sale.
4. Update pictures to keep web page current and interesting.

1047 **Exhibit E**  
1048 **Volunteer Procedures & Responsibilities Continued**  
1049

1050 **Constitution**

- 1051 1. Keep track of Board Requests for line-item revisions that need to be addressed.  
1052 2. Advise Board when there are amendments that need to be made.  
1053 3. Review the Constitution with the Board of Directors every 5 years and advise the Board when a revision  
1054 is needed.  
1055 4. Work with a Committee of at least 4 members from the Board of Directors and Friends of the Board.  
1056

1057 **Archives Electronic Data**

- 1058 1. The standard software for Arbor Meadows electronic data is Microsoft. Some records are kept on  
1059 volunteer computers. At the end of each physical year or volunteer resignation, the Archivist will obtain a  
1060 Flash drive back up of files, forms, data, reports and correspondence used by the volunteer. The drives  
1061 will be marked with the contents and stored in the fireproof file in the storage room.  
1062

1063 **Archives Work Logs**

- 1064 1. The purpose of the work logs is to keep a record and history of repairs, upgrades, correspondence and  
1065 issues by unit. The unit files will be the responsibility of the Secretary and stored in the files in the  
1066 storage room.  
1067 2. Volunteers will keep work order logs documenting work orders for repairs. At the completion of the work,  
1068 the original copy will be filed in the Resident Work File.  
1069

1070 **Archives Keys**

- 1071 1. Keys are kept by the Secretary in the fireproof file in the storage room. A current list of all keys and who  
1072 has the keys will be maintained. Starting in 2023 the keys will be stamped with a number and the words  
1073 "Do Not Duplicate" The Board of Directors will approve all keys to volunteers and will be informed when  
1074 the key is returned at the end of their term. The Secretary will update the Key Form annually.  
1075 2. All residents will be entitled to a key to the Club House door.  
1076 3. A Loaner Key may be issued to a contractor who may need access temporarily. The Key must be  
1077 returned to the Secretary or Treasurer before payment of the invoice is made. The Key will be stamped  
1078 Loaner and DO NOT DUPLICATE.  
1079 4. Please see Exhibit G for the sample worksheet of Keys Inventory.



## ARTICLE VII

### Contracts, Checks, Deposits, and Funds

#### **Section 1 Contracts**

The Board may authorize any officer, or officers, agent, or agents of the Association, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Association, and such authority may be general or confined to specific instances.

#### **Section 2 Checks, Drafts and etc.**

All checks, drafts, or other orders for payment of money, notes, or other evidence of indebtedness issued in the name of the Association shall be signed by such officer, officers, agent, or agents of the Association and in such manner as shall be determined by resolution of the Board. In the absence of such determination by the Board, such instruments shall be signed by the Treasurer and countersigned by the President of the Association.

#### **Section 3 Deposits**

All funds of the Association shall be deposited to the credit of the Association in banks, trust companies, or other depositories as the Board may select.

#### **Section 4 Gifts**

The Board may accept or refuse on behalf of the Association any contribution, gift, bequest, or device for the general purpose or for any special purpose of the Association.

## ARTICLE VIII

### Books and Records

#### **Section 1 Maintaining Books and Records**

The Association shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of all meetings of the Association.

#### **Section 2 Availability for Examination**

The Association shall maintain the following records and make such records available for examination and copying at convenient hours of weekdays by the Unit Owner, insurers and guarantors of first mortgages that are secured by the Units, and their authorized agent or attorney:

- a. copies of the recorded Declaration, By-laws, and other condominium instruments, other duly recorded covenants and By-laws, and any Amendments, Articles of Incorporation of the Association, and any Rules and Regulations adopted by the Association or Board.
- b. detailed accurate records of the receipts and expenditures affecting the common properties, specifying and itemizing the maintenance and repair expenses of the common properties and any other expenses incurred, and copies of all contracts, leases, or other agreements entered into by the Association.

- c. the minutes of all meetings of the Association and the Board shall be maintained permanently.
- d. ballots, absentee ballots and proxy agreements, shall be maintained for a period not less than one year.
- e. such other records of the Association are available for inspection by the members of a not-for-profit corporation pursuant to the General Not-For-Profit Corporation Act of 2022 of the State of Illinois, as amended. A reasonable fee covering the direct out-of-pocket cost of providing such information and copying may be charged by the Association or the Board.

## **ARTICLE IX**

### **Fiscal Year**

The fiscal year of the Association shall begin on the first day of January and end on the last day of December.

## **ARTICLE X**

### **Seal**

The Board of Directors shall provide a corporate seal, which shall be in the form of a circle and shall have inscribed thereon the name of the Association and the words: "Corporate Seal, Illinois."

## **ARTICLE XI**

### **Waiver of Notice**

Whenever any notice whatever is required to be given under the provisions of the General Not-For-Profit Act of Illinois or under the provisions of the Articles of Incorporation, or By-laws of the Association, or Declaration, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

## **ARTICLE XII**

### **Amendments to By-laws**

These By-laws may be altered, amended, or repealed and the new By-laws adopted by the affirmative vote of 20% of all members at a regular meeting or at any special meeting. Any amendment of these By-laws shall be effective when recorded in the Office of the Recorder of Deeds of Macon County, Illinois. The President of the Board is hereby designated to execute any amendments to the condominium instruments.



1152 **ARTICLE XIII**  
1153 **Liability and Indemnity**

1154 The members of the Board thereof shall not be liable to the members, as members or  
1155 owners, for any acts or omissions made in good faith as such members of the Board. The  
1156 members shall indemnify and hold harmless each of the directors against all contractual  
1157 liability to others arising out of contracts made by such members or officers on behalf of  
1158 the owners or the Association, unless such contract shall have been made in bad faith or  
1159 contrary to the provisions of these By-laws or the Declaration.

1160 Every director and every officer of the Association shall be indemnified by the  
1161 Association against all expenses and liabilities, including counsel fees reasonably incurred  
1162 by or imposed on him in connection with any proceeding to which he may be a party, or in  
1163 which he may become involved, by reason of his being or having been a director of the  
1164 Association, or any settlement thereof, whether or not he is a director at the time such  
1165 expenses incurred, except in such cases in which the director or officer is adjudged guilty  
1166 of willful misfeasance or malfeasance in the performance of their duties; provided that in  
1167 the event of a settlement the indemnification herein shall apply only when the Board  
1168 approves such settlement and reimbursement as being for the best interests of the  
1169 Association. The foregoing right to indemnification shall be in addition to and not exclusive  
1170 of all rights to which such director may be entitled.

1171 **ARTICLE XIV**  
1172 **By-laws**  
1173  
1174

1175 Nothing herein contained above shall in any way be construed as altering, amending, or  
1176 modifying the Declaration. The Declaration and these By-laws shall always be construed  
1177 to further the harmonious, beneficial, cooperative, and proper use and conduct of the  
1178 Association. If there is any inconsistency or conflict between these By-laws and the  
1179 previously mentioned Declaration, the provisions of the Declaration, based upon the ACT,  
1180 shall take control. All words and terms herein that are also used in the Declaration shall  
1181 have the same meaning.

1182 The term "Declaration" wherever used herein means the Declaration of the Condominium  
1183 Ownership, Arbor Meadows Retirement Condominiums.

## Exhibit F

### Maintenance Responsibilities

	ITEM	HOA	OWNER	COMMENTS
1	Address Signs Numbers	HOA		
2	Air Conditioner		Owner	
3	Driveways	HOA		Except for Owner Damage
4	Electrical-Door Bell Interior		Owner	Except For Exterior Button
5	Electrical-Interior Outlets		Owner	
6	Electrical-Exterior Outlets	HOA		
7	Electrical-Exterior Fixtures	HOA		
8	Electrical-Switches Interior		Owner	
9	Exterior Doors-Knobs, Locks, & Light Bulbs		Owner	
10	Exterior Doors-Jams	HOA		
11	Exterior Doors-Outside Surface	HOA		
12	Exterior Doors-Painting	HOA		
13	Exterior Doors-Threshold	HOA		
14	Exterior Doors-Weather Stripping		Owner	
15	Exterior Doors-Storm Door		Owner	Requires Prior Approval by HOA
16	Extermination-Exterior	HOA		
17	Extermination-Interior		Owner	
18	Extermination-Termites		Owner	
19	Floors-Interior		Owner	
20	Furnace		Owner	
21	Garage-Door		Owner	
22	Garage-Drywall & Improvements		Owner	
23	Garage-Floor		Owner	
24	Garage-Openers		Owner	
25	Garage-Exterior Fixtures	HOA		
26	Other Exterior Light Bulbs		Owner	Dawn/dusk bulb, garage only
27	Gutters and Downspouts	HOA		
28	Landscaping-Back Yard		Owner	Requires Prior Approval by HOA
29	Landscaping-Common Elements	HOA		
30	Landscaping-Driveway	HOA		
31	Landscaping-Front & Side Yards	HOA		
32	Landscaping-Limited Commons		Owner	
33	Landscaping-Tree Replacement	HOA		Arborvitaes in Front



## Exhibit F Maintenance Responsibilities Continued

	<b>ITEM</b>	<b>HOA</b>	<b>OWNER</b>	<b>COMMENTS</b>
34	Lawn Care-Mowing	HOA		
35	Lawn Care-Trimming, Edging & Sweeping	HOA		Front, Back and Side Yard
36	Lawn Care-Shrub and Tree Trimming	HOA		
37	Lawn Care-Turf Care	HOA		
38	Lawn Sprinklers	HOA		
39	Leaks of Gutters and Roofs	HOA		
40	Mailboxes and Posts	HOA		
41	Painting-Exterior Surfaces	HOA		
42	Patio-Floor	HOA		Except Owner Neglect
43	Patio-Awnings & Sunrooms & Pergola		Owner	Requires Prior Approval
44	Plumbing-Disposal		Owner	
45	Plumbing-Interior Clogging		Owner	
46	Plumbing-Faucets Interior		Owner	
47	Plumbing-Outside Spigot		Owner	
48	Plumbing-Sewer Backup	HOA		Unless attributed to owner
49	Plumbing-Toilets		Owner	
50	Plumbing-Underground Pipes	HOA		
51	Roofs	HOA		
52	Security Motion Lights		Owner	Requires Prior Approval
53	Security Video Doorbell Devices (Ring)		Owner	Requires Prior Approval
54	Sidewalks	HOA		
55	Smoke Detectors		Owner	
56	Snow Removal Over 2"	HOA		Drives, Sidewalks, Streets
57	Vents-Clothes Dryer		Owner	Except Exterior Cover
58	Vents-Roof	HOA		
59	Walls-Interior, Cracks, Settling & Popping		Owner	
60	Walls-Drywall Repair		Owner	Except caused by roof leak
61	Water Heater		Owner	
62	Windows-Broken Pane		Owner	
63	Windows-Caulking		Owner	Exterior By HOA
64	Windows-Frame		Owner	Exterior By HOA
65	Windows-Glass and Seal		Owner	
66	Windows-Locks and Handle		Owner	
67	Windows-Screen & Storms		Owner	
68	Windows-Sills & Interior		Owner	

**ARBOR MEADOWS RETIREMENT CONDOMINIUMS**  
**RULES AND REGULATIONS**

**Revision June 2023**

**Rules and Regulations refer to lines 14-15 of the Declaration.**

1. Monthly fees must be paid by auto-bank debit, or annually on January 1<sup>st</sup>. If for any reason this fee is unpaid by the 10<sup>th</sup> of the month, there will be an assessment of \$30 per day and 10% interest on the balance.
2. Unit Owners shall not install or cause to be installed electrical wiring, other wiring, or any item which protrudes through the wall, roof, or windows without prior permission from the Board.
3. Sidewalk lights (white only) are permitted but should be limited to no more than 24 inches in height. The lights should be attractive and limited in number and brightness so that they are not offensive to the neighbors.
4. Estate and moving sales may only be held inside of the Unit; yard signs are placed in rocks only.
5. Garbage containers and recyclable bins with attached lids shall be kept inside the Unit until the morning of the scheduled pick-up. Only **BLUE** recyclable bins provided by the City of Decatur are acceptable.
6. Storm doors may be added or replaced, however, the doors shall be white in color and of a style consistent with the storm doors installed in the original Units.
7. Window treatments on the inside of the Units should have a white, off-white or beige color lining visible from the street.
8. The Board requests that residential comments be written, signed, dated, and submitted to the Board at 4700 Arbor Court.
9. Subject to Decatur City Ordinance (No 2208-17) all dogs and cats entering Arbor Meadows Retirement Condominiums must be registered and vaccinated. A new annual copy of this registration is to be submitted to the Board Secretary for any animal kept more than one week in the Unit. Proof of vaccination from another city will be accepted for one year from the date of injection. All pets are restricted to 30 pounds. All pets must be kept on a leash when outside the Unit. All animal feces must be collected immediately by the owner. A fine of \$50 dollars for each and every occurrence will be levied against any Unit in violation of this rule. Any pet causing or creating a nuisance, unreasonable disturbance or in violation of the City of Decatur Registration Ordinance shall be permanently removed from the property upon a three (3) day written notice from the Board.
10. Door delivery of regular mail may be requested from the Post Office; when approved the **Board** will install the appropriate mailbox. All costs of purchase, installation and maintenance of the mailbox are the responsibility of the resident.
11. It is the responsibility of the Unit Owner to keep the sides of the Unit and the patio area orderly, clean and neat. Refer to Exhibit G.



## Exhibit G

### Need to Know

Item	
1	Design and care of landscaping in all areas is the responsibility of the HOA Board. Any changes to landscaping must be approved by the HOA Board. The goal includes Green Year Around, Easy Maintenance, Timely Trims and upkeep.
2	HOA will maintain all landscaping in the Front and Side yard
3	HOA approval is needed for adding plants or items to be placed in beds between front doors
4	Plants and other items are not to be placed in the beds between driveways
5	Residents are responsible for back yard landscaping with prior HOA approval
6	All landscaping rocks must be the exact color and size as used throughout the subdivision
7	Items are not to be hung on the brick, wood, gutters, privacy fences or fascia of Units
8	Place all items inside rock and landscaping beds so as not to interfere with lawn care
9	Decorative items are not to be attached to mailboxes or privacy fences
10	Feeding of wild animals is prohibited except for birds
11	All grills are to be stored on the back (Duplexes back or side) patio or in garage when not in use

### Approved Yard Items in Specific Areas

Item	Yard Item	Front Yard	Side Yard	Back Yard
12	Bird Bath	0	0	1
13	Bird Feeder (seed)	0	0	1
14	Shepherd's Hook   Free Standing   Holding Flower Pots/Hummingbird feeders	1	1	3
15	Decorative Rock Up to 12" H x 18" W Inside Plant Beds	1	1	1
16	Decorative Wreath on Door	1	1	1
17	Garden Flag	1	1	3
18	Gazing Ball   Maximum Size 36" H x 20" W	1	1	1
19	For Sale Sign for Condo or Estate Sale in Rocks	1	0	0
20	Statuaries, Lawn Ornaments or Urns Maximum Size 48" H x 22" W	1	3	6
21	Pots   Neutral Colors Only   Maxi Size 36" H x 22" W	3	3	3
22	Container Gardening for Vegetables or Herbs	0	1	3
23	Trellis Free Standing Max 72" H   Rocks or Beds   Attached to Nothing	0	0	1
24	USA Flag Only   Holder Above Address Plate, <b>Only</b> attached by HOA	1	0	0
25	Urn, Pot or Ornament at Front Door   Max 48" H x 22" W	1	0	0
<b>Total Maximum Items Per Area</b>		<b>6</b>	<b>8</b>	<b>12</b>

**Exhibit H**

**Approved Volunteer Key Holders**

**Sample Annual Key Inventory**

Line	Position	Name	Storage Room Key #	Gate House Key #	Irrigation Key #	Files Key #	Date Out	Date Returned
1	President		YES-	YES-				
2	Vice President		YES-	YES-				
3	Secretary		YES-	YES-		YES-		
4	Treasurer		YES-			YES-		
5	Loaner			YES-				
6	Building		YES-	YES-				
7	Clubhouse Chair		YES-					
8	Clubhouse Cleaning		YES-					
9	Communications		YES-					
10	Handyman		YES-					
11	Irrigation				YES-			
12	Snow Removal			YES-				
13	Turf & Mowing			YES-				
14	Set of Master	Fireproof Cabinet	M	M	M	M		
	<b><u>Need to Know</u></b>							
1	Keys will be stamped with Do Not Duplicate							
2	Keys will be stamped with a number							
3	Loaner key may be issued for a temporary situation. Secretary will determine time							
4	Please keep the keys on the stretchy key ring provided							
5	Under no circumstances may a key be kept after the volunteer's position is up							
6	Secretary will keep the master keys in the fireproof cabinet							
7	The Key Inventory Excel Worksheet will be held and updated by the Secretary							

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## CLUB HOUSE RULES

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1. Contact the Club House chairperson/event chairperson to schedule an event, or to invite a guest for the monthly dinner. Guests are welcome to regularly scheduled events. Please contact the chairperson to check on available space.

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2. To request a personal special event residents must complete a request form and return it to the chairperson with a \$60.00 cash deposit, a receipt will be given. If the Club House is in good condition following the event \$40.00 will be returned. The resident/Owner making the request must be present at the event. All such events are limited to 35 people. The resident/Owner is responsible for any damage, any bodily injury to guests, and for the clean-up including removal of all garbage. Events will be scheduled on a first-request basis. The chairperson reserves the right to cancel an event in case of bad weather. The resident is responsible for enforcing all no parking restrictions; additional parking is available on the west end of the condo property. Any outside activities are limited to the west field. Resident Owners will furnish all food, drinks, and paper products. No alcoholic beverages are allowed. Events should be scheduled between the hours of 9 AM and 9 PM. Remember to be considerate of your neighbors and to observe these rules.

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3. Bereavement gatherings for residents shall take precedence over other Club House functions. A \$60 deposit is to be made in advance to cover cleaning costs; if the facilities are cleaned by the family this deposit will be returned. Contact person is the chairperson.

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4. Only a Board member or the Club House chairperson may post notices on the bulletin board.

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**Adopted -- June 13, 2023**

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