



MEADOWLAKE CONDOMINIUM ASSOCIATION
 6060 ARBOR LANE NORTHFIELD, IL 60093 (847)359-8980 FAX (847)359-8981

WAIVER FOR ALTERATIONS
 THIS FORM WITH EACH ITEM SIGNED CONSTITUTES THE WAIVER FOR

Unit Owner Name:
 Address:
 Unit #:

IN THE SPACE BELOW SUMMARIZE THE REQUESTED ALTERATIONS:

READ SECTION 12 OF THE ASSOCIATION RULES AND REGULATIONS

Unit owner has read and accepts full responsibility for these rules:

Unit Owner's Signature: _____ Date: _____

REQUIREMENTS FOR WAIVER REQUEST BEFORE ANY WORK CAN BEGIN
 (\$500 fine if any work begins before all of the request requirements are met AND Property Manager's initials indicate compliance with each item below)

- ___ Plans & specs (see MCA Rules & Regs Sect 12.3.a-b) 15 days before board meeting
- ___ Contractor's certificate of liability & property damage insurance (\$1,000,000)
- ___ Documents showing contractor is licensed and bonded
- ___ Copy of contract
- ___ Check to Meadowlake Condominium Association for 10% of contract price (refundable deposit)
- ___ Specify construction time in weeks: _____
- ___ Board approval of waiver request _____
- ___ This document posted at the construction site
- ___ Approved work hours; Monday through Friday 7 AM - 6 PM; Saturdays 9 AM - 6 PM

REQUIREMENTS FOR FINAL APPROVAL CONSTITUTING ACTUAL WAIVER

- ___ No construction debris has been placed in MCA dumpsters
- ___ Building Permits
- ___ All costs and fines paid
- ___ Project report by independent consultant (If required board)
- ___ Incidental damage repaired

Signature of Property Manager upon completion: _____ DATE: _____

ALTERATIONS AND WAIVERS:

12.1 Declarations Require Board Approval for All Alterations: As set forth in the Declarations, no addition, alteration or improvement shall be made by any Unit Owner or Occupant to any part of the Limited or Common Elements or to any Unit without the prior written consent of the Board. No installation of plant material is permitted without a waiver. Waivers for the installation or removal of plant materials are covered by Rule 12.16.

12.2 Types of Alterations Requiring Approval: Not all alterations require prior approval in accordance with this Section Twelve of the Rules. Some examples are as follows:

- A waiver is not required to have a licensed and bonded plumber install new fixtures in your kitchen or bathroom; however, approval is required if you want to remodel your kitchen or bathroom and change the location of drains or pipes that connect with common element pipes or drains. Non-routine plumbing work requires Board approval.
- A waiver is not required to have a licensed and bonded electrician install fixtures in your unit in the same location as existing light fixtures; however, a waiver is required if you plan to have lighting installed in a location where it did not previously exist. Non-routine electrical work requires Board approval.
- A waiver is required if you plan to change the location of existing walls within your Unit.
- It is the responsibility of every Unit Owner who wants to perform physical alterations to contact the Property Manager for specific requirements for the alteration in question. Failure to do so will subject the Unit Owner to fines as specified herein.

12.3 Requirements for Obtaining Board Approval: All requests for approval of such additions, alterations or improvements must be provided to the Property Manager not less than fifteen (15) days prior to a Board Meeting. No request will be considered until all required information has been submitted. All requests for approval of such additions, alterations or improvements must meet the following requirements:

12.3a Copies of Requests and Supporting Documentation: One (1) complete copy of the request and all supporting documentation must be sent to the Property Manager, who will distribute copies to all Board Members and Consultants.

12.3b Supporting Documentation Required Prior to Board Consideration: Depending on the complexity and nature of the work to be performed, some or all of the following may be required before the Board can

consider the request. Please contact the Property Manager to discuss which of the following must be submitted prior to Board consideration of your request:

- (i) A current photograph of the proposed area or item that is to be changed;
- (ii) An architectural drawing or sketch of the proposed change in sufficient detail to provide adequate information to the Board of the proposed alteration;
- (iii) Where appropriate, a copy of the plans and specifications showing the area of the proposed change;
- (iv) Specifications for the proposed change, alteration or improvement; and
- (v) A detailed written description of the work that will be performed and the materials that will be used.

12.3c Supporting Documentation Required Following Conditional Board Approval and Before Work Can Begin:

- (i) Copies of applicable building permits; and
- (ii) A copy of the contractor's certificate of liability and property damage insurance, in the minimum amount of one million dollars. (All work performed at Meadowlake must be performed by licensed, bonded contractors).

12.4 Supplemental Information Required Following Initial Board Consideration: The Board may, depending on the nature and complexity of the work to be performed, require independent consultants to review the plans. In such event, the cost of said consultants will be born by the Unit Owner. It is understood that the Board or its Consultants may require additional information beyond that provided initially by a homeowner. If such additional information is requested, it must be produced prior to the Board's consideration of the waiver. The Board may require additional information as many times as it deems necessary. Each time the Board requires additional information, one (1) copy must be provided. NOTE: In order to give the Property Manager and the Board sufficient time to properly consider any requests, Unit Owners are advised to submit the required information well in advance of the anticipated commencement of work.

12.5 Commencement of Work Prior to Issuance of Written Approval Prohibited and Fined: When the Board has sufficient information to make a decision on the waiver request, the Property manager will issue a letter permitting the work to start, and setting forth conditions pursuant to which the work may commence. These conditions will be specific to the nature of the work to be performed. Absolutely no work may commence prior to compliance with said conditions. A fine in the amount of five hundred (\$500.00) dollars will be assessed to any Unit Owner who commences work before both meeting all required conditions and receiving an official letter of approval from the Property Manager.

12.6 Contractor's Certification and Procedures Upon Completion of Work:

No final approval, which constitutes the actual waiver, will be provided until all pertinent costs and fines, if any, are paid, and until the Board obtains a written opinion from an independent professional qualified to evaluate the work. If the Board deems it prudent to obtain such an opinion, due to the nature and complexity of the work performed, the costs thereof will be assessed to the Unit Owner requesting the alteration. Such opinion will not be required in every case, but will be required when the nature and complexity of the alteration is such that a professional opinion is in the best interests of the Association. When such opinion is required, the Unit Owner requesting the alteration must promptly make his or her unit available for inspection during reasonable business hours.

12.7 Security Deposit Required Prior to Commencement of Construction:

Work on approved physical alterations may not commence until the Unit Owner provides the Property Manager with a security deposit in the minimum amount of one hundred fifty (\$150.00) dollars, the amount of said deposit to be determined by the Property Manager after considering the complexity of the work and the length of the project. The security deposit will be returned to the Unit Owner upon completion of the work, less the costs of any debris cleanup or damage caused to the common or limited common elements, upon Property Manager inspection.

12.8 Fines and Costs: Although the Board has not imposed any charge to Unit Owners for review of waiver requests, the Board will impose fines for failure to comply with the provisions of this section. If the Board determines that consultants must be hired to review a request, such expense will be the obligation of the Unit Owner.

12.9 Additional Rules Pertaining to Alterations: If the Board consents to the proposed alteration, the following rules apply:

12.9a Incidental Damage: Any damage caused to existing or surrounding landscaping, the property of another Unit Owner or any Common Element or Limited Common Element, during or after the performance of the work, shall be repaired at the expense of the Unit Owner causing the damage. Any and all such repairs can be performed by the Association or its designee and shall automatically be charged as an assessment to the Unit Owner.

12.9b Painting of Common or Limited Common Elements: If any portion of the change creates a situation where painting of common or limited common elements is required, all finishes and colors must strictly adhere to the existing color requirements of the Association.

12.9c Conformity with Local Laws: All changes are subject to the jurisdiction of the Village of Northfield and its zoning ordinances and building codes and must be performed in compliance therewith. All required permits of the

Village of Northfield must be obtained prior to the commencement of any work.

12.9d No Construction Debris in Dumpsters: All construction debris must be carted off the property by the contractor, or the Unit Owner must make arrangements for such disposal with Waste Management. Unit Owners who cause or permit their construction debris to be placed in Meadowlake dumpsters are subject to punitive fines. No construction waste may be placed in the drains located in the garages, or in the drains located inside a homeowner's unit.

12.10 Interior Decorations: Nothing may be done in the decoration of any Unit that will affect the structural integrity of the building or impact the overall insurance maintained by the Association.

12.11 Requirements for Floor Coverings: All floor coverings are the full responsibility of the Unit owner and they must meet the minimum soundproofing standards as described in the Declaration, except as stated herein. In Units other than those on the first floor, any hard surface floor coverings in rooms other than the kitchens or bathrooms are subject to the Board's approval, which is conditioned upon the installation of a sound absorbent under-cushion to lessen the noise transmitted to the Unit below. Failure to install such an under-cushion can result in fines and in the required removal of the floor covering and/or recovering with appropriate material.

12.12 Requirements for installation of hard surface flooring: The following requirements are applicable for the installation of hard surface flooring in second and third floor units:

12.12a Requests for Hard Surface Flooring Subject to Waiver Requirements: Every request for installation of hard surface flooring will be treated as a request for a waiver and will be subject to the rules set forth in this Section 12.

12.12b Stringent Under-Cushion Requirements: The Board will not approve any request for the installation of hard surface flooring unless stringent under-cushion requirements are strictly adhered to. A copy of the hard surface floor under-cushioning requirements are attached as Exhibit C, and thereby incorporated herein by reference.

12.12c No Construction Debris in Dumpsters: Please see Rule 12.9d regarding disposal of construction-related debris.

12.13 Requirements for Installation of Ceramic or Tile Flooring: The following requirements are applicable for the installation of ceramic or other tile flooring in second and third floor units:

12.13a Requests for Ceramic or Tile Flooring Subject to Waiver Requirements: Every request for installation of ceramic or tile flooring will be

treated as a request for a waiver and will be subject to the rules set forth in this Section 12.

12.13b **Stringent Under-Cushion Requirements:** The Board will not approve any request for the installation of ceramic or tile flooring unless stringent under-cushion requirements, as determined by the Board, are strictly adhered to.

12.13c **No Construction Debris in Dumpsters:** Please see Rule 12.9d regarding disposal of construction-related debris.

12.14 **Installation of New Carpeting:** The following requirements for carpet padding are applicable when new carpeting is installed in second and third floor units:

12.14a **Requests for Carpeting Subject to Waiver Requirements:** Every request for installation of new carpeting will be treated as a request for a waiver and will be subject to the rules set forth in this Section 12.

12.14b **Stringent Under-Cushion Requirements:** The Board will not approve any request for the installation of new carpeting unless stringent under-cushion requirements, as determined by the Board, are strictly adhered to.

12.14c **No Construction Debris in Dumpsters:** Please see Rule 12.9d regarding disposal of old carpeting and carpet padding.

12.15 **Installation of Satellite Dishes:** The following rules pertain to the installation of satellite dishes:

12.15a **Prior Written Approval of Board Required:** The installation of Satellite Dishes anywhere on the property is subject to the prior written approval of the Board.

12.15b **Submit Written Request with Diagram:** A written request must be submitted to the Property Manager with a photograph or diagram which clearly indicates the desired location of the Satellite Dish.

12.15c **Board May Choose Alternate Location:** Applicable law permits the Board to designate an alternative location for the installation, and the Board reserves the right to designate such alternate location.

12.15d. **All Costs Borne by Requesting Unit Owner:** Any Unit Owner desiring to install a Satellite Dish is responsible for all applicable charges, including any expense incurred by the Association in the event of damage to the property caused by the Dish.

12.16 **Landscaping / Patio Renovation Alteration Requests:** The homeowner

must submit a written request to the Landscape Committee Chair. This request should clearly identify, via a to-scale drawing, the exact size and nature of the proposed change, including materials to be used.

12.16a **Additional Landscaping:** If the waiver request involves adding landscaping, then, in addition to the foregoing, the request must clearly identify the size, type and style of the planting material that will be used, and the identity of the contractor that will perform the work.

12.16b **Removal of Landscaping:** If the waiver request involves removal of existing plant material, the materials sought to be removed, and the location of these materials, must be identified.

12.16c **Review Process for Landscape / Patio Renovation Alteration Requests:** Unit Owner and the Landscape Committee will make their recommendations to the Board concerning all landscaping / patio renovation waiver requests and the Board will make a decision. The Board will not approve a waiver request if they believe the design may have a negative effect on the market value of other units; a design which could hamper the maintenance of our utility systems; or a design which will make it harder or more expensive to maintain our landscape. Additionally, the Board must be assured that the homeowner understands his or her responsibility for maintenance and/or replacement of any portion of the completed installation. Any Unit Owner who makes Landscaping alterations without first receiving written approval from the Board is subject to fines, in addition to any costs incurred by the Association in restoring the affected area to its prior condition.

SECTION THIRTEEN: SIGNS, BANNERS AND OTHER DISPLAYS

13.1 **Limitations on For Sale and House Sale Signage:** The Property Manager shall be informed of any properties for sale or any estate sale or moving sale in advance and the necessary permits obtained in accordance with Village laws. There shall be no "For Sale," "Open House," "House Sale," "Moving Sale," "Estate Sale" or other similar signs permitted anywhere on Meadowlake Property, except as follows:

13.1a **Realtor Signs:** "For Sale" and "Open House" signs are permitted during Realtors' open house hours (1:00 to 5:00 p.m. on Sundays and 9:00 to 1:00 p.m. on Realtors' open house days). Additional Rules concerning Open House events are covered in Section 18 of these Rules.

13.1b **One Sign Permitted at Each Street Entrance and One Sign at Unit Entrance:** A single sign will be permitted at each of the Winnetka Avenue and Happ Road entryways. No other directional sign is permitted at Meadowlake or on Arbor Lane, except for one open house sign in front of the entrance to the unit. All such signs must be removed at the conclusion of the open house hours.

EXHIBIT C

Meadowlake Condominium Association Hardwood Flooring Specifications for Second and Third Floor Units

Our primary concern relative to flooring alteration waiver requests is to maintain a uniform acoustical standard such that your neighbors, and the neighbors of other unit owners who desire to install wood floors, will not be disturbed by an increase in sound over that which exists under the conditions created by the original construction.

As such, we have established two standards for wood flooring installation in second and third floor units:

Standard #1 (Solid Hardwood)

- Two (2) layers of not less than 1/8" closed-cell polyethylene foam with joints taped, laid on the concrete
- One (1) layer of not less than 3/8" plywood laid on the foam
- One (1) layer of not less than 3/8" plywood laid at 90-degree angles to the first layer of plywood, glued and screwed to the first layer of plywood
- One(1) layer of 15 lb. felt paper laid over the plywood
- One (1) layer of 3/4" solid wood flooring nailed to the plywood and not through to the concrete floor

Standard #2 (Engineered and Floating Wood Floors)

- One (1) layer of not less than 1/4" natural cork glued to the concrete floor
- One (1) layer of not less than 1/8" closed-cell polyethylene foam with joints taped, laid on the cork
- One (1) layer of not less than 3/8" engineered hardwood plank flooring laid on the polyethylene foam

Both of these standards achieve an STC (Sound Transmission Class) rating of at least 55 and an IIC (Impact Insulation Class) rating of at least 50.

In order to accommodate advances in materials and installation techniques, the Association may consider alternative proposed flooring installations. Any request deviating from the above specifications must include proof (in the form of an acoustical engineering report or manufacturer's specifications) that the proposed system meets or exceeds the STC and IIC standards above.