

UNIT OWNER / RENTER/ OCCUPANT INFORMATION FORM

THE ASSOCIATION'S DECLARATION, WHICH HAS BEEN RECORDED AGAINST THE PROPERTY, PROVIDES THAT ALL PURCHASERS OF UNITS AND/OR THEIR RESIDENTS AND TENANTS, UPON ACCEPTANCE OF A DEED, AGREE TO BE BOUND BY THE PROVISIONS OF THE DECLARATION, BY-LAWS AND RULES AND REGULATIONS OF THE ASSOCIATION, INCLUDING RULES RELATED TO SUCH ITEMS AS PETS, PARKING, AND USES OF THE UNITS. OWNERS ARE REQUIRED TO SUPPLY TENANTS WITH A COPY OF THE CURRENT RULES AND REGULATIONS.

ALL RESIDENTS OF WYNDHAM CLUB MUST PROVIDE THE FOLLOWING INFORMATION:

Unit Address: _____

Resident Status: Unit Owner Renter Occupant

Names of all residents	Home Phone	Work phone	Cell phone	Email address(es)

If different than above, please provide Unit Owner information:

Name:					
Address:					
Home phone:		Work phone:		Cell phone:	
Email address(es):					

Information for vehicles located on property

Make/Model	Color	Year	License Plate Number/State	Sticker # (for office use)

UNIT OWNER / RENTER/ OCCUPANT INFORMATION FORM

Please list pet information separately

Dog, cat or other	Breed / description	Name

Emergency Contact: In the event you can not be reached in an emergency, please provide the name and phone number of a friend or relative nearby that would have keys to your residence.

Unit Owner's Emergency Contact

Name:		Phone:	
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Renter's Emergency Contact

Name:		Phone:	
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I/(WE), THE UNDERSIGNED OWNER(S)/RENTER(S)/OCCUPANT(S), CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT. I/(WE) FURTHER CERTIFY THAT I/(WE) HAVE READ ALL THE INFORMATION CONTAINED IN THIS DOCUMENT, INCLUDING THE NOTICES CONCERNING MY(OUR) OBLIGATIONS.

Signature of
Owner(s)/Renter(s)/Occupants(s)

Signature of
Owner(s)/Renter(s)/Occupants(s)

ARCHITECTURAL CHANGE APPLICATION

I/We hereby agree to obtain all necessary building permits and to comply with all applicable building codes and complete the change and/or improvement within thirty (30) days of approval.

I/We hereby agree to comply with all of the Association Declarations, By-Laws and Rules and Regulations in respect to this Architectural Change and/or improvement.

I/We hereby agree to indemnify and hold harmless the Association, its Unit Owners, members of the Board of Directors, employees and management agent from all losses, damage, liability, judgments, court costs, attorney's fees, interest or any other costs or penalties arising out of this change or improvement.

I/We hereby understand that I/We am/are responsible for the future upkeep and maintenance of this change and/or improvement.

I/We hereby agree that I/we will obtain sufficient insurance for this change and will provide the Association with a certificate of insurance naming the Association as a party insured.

I/We hereby agree to permit the Association access to my property for purposes of inspection of the change and/or improvement in order to ensure compliance with the Association Declarations, By-Laws and Rules and Regulations.

I/We hereby agree that failure to comply with any of the above requirements may result in revocation of the approval of my change and/or improvement and removal of my change and/or improvement and restoration of the facilities to a condition that existed immediately before approval. All necessary costs and expenses associated with this restoration will be at my expense, including but not limited to construction costs and consequential expenses such as attorney's fees, court costs, permit fees, etc. Notwithstanding anything to the contrary, the Association, at its discretion, shall have the right and power to enter my property and repair the change and/or improvement should it fall into a state of disrepair which is not corrected within fourteen (14) days after written notice to me. All costs connected with such repair shall be charged to my assessment account and be subject to the collection methods authorized by the Declaration, By-Laws, Rules and Regulations and the laws of the State of Illinois.

I/We hereby agree and understand that approval of my application shall be binding on all successors, devisees, heirs, assignees and transferees of my property. I/We further agree to inform them of the terms and conditions contained in this waiver.

Unit address: _____

Unit Owner's Signature / Date

Unit Owner's Signature / Date

WITNESS COMPLAINT

_____	_____
Witness' Name	Witness' Address
_____	_____
Violator's Name	Violator's Address
_____	_____
Date & Time of Violation	Location

Were the appropriate authorities notified? _____

Was a police report filed? _____ File #: _____

Using the space below, please describe your observations/violations (attach additional page(s), if necessary):

The undersigned, duly sworn under oath, does hereby affirm and acknowledge that the aforestated information is true and accurate and obtained through personal observation and identification. The undersigned shall fully cooperate with the Association, the Board of Directors, and its attorneys in providing any and all necessary documentation, statements, or affidavits as is necessary and if called to testify at a hearing, either before the Board of Directors or a court of law, will agree to appear to testify as a witness without charge or cost to the Association. Failure to cooperate with the Board of Directors in any of the aforestated instances, may subject the signatory to the payment of the Association's costs and attorneys fees.

_____	_____
Witness Signature	Date Signed

EXHIBIT C

NOTICE OF VIOLATION

To: _____ Date: _____

You are hereby notified, as the Unit Owner of the above address, that you are cited with the following violation of the Association's Declaration, Bylaws or Rules and Regulations. The actions occurred on _____ at _____ and are described as follows:

This is the [first / second / third/] time that you have received a Notice of Violation for this matter. Previous notices were sent on _____.

If you wish to protest this notice and believe the details are unjustified you must take the actions outlined in Chapter 10 of the Rules and Regulations regarding Enforcement of Rules.

You may request a hearing by signing, dating and returning this notice within fourteen (14) days to Wyndham Club Condominium Association at the address below. The hearing is your opportunity to present your side of the issue to your Board of Directors. After your request has been received, you will be notified by mail of the date, time and location of the hearing. Hearings are normally held at the next scheduled meeting of the Board of Directors.

If you fail to protest this notice or if you fail to appear at a hearing once it has been scheduled, you will waive your right to any further hearings with the Board of Directors and will be found guilty by default. Any fines, charges, costs, expenses and legal fees associated with this notice may then be assessed against you and added to your account.

I request a hearing with the Board of Directors on the above matter.

Signature / Date

WYNDHAM CLUB CONDOMINIUM ASSOCIATION
1215 Wyndham Court
Palatine, Illinois 60074

EXHIBIT D

NOTICE OF DETERMINATION REGARDING VIOLATION

To: _____ Date: _____

Re: _____

You were sent a Notice of Violation dated _____ regarding an alleged violation of the Declaration, Bylaws or Rules and Regulations of the Association. The Board of Directors ("Board") considered the complaint on _____ and reached the following determination:

_____ You did not request a hearing and you waived your right to address the Board.

_____ You did not request a hearing but chose instead to respond to the Board in writing.

_____ You did request a hearing but failed to attend as scheduled.

_____ You attended the hearing and discussed the alleged violation.

_____ You were found NOT GUILTY and no action will be taken.

_____ You were found GUILTY and NO ACTION will be taken. If a similar violation occurs in the future, it will be considered a subsequent violation and processed accordingly.

_____ You were found GUILTY of the violation and a fine of \$_____ has been assessed against your account. Payment is due within 30 days.

_____ You are directed to correct the condition resulting in the violation. This must be completed [by _____ / immediately]. It is the Unit Owner's responsibility to notify the Association as soon as this has been done. A fine of \$_____ per day will be assessed against your account for each day that the condition is not corrected after the above deadline.

_____ Damages, expenses and administrative charges in the amount of \$_____ have been assessed against your account. Payment is due within 30 days.

_____ Legal expenses in the amount of \$_____ have been assessed against your account. Payment is due within 30 days.

_____ Damages have occurred or an Architectural Violation exists. You are directed to repair or correct the violation at your own expense [by _____ / immediately].

_____ This violation is a second or subsequent violation. The Association's attorneys have been instructed to inform you that legal proceedings will be instituted if further violations of this nature occur. All expenses resulting from this notification and subsequent violations will be assessed directly to your account.

This decision by the Board of Directors is binding and final.

WYNDHAM CLUB CONDOMINIUM ASSOCIATION

EXHIBIT E

MAINTENANCE RESPONSIBILITY SUMMARY

THE FOLLOWING ARE EXAMPLES OF ITEMS FOR WHICH THE ASSOCIATION MAY BE RESPONSIBLE:

- ◆ Asphalt driveways (sealcoating and resurfacing)
- ◆ Chimney caps, collars and covers
- ◆ Concrete stoops and walks
- ◆ Doors to common element building entrances
- ◆ Exterior vents
- ◆ Landscaping maintenance (grading, mowing, fertilizing and weeding)
- ◆ Lawns, trees and shrubs
- ◆ Lighting fixtures in Common Elements and outside lighting
- ◆ Mailboxes and stands (repair and painting)
- ◆ Masonry and tuckpointing
- ◆ Painting (exterior wood trim and entrance doors)
- ◆ Perimeter fences
- ◆ Porches for townhome units
- ◆ Roofs
- ◆ Siding, gutters, downspouts and shutters (repairs, replacement and cleaning)
- ◆ Skylight (outside damage only)
- ◆ Snow removal
- ◆ Wood trim, including soffit and fascia in the Common Elements only

THE UNIT OWNER'S RESPONSIBILITY FOR ITEMS SHALL INCLUDE, BUT MAY NOT BE LIMITED TO THE FOLLOWING:

- ◆ Appliances (refrigerators, ranges, etc.)
- ◆ Chimney cleaning and fireplace maintenance
- ◆ Doors to interior unit entrance, including door, locks, hardware and frames
- ◆ Doors to patio, including door, locks, hardware, frames, glass and screens
- ◆ Doors [storm], including door, locks, hardware, frames, glass and screens/storm
- ◆ Drywall in the interior unit
- ◆ Foundation, including leaks, cracks or settling
- ◆ Heating system (furnace and air conditioning including interior ducts, wiring and conduit)
- ◆ Interior decorating (paint, wallpaper, paneling, carpet, drapes, window treatments, etc.)
- ◆ Lighting fixtures for interior unit
- ◆ Painting of interior unit
- ◆ Pest control
- ◆ Plumbing system, including service, sillcocks, fixtures, hot water heaters and water softeners)
- ◆ Structural components, including framing, trusses, support columns and flooring
- ◆ Utilities, including services, meters, conduit, wiring and piping
- ◆ Windows, including glass, frames, screens and exterior cleaning

**EXHIBIT F
HOMEOWNERS' INSURANCE LETTER**

Date: _____

Unit number: _____

Dear Homeowner:

Please be advised that every Unit Owner in your Association is required to carry insurance on their dwelling unit. The Association is required to keep a copy of your certificate of insurance on file so that we know the unit is properly covered. In the process of updating our files, our records indicate one of the following:

_____ We have no certificate of insurance on file for the above-referenced unit.

_____ The insurance certificate we have on file has expired as of _____. Please send us an updated certificate.

_____ Other:

We will accept an original insurance certificate or a faxed copy. Please ask your agent to have a new insurance certificate sent automatically each year at renewal. In addition, the Association must be notified within ten (10) business days if the coverage is cancelled.

Please respond to the above request no later than _____ or your account will be charged a fine of \$_____ for non-compliance.

Please note that this request is for the safety and peace of mind of every homeowner. In an emergency situation where a unit is partially or completely destroyed, the homeowner must have the coverage to repair or replace the unit. Without coverage, you or your neighbor would be facing a major catastrophe that could be difficult or impossible to resolve.

Thank you for your prompt attention.

WYNDHAM CLUB CONDOMINIUM ASSOCIATION

EXHIBIT G

CLUBHOUSE RENTAL DISCLOSURE FORM

1. The security deposit and rental fee is dependent on the hours of rental. The security deposit is due two weeks prior to the event as well as the completed disclosure form. The Owner or Renter is responsible for returning the Clubhouse to its original state. The security deposit and rental fee is as follows:

One to four hours: \$75
Five to eight hours: \$125
Nine to twelve hours: \$175

- 2. Alcohol is not allowed in ANY part of the facility.
- 3. Smoking is not allowed inside the facility.
- 4. No one from the event is allowed to use the exercise facility or either the indoor or outdoor pool.
- 5. Garbage must be bagged and disposed of in the receptacle area behind the outdoor pool.
- 6. Owners and Renters take full responsibility for themselves and their guests' actions for the duration of the event.

In consideration for admission and use of the clubhouse facilities, I state and acknowledge that I have read and understand the rules for clubhouse rules and regulations herein contained and posted in the clubhouse; and I agree to abide by the clubhouse rules, and I will enforce compliance with myself and my guests. I assume full responsibility for any damages, losses, or injuries which may occur to me or my guests, and I, on behalf of myself, my personal representatives, estate, heirs, executors, successors and assigns fully and forever release and discharge the owner of the clubhouse and the property, its agents and employees from any and all liability for damages arising as a result of my use and my guest's use of the clubhouse and its facilities, including, but not limited to, damages arising as a result of my injury or death or the injury or death of my guest. If I and my guests do not comply with the above statements, the management has the authority to document incidents and deny access for clubhouse usage in the future.

_____	_____	_____
DATE OF EVENT	START TIME	END TIME

TYPE OF EVENT		

_____	_____	
RESIDENT PRINTED NAME	RESIDENT BUILDING & UNIT	

RESIDENT SIGNATURE	DATE	

UNIT OWNER PRINTED NAME		

UNIT OWNER SIGNATURE	DATE	
<i>If resident is a Renter, Unit Owner must sign and date this form</i>		

EXHIBIT H
Maintenance Request Form

Date: _____

Name: _____

Address: _____

Unit Number: _____

Phone: _____

Alternative Phone: _____

E-mail Address: _____

Please describe your maintenance concern below:

Privacy Policy

Your privacy is respected. All information submitted to Wyndham Club Condominiums via this form will be used only for maintenance records and direct communication purposes. Wyndham Club Condominiums will not knowingly supply any submitted information to a third party without your express consent.

This area for management use only

Date Initiated: _____

Date Completed: _____

Notes: _____

EXHIBIT I

WYNDHAM CLUB CONDOMINIUM ASSOCIATION

RIDER TO LEASE

This Rider is added to the attached lease in accordance with the Rules and Regulations of WYNDHAM CLUB CONDOMINIUM ASSOCIATION. By this Rider, the undersigned parties to said lease expressly acknowledge that, as required by Section 18 of the Illinois Condominium Property Act, every lease and/or sub-lease and the parties thereto shall be subject in all respects to the provisions of said Declaration as well as the By-Laws and Rules and Regulations of the Association. Any failure by the lessee to comply with the terms thereof shall be a default under the lease. This includes any occupant or sub-lessee.

The Board of Directors of WYNDHAM CLUB CONDOMINIUM ASSOCIATION (the "Board") shall be a third party beneficiary of said lease and shall be entitled to pursue all legal and equitable remedies available to either party under the lease in the event of any default. No rights of the Board shall be deemed to have been waived or abrogated by reason of any previous failure to enforce the same.

_____(Seal)
Lessor (Landlord)

_____(Seal)
Lessee (Tenant)

_____(Seal)
Lessor (Landlord)

_____(Seal)
Lessee (Tenant)

Date: _____

_____(Seal)
Resident(s)

NOTE: A signed original of said lease and this Rider along with a copy of a recent credit report must be given to the Board for its files in accordance with the Rules and Regulations of the Association.

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Please complete the following for the Associations use only.

Lessor Information:

Tenant Information:

Emergency Phone - Home

Emergency Phone - Home

Emergency Phone Work

Emergency Phone - Work

Home Address

Home Address