

**OPERATING RULES
AND
REGULATIONS MANUAL**

**SUN CITY HUNTLEY
2014**

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AUTHORITY

The Sun City Community Association of Huntley, Inc. (hereinafter “Association”), the Board of Directors (hereinafter “Board”) and members of various Committees have developed the following Rules and Regulations booklet through the authority and under the provisions established in Article 3C of the By-Laws and further provided for under Article 4.3 of the Declaration of Covenants, Conditions, and Restrictions (hereinafter “Declaration”). The contents of this booklet were designed to serve the best interests of the majority, and to ensure the preservation of the facilities at Sun City Huntley. The support of all members will be appreciated as the effort is made to provide a safe and desirable environment for all members.

Every resident has the non-exclusive right to enjoy the lifestyle and common area of the community subject to the following Rules and Regulations that will be enforced by the Association through the rights established within Article 4.3 of the Declaration. These Association rights of enforcement are as follows:

- A. The right of the Association to suspend voting rights of any Member
- B. The right of the Association to levy reasonable monetary fines
- C. The right to suspend a Member’s privilege to use any of the Recreational Facilities
- D. The right to suspend services to a Member
- E. The right to levy assessments against a homeowner
- F. The right to regulate and restrict use of common areas and Recreational Facilities
- G. The right of the Association to regulate use of the common areas and any Recreational Facilities is vested with the Board, including the ability to restrict the use of such areas and facilities. Such decisions are made at the sole discretion of the Board in its exercise of reasonable business judgment.

1.1 Age-Restricted Community: As designated in Article 1.47 and 2.5 of the Declaration, Sun City Huntley is an age-restricted community operated in compliance with all applicable state and federal laws.

1.2 Function of the Association: As defined in Article 3.1 of the Declaration, the Sun City Community Association of Huntley, Inc. (hereinafter the “Association”) was formed as an Illinois not-for-profit corporation to own the common area property, administer and govern the affairs of the community, to maintain and enhance the recreational, social and leisure-time interests of its members, and to preserve and enforce community-wide architectural standards. The golf course is owned by Billy Casper Golf and is not Association common area.

- A. Legal Entity - The Association is a not for profit corporation that is responsible for management, maintenance, operations, and control over all common area. Additionally, the Association, through the Board, is responsible for the enforcement of the governing documents; the establishment of reasonable policies, rules and procedures regulating use of all common area properties; and for administering and enforcing the Design Guidelines. The Association, as an incorporated entity, is a private property owner in its own right, and speaks through the governing documents and policies established by the Board. Members have specified privileges in the use and enjoyment of common area properties, but they have no proprietary interests.

- B. Governing Documents – As defined in 1.22 of the Declaration, the Governing Documents *is a collective term including the Declaration, the By-Laws, the Articles, the Design Guidelines, and rules or regulations adopted by the Board, as any such documents may be amended from time to time.* The Declaration imposes mutually beneficial restrictions upon all common areas under a general plan of improvement, and establishes a flexible and reasonable procedure for the overall development, administration, maintenance and preservation of the common areas. The Articles form the legal basis for the Association by specifying its corporate purpose and delineating the corporate structure and function. The Bylaws define the Association’s reasonable rules of governance, membership, management and administration.

1.3 Board of Directors: The Association is governed by a Board of Directors (Board) that is empowered by the authority in Article 3 of the By-Laws to exercise all powers and duties necessary and appropriate for the administration of the Association’s affairs, and for performing all responsibilities and exercising all rights of the Association as stipulated in the governing documents, and as provided by law. Resident committees may be appointed at the Board’s discretion in advisory capacities to make recommendations to the Board regarding such things as policies, procedures and programs of the Association.

- A. Board Composition - The Association will be operated by a Board consisting of a minimum of 3, but not more than 7 directors.
- B. Board Meetings – As provided in the By-Laws, the Board is required to hold at least one meeting each quarter. Regular meetings of the Board may be held at a time and place as the Board shall determine. Notice including the date and time for the meetings is provided to each Neighborhood Committee Chairman. If the meeting is open to the members, notice will be provided via the community's Communication Tools [Chapter 6].

1.4 Membership, Voting, and Meetings of the Members

- A. Membership - Every Owner shall be a Member of the Association, and shall hold one membership for each Dwelling Unit owned. Co-owners shall share the privileges of such membership.
- B. Voting - The voting rights at any meeting of the Members of the Association shall be vested in the Voting Members as specified in the Declaration and the By Laws.
- C. The Meeting of the Members - All Members shall be notified in writing of the annual Meeting of the Members held within 60 days following the close of the Association's fiscal year. As required by the By-Laws, representation (in person or by proxy) from at least two percent (2%) of the total votes in the Association is required at this annual meeting. The President of the Board shall preside over the meeting, minutes shall be taken and the meeting shall be conducted in accordance with Roberts Rules of Order.

2.1 Management: To manage the operations of the Association, the Board has entered into a management agreement with the Management Company. The Executive Director of the Association serves as the senior manager of the affiliate providing sufficient numbers of qualified staffs to oversee, coordinate and facilitate the Association's day-to-day operation. The Association pays a mutually agreed fee to the Management Company for its direct costs and for Association-related indirect costs of the services provided.

2.2 Assessments: As described in Article VIII of the Declaration, there are five types of assessments, and each homeowner is legally bound to pay assessments as prescribed by the Board. The Board is empowered to file liens against any lot whose owner fails to pay a prescribed assessment within stated payment periods.

- A. Base Assessments - The regular annual per lot fee charged to all Dwelling Units to fund common area expenses for the benefit of all Members.
- B. Limited Common Area Assessments - Assessments charged on Dwelling Units, which have the right to use or benefit from a particular Limited Common Area.
- C. Neighborhood Assessment - Assessments levied on the Dwelling Units located within a particular Neighborhood to fund Neighborhood Expenses benefiting such Dwelling Units
- D. Special Assessments - From time to time, Special Assessments may be levied against some or all Dwelling Units to cover unbudgeted expenses, or expenses in excess of those budgeted.
- E. Benefited Assessments - Benefited Assessments may be levied against a particular Dwelling Unit, or particular neighborhoods to cover Association costs incurred in bringing a lot or neighborhood into compliance with the community-wide architectural standard.

2.3 Asset Replacement Reserve Funds: A portion of each homeowner's Base Assessment is deposited into a separate Asset Replacement Reserve Fund (Reserve Fund) as may be required and determined by the Board. The Reserve Fund is an interest generating account used solely to purchase new and replacement capital assets. The Reserve Fund contribution is determined annually by the Board as part of the regular budget preparation process, and the identification of capital assets to be purchased is shown in the capital expenditure budget. At the Board's discretion, additional reserve funds may be established for other separately identified financial divisions.

3.1 Community-Wide Standard: The standard of conduct, maintenance, or other activity prevailing throughout the properties is more specifically defined in the Declaration and the Design Guidelines. Collectively, the documents cited below and their terms define Del Webb's general plan of development for the properties, specifying the level of protection afforded to owners for their quality of life and collective interests, aesthetics and the environment within the community, and community vitality and character.

3.2 Use Restrictions and Easements: As defined in Articles X and XI of the Declaration, use restrictions and easements are specified limitations on the use of residential property, and authorized areas of property encroachment.

3.3 The Design Guidelines: The guidelines are intended to provide homeowners with guidance pertaining to restrictions on land development, architectural and design control, or other restrictions pertaining to proposed new construction, or modifications to existing buildings, structures, or properties.

Renovation/Alteration of Existing Facilities - The Board, through its Modifications Committee, has exclusive jurisdiction over modifications, additions, and alterations proposed on or to existing residential home exteriors and adjacent open space. During the Development Period, Del Webb retains the right to veto any action of the Modifications Committee if those actions are determined to be inconsistent with the Design Guidelines.

3.4 Enforcement: As noted earlier, the Declaration defines various restrictions on land and building use, and the Association will aggressively and consistently enforce them pursuant to the Declaration and the By-Laws. Reported violations will be investigated and, if validated, sanctions imposed.

- A. Notification - As provided for in the By-Laws, prior to the imposition of any sanction, the Management Company shall serve the resident in alleged violation with a written notice including: (a) the nature of the alleged violation, (b) the sanction to be imposed, (c) a statement that the resident in alleged violation may present a written request for a hearing to the Covenants and Compliance Committee (hereinafter the "Committee") within 15 days of the date of notice (d) a statement that the proposed sanction shall be imposed unless a request for a hearing is received or correction efforts have begun within the stated time period. If a timely request for a hearing is not received by management and efforts to cure the alleged violation have not begun, the sanction stated in the notice shall be imposed and added to the resident's assessment billing.
- B. Hearing - If a hearing is requested within the allotted 15-day period, the hearing shall be held before the Committee. The resident in alleged violation shall be afforded an opportunity to present their appeal to the Committee. After the appeal is heard the resident will be notified in writing of the Committee's findings. The

minutes of the meeting shall contain a written statement of the results of the hearing and the sanction, if any, imposed.

- C. Appeal - If a hearing is held before the Committee, the resident in alleged violation shall have the right to appeal the Committee's decision to the Board. To exercise this right, a written notice of appeal must be received by the management agent, within 15 days after the hearing date.

4.1 Resale Policy: In accordance with the Housing for Older Persons Act of 1995, the Community must maintain age-verification records for each residence; therefore the Board has instituted the following policies and procedures. Once a purchase agreement has been executed, it shall be the responsibility of the Seller to provide the Association with documentation that the Buyer [or occupant] is age qualified. An Age Verification Form [4.5] must be submitted to the Association's Management prior to closing.

In addition, the Seller shall forward the governing documents to the Buyer prior to closing, and a signed Receipt of Transfer [4.6] for these documents must be submitted to the Association's Management. The governing documents are available for purchase at the Members Services Desk in the Prairie Lodge.

The Association will not release the necessary documentation needed for closing until these forms are submitted. To ensure timely processing, forms should be submitted as soon as possible.

Once the sale of the property has been completed, a copy of the settlement statement (HUD 1) must be forwarded for evidence of purchase. Membership with the Association will not be transferred until evidence of the transaction has been provided to the Association's Management.

4.2 Resale Transfer Fee: In 2002, a resale transfer fee was added to all future Neighborhoods through Supplements to the Declaration. Unless the transaction is otherwise exempt, a resale transfer fee of one third of one percent (1/3%) of the gross selling price will be charged at the time of title transfer. This fee will be charged to the Seller, but may be paid by the Seller or the Buyer as negotiated in the purchase agreement. This fee shall be collected at the time of purchase. The Association reserves the right to refuse the distribution of activity cards until the fee is collected.

4.3 Real Estate Transaction Letter Fee: Authorized by Board resolution, a preparation fee for each Assessment Acknowledgement Letter prepared for a real estate transaction, and a fee for each letter prepared for a refinancing transaction, will be assessed at the time of distribution. Fee(s) are subject to change by Board resolution, and shall be collected upon title transfer.

4.4 Real Estate Disclosure Form: In 2012, the Board authorized a fee for completion of a Disclosure Form for real estate transactions. Contact the Governance & Standards Department for the specific fees.

4.5 Rental Policy: Upon execution of a rental agreement, it shall be the responsibility of the Property Owner to submit a copy of the agreement to the Association's Management accompanied by the aforementioned forms. At least one of the occupants must be age qualified and the governing documents must be forwarded to the occupants of the unit.

4.6 AGE VERIFICATION FORM

SAMPLE

*Sun City Community
Association of Huntley, Inc.
12880 Del Webb Blvd.
Huntley, Illinois 60142
Phone: (847) 515-7678
Fax: (847) 515-7305*

Pursuant to the Housing for Older Persons Act of 1995, this community is required to maintain age-verification records for each resident. This information will be kept confidential. However, the Association is required to provide a statistical summary to individuals upon request.

Please complete the following information for each person who will be living in the household. Please use additional forms if necessary. Thank you for your cooperation.

Please Print

Name: _____ Date of Birth: _____

Name: _____ Date of Birth: _____

Address of property to be purchased or leased:

Please attach a copy of one of the following items:

- _____ Driver's License (Front side only)
- _____ State ID
- _____ Immigration Card
- _____ Military Identification
- _____ Birth Certificate
- _____ Qualifying affidavit

Please return completed form to the Association Management

4.7 RECEIPT OF TRANSFER
For the Governing Documents

SAMPLE

*Sun City Community
Association of Huntley, Inc.
12880 Del Webb Blvd.
Huntley, Illinois 60142
Phone: (847) 515-7678
Fax: (847) 515-7305*

In accordance with the Transfer of Members Rights policy adopted by the Board of Directors, the Governing Documents for Sun City Huntley must be forwarded to the individual(s) who will be occupying the dwelling unit. The Governing Documents consist of the following:

- The Declaration of Covenants, Conditions, and Restrictions for Sun City Huntley
- The Design Guidelines
- The By-Laws
- The Operating Rules and Regulations

I, the undersigned, acknowledge that it is my responsibility to acquire and retain in my possession the aforementioned Governing Documents while owning property or living in Sun City Huntley. In addition, I acknowledge that by accepting title, or executing an agreement to reside in any property within Sun City Huntley, I agree to adhere to the provisions established by the Governing Documents.

Signature: _____ Date: _____
(Buyer/Renter)

Signature: _____ Date: _____
(Buyer/Renter)

Please return completed form to the Association Management

5.1 Activity Cards: (Article II of the Declaration)

- A. Issuance of Cards – Eligibility for an activity card is based upon occupancy of a Dwelling Unit. One (1) activity card shall be allocated to each qualified resident, up to a maximum of two (2) activity cards per dwelling unit. The fee for an additional card will equate to 50% of the annual Base Assessment fee. An additional resident is any individual, 19 years of age or older, who resides in the home for more than ninety (90) days in a consecutive twelve (12) month period.. Owners will be required to certify that any additional resident requesting an activity card meets the qualifications for facility use as stated. Activity cards are issued at the Member Services Desk. In order to preserve the health, well being and safety of the members, some facilities are administered and operated by Association chartered clubs. In these instances, Members are required to join the chartered club to enjoy proper and safe use of facilities and equipment.

When renting/leasing residential property, the Owner continues to pay the annual Base Assessment, but may not use Association facilities. The Owner must temporarily surrender his/her resident activity card(s) to the Member Services Desk for the duration of the lease and provide the Association with a copy of the agreement. The individual(s) who are renting/leasing the property may be issued the activity card(s) for the period of the agreement.

- B. Non-transferable Cards - All members must present their current activity card to use Association facilities. Cards are not transferable and cannot be loaned.

5.2 Guests: Guests may be sponsored by a resident in any Association facility, subject to restrictions for health and safety. When sponsoring a guest, the resident must remain in the company of that guest at all times. Residents shall be responsible for any and all damage cause by a guest, which may occur while using the facilities. Unaccompanied guests may not use the Association facilities with the exception of those facilities that are open to the general public. Guests are not permitted to bring other guests of their own and are expected to adhere to all rules and regulations. Guest use of facilities is limited to a maximum of eight (8) guests per household, with the exception of Family Swim at the Prairie Lodge Pool(s). Due to pool patron limits, each household is afforded six (6) guests per household for Family Swim, and at least one of the six (6) guests must be an adult over the age of 21 years. In special situations where a resident knows they will have more than six (6) guests, written permission may be received from the Executive Director for up to eight (8) guests per dwelling. Applications for this consideration are available at the Fitness Desk.

As the resident population expands and the demand for facilities and programs increases, the Board may set additional limits on the number of guests and/or visits that a resident may sponsor. The Board has implemented guest fees for use of the fitness amenities, which are assessed on a “per person” basis, and are payable upon each visit.

5.3 Payment Procedures, Liens and Refunds: (Article VIII of the Declaration)

- A. Initial Membership Fee - An initial Base Assessment fee reflecting the total base assessment fee due from the date of closing through the end of the applicable quarterly billing period, is included in the home closing costs. Subsequent base assessments will be billed in quarterly installments.
- B. Quarterly Assessments and Optional Service Fees - Following the initial payment for base and optional service assessments due at closing, assessments are due on December 25, March 25, June 25, September 25 of each year. Quarterly charges may be paid by mail, at the Association drop-box location or through other means established by the Board.
- C. Liens - Failure to satisfy membership indebtedness after 90 days may cause the Board to file a lien against the property owner, and to suspend membership privileges. Reinstatement can only be obtained through full payment of all fees, including late charges, interest, and legal and/or collection fees incurred by the Association.

5.4 Budget and Fees: (Article VIII of the Declaration)

- A. Fiscal Year - The Association operates on a fiscal year that begins on January 1 and ends on December 31. During the third quarter of each year, the Board and the Association Executive Director begin preparing the upcoming fiscal year budget. A resident Finance Committee is also involved in the budget approval process.
- B. Budget Process - The following financial and related information shall be regularly prepared by the Board and copies made available to all Members of the Association.

The Board shall cause a reserve budget, an expense budget (collectively referred to as the Budget) and an annual financial statement or annual audit report (Financial Statement) for the Association, to be prepared for each fiscal year of the Association. The Board shall post written notice in a prominent place within the Community that the Budget and Financial Statements are available at the business office of the Association or at another suitable location within the Community.

- C. Program Fees – In addition to the fees for base assessments, which support the general management and administration of the Association, user fees and charges will be assessed to support the cost of lifestyle programs and services such as classes, trips and special events. The Association adheres to a “No Refund” policy for programs except in instances where a program is cancelled by the Association.

CHAPTER 6 COMMUNICATION TOOLS

6.1 Community Communication Tools: Association publications are produced and distributed as information/communication tools for the members of Sun City Huntley. The Association reserves the right to sell advertising space in the form of print ads, flyer/inserts, or web site advertisements. The advertising sales support the production of these communication tools.

The Association communication tools are a convenience for Sun City Huntley members. To respect the privacy of each resident, these publications should not be shared with non-members or used for solicitation purposes by individuals or businesses.

- A. *Lifestyles* Publication: Supported through the sale of advertising, the Association creates a monthly publication called *Lifestyles* to inform members of important Association business, special events, and lifestyle programs of interest. The publication is hand-delivered monthly to residences by neighborhood volunteers.
- B. *The Resident Handbook and Telephone Directory* (The Directory): Solely supported through advertising sales, one copy of this annual publication is mailed to each household. The Directory provides general community information and *The Operating Rules and Regulations*. In addition, the Directory provides the name, address, and telephone number of each household in Sun City Huntley. Members have the option to **remove** their name from the annual directory when completing the Activity Card Request Form at the Members Services Desk or on the website under the profile management facility provided there. Members can update their personal profile at any time on the website at www.sccah.com.
- C. www.sccah.com (Otherwise known as a **Community Web Site**)
 - An interactive tool to facilitate an active lifestyle
 - Coordinates and organizes a myriad of activities
 - A single source for all community information
 - Created by members and Association staff for member's viewing
 - Personalized to reflect individual interests and preferences
 - Helps members stay connected and informed.

Members can access the Site by using a browser program at www.sccah.com. Access user name and password instructions are provided on the website.

From time to time, informational communication “blasts” from the Association Board of Directors, and Association Management may be sent via email to all Sun City Huntley residents. To ensure receipt of these important messages be sure to update your profile to have all website emails forwarded to your personal email account. For assistance, contact the Communication Coordinator.

Access issues can be resolved by sending an e-mail to communications.coordinator@suncityhuntley.org.

- D. Cable Channel 96: A cable television broadcast exclusively to members within the community. This service is complimentary and governed by the restrictions set forth by Comcast.
- E. Publications & www.sccah.com advertising – The Association neither endorses nor promotes any of the products or services advertised within the respective sections of the publications. Additionally, the Association assumes no responsibility for the statements made and reserves the right to refuse advertising for any reason. Advertisements may be subject to approvals by management or the Board. Any claims made by advertisers are strictly their own and the Association does not endorse nor guarantee the quality of goods or services of any advertiser.
- F. Announcements – In addition to the publication, time-sensitive and special announcements are posted on the community cable television Channel 96 and/or sent by email via www.sccah.com. Announcements are also posted within other community areas of the Prairie Lodge and the Meadow View Lodge.
- G. Other - While management will make every effort to generate additional informational material through local newspapers, the scope and timeliness of such publication rests solely with the media. Neighborhood Committee Members and the Neighborhood Advisory Council act as liaisons to bring community issues to the Board of Directors.

6.2 Community Documents: Important Association documents include the Declaration, the Articles of Incorporation, the Bylaws, Board and membership meeting minutes, policy resolutions, financial statements, and the annual audit report. These documents are always available upon request for Member review at the Association’s Administrative Offices. Community Documents may also be viewed and printed from the web site. While these documents may not be removed from the premises, they may be copied at the expense of the Member.

7.1 Use of Facilities and Assumption of Risk - All use of Association facilities and participation in Association programs is purely voluntary. Correspondingly, the recreational nature of all Association activities and programs potentially involves some personal/physical risk on the part of the participant. Program participation by a Member or guest is, therefore, interpreted as an acknowledgement and acceptance of the inherent risks.

The Association strives to consistently maintain its facilities in the highest quality condition. However, periodic wear and tear, as well as seasonal or climatic factors, may temporarily render an area in less than optimum condition. If such a condition occurs, Members and guests should immediately contact the appropriate facility supervisor or the Association's Executive Director for assistance. If a Member or guest accepts facility conditions, the Association will assume that the facility is free of obstruction or hindrance.

In ensuring that Members and guests are provided with a safe and enjoyable experience while using Association facilities, reasonably comprehensive policies, rules and signage have been developed. Only activities appropriate to the specific Association indoor or outdoor facilities will be hosted.

Prior to participating in any Association activity or program, Members and guests are encouraged to familiarize themselves with facility layout and operating policies and rules. Unless negligence on the part of the Association is confirmed, the Association is not liable for personal injury or inconvenience sustained during the use of its facilities and programs. If accident or injury occurs while on common area or in any of the facilities, an Incident Report should be completed and returned to the Members Services Desk within 24 hours of the incident. Forms are available at the Members Services Desks at both lodges.

7.2 Conduct of Members and Discipline:

- A. General Rule of Courtesy – Members and their guests are expected to abide by the Governing Documents, and to act in a courteous and respectful manner at all times, both on the Association properties and while participating in Association sponsored events or trips off-site. Actions that jeopardize or interfere with the rights and privileges of others, use of profanity, or otherwise abusive or disruptive behavior directed toward a fellow participant, staff member, or off-site service provider will not be tolerated.
- B. Interference with Staff - Any inattention to duty, or discourtesy on the part of an Association staff member should be immediately reported to the Executive Director. However, under no circumstances will Members or guests interfere with, attempt to discipline, or otherwise direct staff in the course of Association business.

- C. Safety Is Paramount - Any Member or guest not adhering to the posted or otherwise obvious safety rules may be asked to leave. With respect to safety, proper decorum, and sanitation, the facility staff's judgment will prevail in all instances. Any complaint relating to a facility monitor's decision may be later appealed to the Executive Director. However, until such appeal is heard, the facility staff decision stands. Arguing, or being abusive to Association staff may result in disciplinary action.
- D. Rule Infractions - Management will contact individuals regarding rule infractions. If management/the Board determines that a rule was violated in a willful or otherwise deliberate manner, management/the Board may impose penalties including suspension of facility use and privileges.

7.3 Dress Code: Unless otherwise specified, proper dress is required at all Association facilities at all times, and specific attire may be designated by the Board for certain facilities and locations. Appropriate casual attire for men includes footwear, shirts, pants or shorts. For women, footwear, blouses, shirts, pants, skirt/dress, shorts are appropriate. Upper body garments must be worn in all activities, except for men using aquatic facilities. Appropriate athletic apparel is required in all indoor and outdoor sports areas, including proper footwear. Spikeless or soft spike golf shoes are only permitted in the Golf Pro Shop and Pub.

7.4 No Smoking Policy: The Association provides a smoke-free indoor environment for its members and guests as required by state law and at all outdoor recreational areas as determined by the Board.

7.5 Alcohol Policy: Alcohol may not be consumed on land, or in facilities, owned by the Sun City Community Association of Huntley, Inc. ("Association") except as defined below. All functions with alcohol must be pre-approved by the Association, and an alcohol policy/permit must be signed at the time of room reservation. Alcohol must be served by a licensed bartender.

- A. Meadow View Lodge Elm, Oak, and Willow Meeting Rooms, Pavilion-Neighborhood Parks - Eakin Fields – Tall Oaks Tennis and Wildflower Park.

Alcohol may only be served in these areas by a Caterer who meets the following requirements. The Caterer must hold a valid Illinois Liquor License, as well as any required local license, and provide Association staff with proof of licensing. A certificate of insurance endorsing the Association, The Management Company, and their respective directors, officers, partners, members, managers, staffs, volunteers and agents as additional insured must be provided from the Caterer's insurance provider at the time the room reservation is made. A minimum of two (2) million dollars in general liability and liquor liability coverage is required. A caterer may not pay a club a percentage of the alcohol sales.

- B. Prairie Lodge

Alcohol may only be sold and served by the food and beverage provider.

- C. No alcohol may be served or consumed at any time in all other common areas owned by the Association including, but not limited to: Millgrove Building Millgrove Workshop, Bocce Courts, Swimming Pools, Pool-side Patio, Spa, Sauna, Fitness Centers, Aerobics Room, and the Walking Track

7.6 Special Needs Parking: All parking facilities throughout the community contain the required number of designated handicapped parking spaces. In addition, there is extra parking identified as “Special Needs” at Meadow View Lodge and Millgrove Woodshop; however, these spaces do not have the area to accommodate a wheelchair lift. Use of this parking is intended for members with genuine needs and should be used on the honor system.

7.7 Transportation Policy: In order to provide the safest transportation possible for the members of Sun City Huntley, the Board has adopted a transportation policy for group travel events organized by Neighborhood Committees and Charter Clubs. The safety records and insurance limits of motor coach companies have been reviewed by the Association for Federal and State law compliance. Use of a motor coach company holding the appropriate insurance coverage, as required by federal law, is required for the trip to be considered an authorized Association sponsored activity. The companies listed on the Transportation Form have provided the appropriate insurance and have added the Association as an additional insureds.

Transportation Forms are available at the Members Services Desks. Upon completion by the Neighborhood Chairperson and/or the Club President, the form must be returned to the Members Services Desk no later than two (2) weeks prior to the date of the event for Executive Director’s approval. Once approved, the designated contact person for the group will be contacted to pick up the signed form.

7.8 Use of the Parking Facilities: In an effort to maintain adequate parking availability for all members using the facilities, the use of the parking areas for group travel is limited and available only to Association programs/community events upon review of a completed Transportation Form. Parking approval will be noted on the Transportation Form. Over-night parking is prohibited in all parking facilities within Sun City Huntley without prior authorization.

7.9 Car-pooling: When using Association facilities and/or attending Association sponsored events/programs, Wellness, Restaurant/Catering and/or Whisper Creek sponsored programs/events, car-pooling is strongly encouraged. Use of Association parking areas is prohibited unless participating in Association sponsored events such as those listed above.

7.10 Animals and Pets: Animals are not allowed in the recreational facilities. As directed by Illinois State law, an assistance dog is allowed to accompany a blind, deaf, or disabled person or trainer in all facilities; however if the dog causes damage to the premises, the owner is liable. The Association has established a policy, which requires an individual who has volunteered to train service dogs [in cooperation with an organization] to provide management staff with their credentials before their first visit to any indoor common area.

The guidelines for animals and pets are outlined in Article 10.4 of the Declaration. Pet etiquette rules are noted below:

- A. Pets must be leashed or fenced when outdoors at all times.
- B. Pets cannot run loose in any area of our community, including private property, all common area, golf course or construction sites.
- C. Pet clean up is required when walking your dog around the community and on your private property. Fines will be assessed to non-compliant animal owners.
- D. Be courteous to your neighbors, and keep your dog from barking when outside.

7.11 Waste/Recycle Containers and Collection: As provided for in the waste collection service plan, waste/recycle containers are furnished for each home. In the event that the home is sold, the waste/recycle containers are to remain with the home and should not be removed. In accordance with the Design Guidelines, containers must be stored in the garage, but may be left out for collection at dusk on the day prior to collection and must be returned to the garage by dusk on the day of collection. Further explanation of waste containers can be found in Article 10.17 of the Declaration. For a collection schedule, refer to the *Lifestyles* publication and the community web site.

7.12 Donation Solicitation Policy: As approved and adopted by the Association Board, donation solicitation of any kind is not allowed in the Prairie Lodge, Meadow View Lodge and/or any other common area without Board review and approval. Written requests are to be submitted to the Executive Director who will forward the letter of request to the Board; however the Board will not approved more than two (2) charitable solicitation efforts scheduled to occur at the same time in any common area facility.

Letters should detail all the necessary information for the Board to make an informed decision. Examples include, but are not limited to:

- The name of the not-for-profit agency
- Purpose of the donation
- How the donation will be collected
- Who will monitor the collection of the donations
- The timeframe of the donation “box” placement

Once the Board has reviewed and acted upon the written request, the Executive Director will provide the interested party with notice of the Board’s decision including any/all restrictions regarding the donation collection.

8.1 Severe Weather and Fire Safety: Maps that identify the areas of severe weather/tornado shelter and fire exits are displayed throughout the Prairie Lodge and Meadow View Lodge. Members should review the maps posted to familiarize themselves with the places of shelter and fire exits at both facilities.

- A. Severe Weather/Tornado – The Village of Huntley (hereinafter “Village”) has an Outdoor Early Warning Siren that will sound if a tornado has been sighted and is considered to be a danger to the Village. Once sounded, members within the Association facilities should take cover in the designated areas displayed on the maps, and remain in the shelter areas until the all clear is given. The Warning Siren is tested by the Village monthly.
- B. Fire – Once the fire alarms are sounded, members should exit the building from the nearest exit. All alarms should be treated as genuine and occupants must immediately exit the building in a calm orderly fashion. Once exited from the building, do not leave the grounds. In addition, do not re-enter the building until approval is given by the Emergency Personnel.

8.2 Lightning/Thor Guard: Thor Guard is an integrated lightning prediction and warning system. With this system, one long blast and/or flashing strobe light indicates that lightning is imminent and you should immediately take cover. Three short blasts signifies the danger is reduced. This system is designed to help you assess the current weather conditions. When the area is safe, the horns will provide three five-second blasts and the strobe lights will stop flashing. At that time, normal activities may be resumed. Thor Guard strobe lights and/or horns are located in the following Association areas:

- Wildflower Lake: Strobe light
- Tennis Center: Strobe light
- Eakin Fields: Horn and Strobe light

8.3 CPR AND AED Units: The Association staff and many members are trained in the use of CPR and AED (Automated External Defibrillator). If a person is in distress, 911 should be called immediately. There are AED units located throughout the Community. AED locations are listed in the *Lifestyles Magazine*.

8.4 Outdoor 911 Emergency Phones: During the spring, summer and fall months, the outdoor emergency phones are in service. These phones are located at Eakin Fields, Tall Oaks Tennis Center, Meadow View Aquatic Center and the Community Gardens. Use instructions are on the phones. Note: these phones are removed during the winter months.

When using a cell phone to call 911, a dispatcher will ask you for an address of your location. To help with safety, take note of the address of your location. Community Association Facilities addresses can be found in Association publications and a list can be obtained at the Member Service and Fitness desks.

9.1 Use of Golf Carts on Private Thoroughfares: The Village of Huntley has passed an ordinance to authorize privately owned golf cart travel on streets within Sun City Huntley consistent with Illinois statute. Pursuant to the statute, all golf carts will be required to meet minimum safety standards. Golf cart travel is permitted only within the designated boundaries of the Community and is not authorized on state, federal or county roads.

- A. Registration/Operation - Registration and operation of a golf cart on designated streets shall be in compliance with the provisions of the Illinois Rules of the Road and the Illinois Vehicle Code. In accordance with these rules/codes, drivers must hold a valid Illinois Drivers license to legally drive a golf cart. A person who drives, or is in actual physical control of a golf cart on a roadway, is subject to all motor vehicle regulations including, but not limited to, DUI provisions.

When operated on a roadway, a golf cart shall have its headlight and tail lamps lit. Golf Carts shall not be operated on community sidewalks, and storage of carts must be in compliance with Article 10.2 the Declaration.

Golf carts are allowed on the trail around the perimeter of Wildflower Lake, as marked on the Trail Map.

- B. Golf Cart Requirements - Carts must be in sound and safe working condition. The minimum requirements for golf carts operated on a roadway are as follows:
1. Electric powered [not gasoline]
 2. Brakes
 3. Brake lights
 4. Tires
 5. A rearview mirror
 6. A steering apparatus
 7. Turn signals
 8. A headlight that emits a white light visible from a distance of 500 feet to the front
 9. A tail lamp that emits a red light visible from at least 100 feet from the rear
 10. A slow moving emblem on the rear of the cart
 11. Red reflector warning devices in the front and rear
- C. Insurance - Effective January 2010, golf carts are subject to the mandatory insurance requirements of the Illinois Vehicle Code. Owners should contact their insurance agent to ensure proper coverage. Owners will be personally responsible for the conduct of anyone operating their cart, and for any damage caused by its operation on community property.
- D. Street Rules - Carts should remain to the right side of the road, allowing regular vehicles to pass without obstruction. In so doing, operators must remain aware of,

and away from marked bike paths. Pedestrians shall be given due consideration and reasonable right of way at all times.

- E. Subject to Association Rules - Allowance for golf cart street use is intended to be a privilege and convenience to Association members, and any actions, which threaten the safety and well being of the membership, or otherwise infringe upon the rights of others, will not be tolerated.

10.1. The Lifestyle Department: The Association sponsors an array of activities coordinated through the Lifestyle Department. The department is comprised of the Activities and Fitness divisions. These programs are comprised of, but not limited to One Day Trips, Special Events, Adventures in Learning, Aerobic/Aquatic Exercise Classes, Dance Classes, Personal Training & Spa Services, the operations of the fitness centers and swimming pools. Information specific to Fitness operations is provided in Chapter 11.

Members with a valid Activity Card may register in person, or on-line for any Association sponsored program. All fees associated with programs offered by the Lifestyle Department are collected at the time of registration. Overall budget goals are determined by the Board during the annual budget review. Residents may register their guests as space allows. Ticketed Drendel Ballroom shows are sold to non-residents for an additional charge. Prior to registering, review the complete registration details in *Lifestyles*, and/or on the community web site.

10.2 Charter Clubs: Charter Clubs are organizations sponsored by the Association to foster and promote opportunities to pursue a hobby, a recreational or cultural interest. Any group of Members who is interested in pursuing a particular hobby, recreational, or special field of interest may join together as a club and subsequently apply for an Association charter. Recommendations for approval of Club Charters will be submitted to the Lifestyle Director following review and recommendation by the Charter Club Presidents Council. Approval of Association charters rests with the Board. Charters are granted based on membership need for a specific program, membership interest, and the availability of Association facilities and/or equipment. Charter Clubs complement the Lifestyle Department programs and provide members opportunities to explore their individual skills and interests. Working together, the Charter Clubs and the Lifestyle Department provide the lifestyle component to Sun City Huntley.

- A. Priority for Group Use Facility: Charter Club status denotes priority for facility use. See the Room Reservation Guidelines.
- B. Sponsored by the Association: Charter Clubs function as not-for-profit organizations within the purview of the Association, and may be provided with either material or financial support. It is expected that clubs generating excess funds over and above reasonable operating expenses and future needs will return all or part of the excess to the Association.
- C. Charter Club Rules: Operational guidelines for Charter Clubs are more specifically detailed in the Charter Club Rules and Procedures Manual. Some of the more significant rules are as follows:
 1. The use of Association facilities by individuals for the express purpose of generating personal monetary gain (through fee required instructional classes) is not permitted without prior authorization by the Board or Executive Director.

2. Clubs may sell program related supplies to club members, and may offer items made in club facilities to the general membership for sale. However, resale procedures will be clearly defined in club bylaws to ensure that proper documentation is maintained and that fair and reasonable pricing is offered. While the Association supports club resale activities as a means of program preservation and an opportunity to showcase club talents, there is no intent to provide a forum where individuals might foster a business operation in Association facilities, or otherwise use the facilities for personal monetary gain.
3. Where clubs have been granted regular designated facility space, the Association has delegated full-time operating responsibility to that club. In this manner, the Association is able to provide low cost instructional programs in an environment that must be structured and safe for use. In these situations, members who desire to use the facility and avail themselves of club programs and activities are expected to join the chartered club to enjoy the benefits of the program. This rationale is based on the need to protect both Association and club-purchased investments, the need for providing a safe and orderly working space, and the desire to establish a comprehensive leisure-time activity.
4. Charters are not granted to clubs, which require subsequent membership or affiliation in national, state, or regional organizations, or set a restrictive precondition for club membership. Also, charters are not issued to more than one club of similar design and purpose. For more details see the Charter Club Rules and Procedures Manual.
5. Non-craft clubs require a minimum of 25 interested members, and craft clubs require a minimum of 15 interested members to gain charter consideration.
6. Membership is open to residents, and non-resident memberships are not permitted. Guest privileges, however, may be extended in the same manner as they are for other Association facilities except as follows: (a) after enjoying a club's hospitality for a reasonable period of time, resident guests may be asked to join for continued participation; and (b) guests may be denied equipment use if they were unable, or unwilling to complete equipment training and safety courses prescribed for the regular club membership.
7. Clubs utilizing dedicated space are asked to post operating hours at the club location. Clubs not requiring specialized equipment are offered shared multi-purpose space located in Association facilities. Clubs must provide their own club officers and designated leaders to monitor

facilities/rooms, oversee club activities or temporarily suspend their operation.

8. All craft clubs will provide a minimum of 25% of their operating time as open work time for their members and guests. During this time, no other planned activities will be scheduled.
9. All clubs using power equipment or other equipment of a specialized nature must establish written safety rules and appoint a safety committee to oversee the program. If an individual violates the stated operating and safety procedures the board may suspend those privileges related to the equipment in question. This type of action is not disciplinary, and is implemented only to protect the best interests of the Association, the club membership, and the individual. Any suspension of privileges may be appealed to the Executive Director.

D. **Scheduling Club Space:** Responsibility for scheduling facility space and otherwise assisting club activities rests with the Building Services Department.

10.3 Dedicated Club Rooms - Prairie Lodge: At the discretion of the Board, the following rooms have been dedicated to their respective clubs.

- A. Art Room
- B. Ceramics Room
- C. Computer Training Room
- D. Sewing Room

10.4 Dedicated Club Rooms – Millgrove Woodshop: At the discretion of the Board, the following rooms have been dedicated to their respective Clubs.

- A. Woodshop
- B. Model Railroad Room
- C. The Pool (Table) Room is open daily during normal operating hours.

1. Dedicated time for pool play is granted to the Cue Club. Open play time is available during non-club play. Club hours are posted in the Pool Room. Open play is available to residents and their accompanied guests. Members must display their Association Activity Card at all times.

2. Members must be present with their guest(s) including children at all times. Children under 12 years of age are not permitted in the Pool Room.
3. Play is limited to one (1) hour when others are waiting.
4. Food and beverages are not allowed.
5. Sitting on the pool table rails and bumpers is prohibited.
6. Masse´ Shots are not allowed.
7. Billiard balls must be distributed in the pockets and cue sticks must be returned to the rack once play has ended.
8. All questions and concerns should be brought to the attention of the Member Services Desk located in the main lobby of Prairie Lodge.

10.5 General Purpose Rooms - Prairie Lodge: For specific room use see the Room Reservation Guidelines. Operational responsibility for the Prairie Lodge activity rooms rests with the Lifestyles Department. Operating hours for all activities coincide with those of Prairie Lodge. All room set-up, take-down and moving of tables/chairs will be accomplished by the Building Services Department.

Rooms may be decorated in good taste, but only with the advance approval of the Building Services Department or Banquet Manager. If decorations damage or otherwise alter the interior décor of the facility, fees will be charged to the member or responsible party for repair(s).

Dividing walls provide added flexibility to configure rooms for small and large functions. Room capacities and various set-up arrangements can be obtained from Management. Audio-visual equipment, Internet access and individual room sound controls are also available. Audio-visual equipment fees are stated in the Room Reservation Guidelines.

- A. Drendel Ballroom: The Drendel Ballroom may be reserved through the Building Services Department when not in use. If scheduled Monday through Thursday, rooms will be provided at no fee to Association Chartered Clubs, for Neighborhood business meetings and for resident activities sponsored through the Association. From time to time, the Board can be expected to set reasonable limits on the number of times facilities may be booked on a complimentary basis. Fees are charged for all reservations made for non-Association affairs, non-chartered clubs, or special events not under the sponsorship of the Association. Fees for reserved use of facilities are established by the Board. See the Room Reservation Guidelines for complete scheduling information.

Catering services may be arranged through the food and beverage provider. If a caterer [other than the Association food and beverage provider] is secured for an

event within the Lodge(s), food and non-alcoholic beverages are permitted to be served in the facility. When hosting a potluck meal, carefully review the catering guidelines. These guidelines are outlined in the Room Reservation Guidelines and are available on the web site.

Entertainment groups may be contracted by the Association or by a sponsoring group. Sound system and electrical requirements require close coordination with the Building Services Department. All performers/entertainment groups are responsible for attaining the applicable licensing required by federal Copyright Laws.

- B. Multipurpose/Card Room
- C. Game Room
- D. Wall Street Reading Room
 - 1. Operational responsibility for this room rests with the Lifestyles Department [assisted by the Book Club]. This room is for member use only, and is intended to provide a quiet area; no meetings are allowed. Use of the provided materials is on the honor basis.
 - 2. The repair and maintenance of the reading room computers rests with the IT/Communications Department. If assistance is required regarding the use of the computers, contact the Prairie Lodge Member Services Desk. Computer use should be limited when others are waiting.
 - 3. A basic set of books and reading materials is provided by the Association. In addition, a “Book Exchange” is available, which is sponsored by the Book Club.
 - 4. Reference books, periodicals and newspapers must remain in the facility, and may not be checked out.
- E. Business Center - A business center is available for use by members at the Prairie Lodge. Fax, copy machine, and paper shredder are available.
 - 1. A small fee will be charged for the use of the copy and fax equipment to support the direct and indirect cost of services.
 - 2. Fees are collected at the Member Services Desk.
- F. Fountain View Center – Fountain View Hall can be divided into a maximum of six smaller rooms and may be reserved through Building Services Department. A Warming Kitchen is also available at a nominal rental fee. For specific room use and rental fees, refer to the Room Reservation Guidelines.

10.6 General Purpose Rooms - Meadow View Lodge: For specific room use, see the Room Reservation Guidelines.

- A. Willow Room
- B. Oak Room
- C. Elm Room
- D. Warming Kitchen – adjacent to the Oak Room

11.1 Fitness Centers - Operational responsibility for all fitness center areas including the swimming pools, sauna/spas, aerobic rooms, massage therapy rooms, and walking track rests with the Lifestyle Department Fitness Division. Fitness Member Services Desk staff are tasked with enforcing fitness related policies and rules. Copies of these policies and rules may be obtained at the fitness desks. The Fitness Coordinators are qualified fitness professionals, and are available to provide overall operational supervision of the fitness centers, classes, personal training and spa services/programs. Fitness Member Service Representatives are knowledgeable on the use of cardio-strength equipment, however, are not required to obtain personal training certifications. The pool staff responsibilities focus upon member check-in and are not lifeguards.

It is recommended that before using any fitness facility, or engaging in any form of fitness programming, individuals should consult a physician. Use of the facilities at Sun City Huntley is at one's own risk. Prior to using any of the fitness facilities [including the walking track], Members must check in at the Fitness Members Services Desk with their Activity Card.

For a minimal fee, a one-on-one "FitLinxx" orientation may be reserved through the Fitness Member Services Desk. Hours of the Fitness Facilities and designated guest hours will be posted in the Fitness Center Guidelines, *Lifestyles*, and on the web site. Hours will be adjusted to accommodate seasonal demands as determined by management.

- A. Locker rooms and showers: Lockers are available on a first-come, first-serve basis and residents' Activity Cards may be "punched" to act as locker room keys. Lost keys will result in a fee as per the Lost Key Policy. Clothing or personal effects should not be left unattended or unsecured in these areas. The Association is not responsible for lost or missing items. Towel service is not provided.

A family accessible changing/shower facility is available for those individuals requiring special assistance, or for members with child or adult guests. The locker rooms are gender specific. Residents bringing children 4 years and older can use the same gender locker room. However, children 4 years and older may not use the locker room of the opposite gender at any time and therefore must use the "family changing room." Residents must accompany their guests at all times, including children under the age of 8 in the locker room or restroom.

- B. In addition to the Guests Policies described in 5.2, all members and accompanied guests must check in at the Fitness Member Services Desk. No one under the age of sixteen (16) is allowed in the cardio-strength rooms, spas or sauna. Guest fees are listed in the Fitness Center Guidelines, *Lifestyles*, and the web site and are paid at the Fitness Member Services Desk.
- C. Food is not permitted in the Fitness Center cardio/strength rooms, locker/shower areas, indoor pools, spa, and sauna. Some amenities have designated areas for the consumption of food and non-alcoholic beverages. Healthy snacks and non-

alcoholic beverages are available for purchase at the Fitness Member Services Desk. No glass containers of any kind are permitted.

- D. All users are expected to comply with posted rules and verbal instruction from the Fitness Center's staff.

11.2 Fitness Centers/Cardio Strength Rooms – Prairie Lodge and Meadow View Lodge:

- A. These facilities are intended to promote strength training, muscle toning and cardiovascular exercise. Due to the nature of this activity, preference is given to individual self-directed activity, and group activity will only be scheduled to educate and train individuals on the proper and safe use of equipment. For an additional fee, Certified Personal Trainers are available to design personalized fitness programs.
- B. Members who wish to bring a personal trainer to the Cardio Strength Rooms must register with management providing copies of the trainer's current professional certifications. In addition, the trainer must provide management with evidence of insurance, carry the required limits of coverage and endorse the Association as an additional insured. Members who wish to use their own personal trainer in the facilities may be subject to a personal trainer guest fee.
- C. A member cannot use the facilities for their own personal monetary gain unless employed by the managing agent or under contract with the Association to supply a specified service.
- D. Appropriate fitness apparel [including clean athletic shoes] is required. Jeans are not recommended. To prevent damage to the upholstery on the equipment, no sharp items are allowed on clothing.
- E. Due to high resident demand, usage time may be limited on some equipment and will be enforced if other members are waiting. Management reserves the right to impose a reservation system on equipment if additional control measures are required.
- F. It is recommended that each user wipe down any/all equipment before use.
- G. Audio and television systems are provided for the convenience and enjoyment of members. Programs will be tuned to satisfy the interests of the majority, but the final decision rests with the Fitness staff. Personal audio devices are permitted when operated with earphones. TV's will be muted.

11.3 Aerobic, Dance and Exercise Areas:

- A. Meadow View Exercise Studio(s) and Prairie Lodge Game Room: The studios/rooms are intended to promote low to medium impact aerobic exercise,

aerobic dance, and specialty programs. Due to the nature of these programs, preference is given to group lessons and group instructional programs. When not in use for regularly scheduled programs/classes/events, members may schedule the Meadow View Fitness Studios for group practices through the Land Fitness Coordinator.

- B The Meadow View studio contains a sky fold partition wall, which may be used to divide the studio into two separate rooms. When divided, the larger room is Studio A and the smaller section is Studio B. These areas are labeled as such at the entrance to each room.
- C. When classes reach maximum capacity, the Association reserves the right to implement check-in processes for either the drop-in or session classes. If implemented, the details of the program will be posted at the Fitness Center Member Services Desks.
- D. Portable table tennis is available to the community in the Prairie Lodge Game Room as posted.
Below are Table Tennis Rules:
 - 1. Table tennis hours are 1-3pm daily with the exception of Thursday when the hours are 12-3pm. Hours may be adjusted to accommodate increased class schedules with a 2 week notice.
 - 2. Table tennis tables are only setup by employees of the Management Company.
 - 3. The table tennis equipment is for residents & their accompanied guest(s) only. Residents must present their Association Activity Card to the Community Association Management, CAM desk and sign in prior to play. At this time, residents should also register their guest(s) including children. Guests are required to sign the guest waiver. Children 8 years and older are permitted to play table tennis.
 - 4. Table tennis equipment is available for use for check-out at the Member Services Desk to members providing their Association Activity Card.
 - 5. To prevent damage to the floors, only clean athletic shoes are to be worn in the Studio.
 - 6. Games are played to a score of 11.
 - 7. Play is limited to 40 minutes when others are waiting. Please be a considerate resident and try to work in others who are waiting.

8. Plastic water bottles may be brought into the table tennis room. Food and other beverages in the table tennis room are prohibited.
 9. Sitting, standing, walking or jumping on the table tennis tables is prohibited.
 10. All questions & concerns should be brought to the attention of the Member Services Desk located at Meadow View Lodge.
- E. At Prairie Lodge, the Game Room is primarily used for Fitness and Dance Classes. General meetings are scheduled at the discretion of the Building Services Department upon availability.

11.4 Prairie Lodge Pools & Meadow View Aquatic Center

- A. The following information/regulations apply to all swimming pools.
1. Copies of the complete Pool and Spa Rules are available at the Fitness Centers. Rules will be enforced by the staff.
 2. Fitness pool staff will be on duty during hours of operation. Pool staff will be responsible for checking in all members.
 3. Pool hours vary based on seasonal demands, with specific times posted and publicized.
 4. Personal audio devices are allowed on the deck and lounge areas by the pools, but must be used with earphones.
 5. Reasonable accommodations meeting federal guidelines for the physically challenged, such as the entry ramps, pool/spa lifts, and water wheelchairs, are self-serve and may be used at the member's discretion. If an individual cannot transfer himself/herself to and from the equipment offered, a caregiver may be used to supply the required assistance. If needed, staff may assist in the operation of the machine to lift or lower the unit once the individual is seated.

A caretaker may accompany any member requiring specialized assistance upon receipt of physician's letter confirming the need for such assistance. Guest fees for the caregiver will be waived.
 6. Sanitation:

- a. Chemicals are used to ensure a sanitary and safe water environment, and conditions are tested and documented on a regular basis. If unacceptable conditions occur, management reserves the right to close the facility at any time to preserve the health and well-being of members and guests.
- b. In accordance with Illinois State Health Department regulations, showers are recommended before entering the pool. If using sun oils or lotions, showers are strongly recommended with each entry into the pool.
- d. Swim suits are required, and T-shirts are allowed. Cut-offs or other forms of street clothes are not acceptable.
- e. Water temperature of the pools will be kept within the parameters set forth in Illinois State Health Department regulations.
- f. With the exception of adult incontinent swim briefs, incontinence aids and diapers are not allowed in the pools.

7. Safety:

- a. Lifeguards are not provided and facilities are designated as “Swim At Your Own Risk.” Life preservers and “shepherd’s crooks” are available at poolside for emergency use only. CPR/AED machines are also located in designated areas.
- b. The depth of the Meadow View pool varies between 3 1/2' and 5'. The Prairie Lodge indoor lap pool depth is 3'6" at the either end and 4'6" at center. The Prairie Lodge outdoor pool has a 0" depth at the edge and increases to a maximum of 5' at the far end. Diving is not permitted at any time at any of the pools.
- c. Running or other boisterous behavior is not permitted. While we expect children to be reasonably controlled, some discretion will be exercised in determining what is boisterous, or otherwise unacceptable behavior. Members are asked to be reasonable in this respect when assessing children’s behavior and the potential impact on other users.
- d. Due to the heavy patron traffic, as well as the decorum desired for this facility, toys, games, inner tubes or other inflatable devices are not permitted. Swim noodles are permitted and provided. Other aquatic fitness equipment is not for general use. When under the direct supervision of a resident, small children may wear flotation

devices. If a medical need is certified in writing by a physician, other pre-approved flotation devices may be used.

- e. If thunder is heard indicating the possibility of lightning, members and guests will be asked by Fitness staff to vacate the outdoor pool and adjacent deck areas. Once a safe environment is restored, members and guests will be allowed to return to these areas.
- f. Lane dividers are used as a safety measure to separate lap swimmers from other pool users, properly guide the lap swimmer, and reduce the potential for injury from interference outside the lanes. Disturbing the lane markers is not permitted.
- g. Lanes will be shared when needed. Before entering an occupied lane, swimmers must first notify the lane occupant that he/she is entering the lane. When lanes are fully occupied, and individuals are waiting to lap swim/water walk, time of use will be limited to 45 minutes. Depending upon the type of swimming activity, lanes are at capacity when 2 to 3 swimmers occupy one lane. When increased usage is experienced, the Association reserves the right to implement a lap lane assignment check-in program. If implemented, the details of the program will be posted at the Fitness Center Member Services Desks.

8. Special Events and Activities:

- a. The Executive Director may approve requests for special events. Once approved, the dates and times of special events will be publicized well in advance.
- b. The Executive Director may authorize special group times for physically challenged groups. In all cases, these times will be posted.

B. Prairie Lodge Indoor Pool: Lap Swimming, Water Walking, and Stationary Exercising:

- 1. When group activities are in progress, a minimum of two lanes will be separated by floating dividers and used for lap swimming, water walking and stationary exercising.
- 2. When group activities are NOT in progress, the lanes will be marked for lap swimming, water walking and stationary exercisers.
- 3. Family Swim - Hours for Family Swim will be designated and posted at the Fitness Center in addition to being publicized in *Lifestyles* and on the

web site. While under the supervision of a Member, children in diapers [or under the age of 4] are allowed on the deck area, but are not permitted in the water at any time. As designated by the Board, children ages 4-15 may swim during Family Swim hours only, and they must have adult supervision. Members choosing to swim during the specified children's hours should be sensitive to the nature of youth activity and the presence of children in the pool environment.

As provided for in article 5.2, each household is allowed to bring a maximum of six (6) guests per visit, and at least one of these guests must be over the age of 21 years. In special situations where a resident knows they will have more than six (6) guests, written permission may be received from the Executive Director for up to eight (8) guests per dwelling. Applications for this consideration are available at the Fitness Desk. Children in strollers watching from the pool deck are considered a guest. Due to pool capacity concerns, this policy is strictly upheld. Members must accompany their guests at all times, and guest fees must be paid at the Fitness Member Services Desk prior to entering the locker rooms.

- C. Meadow View Aquatic Center: This pool is designated for exclusive use by members. NO GUESTS ARE ALLOWED. Before entering the pool area, all members must check in with pool staff using their valid Activity Card.
 - 1. Group activities and lap swimming will be allowed every morning from 9 am to 11 am.

11.5 Prairie Lodge and Meadow View Lodge Spas:

- A. Swimsuits are required and t-shirts are allowed. Cut-off pants are not acceptable. Showering is strongly recommended before entering the spas.
- B. Guests under the age of 16 are not permitted in the spa or sauna.
- C. Swimming in the spa is not permitted, and vigorous exercise should be avoided.
- D. As recommended by the Illinois Department of Health, persons should not spend more than 15 minutes in the spa during any one session. When entering and exiting the spa, use steps and handrails.
- E. Individuals with hypertension, heart conditions, or those on medication for any reason should not use the spa without first consulting with a physician. Individuals who have recently consumed alcoholic beverages should avoid using the spa.

- F. A lift is located at the Prairie Lodge spa for members requiring assistance. Instructions for use and operation are posted. First time users should schedule an appointment in advance for operating instructions prior to using the lift.

CHAPTER 12

WELLNESS CENTER

- 12.1 General:** The Association has entered into an agreement with Centegra Health System to manage the Wellness Center within Prairie Lodge and host health education programs for Sun City Huntley. The facility is intended to promote opportunity for members to have access to services and participate in a variety of programs that accommodate enhanced lifestyle objectives with respect to health and wellness. Centegra programs can also be held in Prairie Lodge, Meadow View Lodge and/or common areas as outlined by the agreement in affiliation with the wellness program.
- 12.2** The services provided by Centegra include a health education library, a computer information station, an automated blood pressure machine, and a variety of health wellness programs. Programs include, but are not limited to; classes in health and nutrition, flu immunizations, blood draws for physician ordered tests, behavioral health counseling and support groups, physician referrals and health-related special events.
- 12.3** Some programs and services will be made available to members at no fee, while a reasonable cost may be assessed for participation in others. All members can join The Privilege Plus Program. Privilege Plus membership includes a free Personal Wellness Profile which provides a 20 page comprehensive report on current health and lifestyle status. It also allows early registration for all programs as well as discounts on various programs. The Privilege Plus membership is available for a modest annual fee.
- 12.4** Hours of Operation: Hours of operation are subject to change based on the needs of members and the volume of participation. Centegra will provide staffing for the Wellness Center on an as-needed basis with the hours of coverage to be mutually agreed upon by the Association and Centegra. The current hours are posted on the Wellness Center door.

13.1 General: There are various outdoor areas throughout the community that can be used for self-directed or passive recreation activities; i.e., bicycle paths, walking trails, courtyards, tot lot, lakeside parks, picnic pavilions and open areas adjacent to the Association facilities. All areas are unsupervised and caution should be exercised when using them. Amenities designed for a specific function shall not be used for any other activity than that for which it was designed. Additional information on these and other areas follow.

13.2 Fountain View Pavilion & Amphitheater:

- A. Fountain View Pavilion and Amphitheater area are available for drop-in use. Members, Charter Clubs and Neighborhood Committee Chairpersons may reserve the Fountain View Pavilion for private party and/or Association sponsored activities. Charges and room fees are outlined in the Room Reservation Guidelines.
- B. The Board reserves the right to assess a fee for any reserved use of these facilities. Lifestyle activities may be scheduled at these areas periodically, and will take priority over use by members or guests.

13.3 Tall Oaks Tennis Center:

- A. General information: Outdoor tennis courts are available for recreational use for all members. Operational responsibility is shared between the Fitness Division and the Tennis Charter Club. Non-resident players must complete a waiver of liability available at the tennis building prior to beginning play.

Courts 1 & 2 will be lined for both Tennis and Pickleball to determine if the general needs of the community warrant consideration for the development of a dedicated Pickleball Court. The organization and scheduling of Pickleball rests with the Pickleball Charter Club. Pickleball play time(s) and reservation procedures will be posted in the *Lifestyles*, on the community cable channel, and web site.

- B. Tennis Club Priority Play, Open Play, Reservations, and Drop-In Use: The Tennis Charter Club has priority play. Open court time is outlined in the court reservation book located in the alcove at the Tall Oaks Tennis Center. When not in use by the Tennis Club, open court time can be reserved up to seven (7) days in advance. To reserve a court in advance, record member name into the available date, time, and specific court number/name space in the court reservation book.

For “drop-in” use of an available court, players should record name, date, time and specific court number/name in the reservation book located in the alcove.

- C. Hours of Operation: Courts will be open daily from 6:00 AM to 10:00 P.M subject to weather and maintenance requirements. Lights are available for nighttime play on the Stadium, Court 1 and Court 2. Instructions for operation of the lights are provided at the Tennis Center.
- D. Appropriate tennis apparel is required at all times. This includes upper body garments, and non-marking smooth-soled tennis shoes. Hard-soled footwear, sandals, or street shoes are not allowed.
- E. When lessons are provided by the Association, they will be open to the entire community and a fee may be charged.
- F. If debris (leaves, twigs, acorns, trash) is encountered, brooms and rolldries are available at courtside to clean off the court prior to play. After using rolldries, re-hang them on the fence. Do not set them on the ground. Do not begin play if excessive debris is on the court. Excessive debris on the courts will damage the court surface and is a safety hazard. Notify the Member Services desk at 847-515-7650 to report the problem.
- G. Medical Emergencies: During seasonal play, there is a 24 hour 911 emergency telephone located in the breezeway of the Tall Oak Tennis Center building. An incident report is required to be completed and submitted to the Member Services desk within 24 hours.

13.4 Bocce Courts:

- A. Outdoor bocce courts are available for recreational use. Operational responsibility for the bocce courts rests with the Lifestyles Department Fitness Division.
- B. Dedicated time for Bocce play is granted to the Bocce Charter Club. Open playtime is available during non-club play, and may be reserved at the Fitness Member Services desk.
- C. Bocce courts will be open daily subject to weather and maintenance requirements. When not used by the Bocce Club, use is on a first-come first-serve-basis.
- D. Upper and lower body garments must be worn at all times. Appropriate casual apparel and soft-soled shoes are required. Hard soled footwear is not allowed.
- E. Equipment is available for check out at the Fitness Member Services desk to members with their Activity Card. Upon completion of game(s), all equipment must be returned, or a minimum of 30 minutes prior to building closing.
- F. When playing the game, individuals should walk back and forth on the concrete walkways between the courts, rather than on the carpeted play surface.

- G. Lift-out access boards allow entry onto all courts for those that need assistance. If unsure as to how the access board operates, assistance should be requested from the Fitness Members Services staff.
- H. No food is allowed on the courts. Beverages must be in metal or plastic containers.

13.5 Tot Lot Playground: When accompanied by a member, the tot lot playground is available for the use and enjoyment of guests and family members. Members are required to supervise small children at all times, and to exercise caution to minimize potential for injury.

13.6 Community Gardens: Plots are available for rental use by members on a seasonal basis. Rules and regulations for the use of the site are available at the Member Services Desk. Registration will be announced in the monthly *Lifestyles* publication.

13.7 Eakin Fields: General rules and regulations for use of Eakin Fields are highlighted below:

- A. Dedicated time for play is granted to the Softball Charter Club. When not in use by the Softball Charter Club, members and their accompanied guests may use the softball field. Fees for reserved or exclusive use of facilities and special programs may be established by the Board. Admission fees are not permitted without the written consent of the Board.
- B. No individual or group will be allowed to use the field during wet conditions in efforts to minimize damage to the grounds.
- C. Horseshoe and volleyball equipment is available for checkout at the Fitness Member Services desk for members with their Activity Card. Upon completion of game(s), all equipment must be returned, or a minimum of 30 minutes prior to building closing.

13.8 Wildflower Trail: To ensure safety and to preserve the integrity of the community's walking and biking trail system, the following guidelines should be observed:

- A. All trail users should be respectful of others regardless of their mode of travel, speed or level of skill.
- B. Always stay to the right when using the trails. Use no more than half the trail width to allow others the ability to pass.
- C. All users should give a clear warning signal before passing. Always be courteous when providing the audible signal. If more than one cyclist, call out the number of people in the group.

- D. Motorized and passenger vehicles are not allowed on trails. Golf carts are allowed on the trail around the perimeter of Wildflower Lake only (as marked on Trail Map).
- E. Inline skating is not permitted on trails or around Wildflower Lake.
- F. Observe and respect the privacy of adjacent residences. Utilize trash receptacles.
- G. Be alert for trail hazards including rocks, soil, water, wildlife and slippery surfaces.
- H. The trail encompasses natural areas supporting a diversity of sensitive wildlife; please be stewards of these environments and alert for potential hazards.
- I. Pick up after your pets and keep them on leash at all times.
- J. Trails, other than those adjacent to public streets, are private and for the exclusive enjoyment of members and their guests.
- K. Utilize a buddy system. Also notify your spouse, friend or significant other that you are going to use the trail and your approximate return time.
- L. Be familiar with the trail route and safety color coding system. Maps are printed in the Resident Directory and on the website. Color copies are also available at the Member Services or Fitness Desks.

13.9 Wildflower Lake - is available for the year-round use and enjoyment of members and their accompanied guests. Services at the lake are highlighted below.

- A. Wildflower Lake Comfort Station: Restroom facilities will be open for seasonal use by members and their guests.
- B. Private Boat Launching:
 1. Only members shall be permitted to carry and launch privately owned boats at no fee from the grass shore surface. The following boats will be permitted: paddleboats, canoes, kayaks, rowboats, sailboats and fishing boats (14' or less). No gas motorized watercraft allowed. Wading is allowed for foot entry of permitted boats into the water.
 2. Electric or wind-powered model boats are permitted.
 3. Inflatable watercraft or rafts are not permitted on Wildflower Lake.
 4. All US Coast Guard and State of Illinois regulations for the operation of small boats must be observed.

5. All boats must be registered with the State of Illinois, and display a State sticker/license as required by law.
 6. All boaters must wear a US Coast Guard approved personal floatation device at all times while occupying a boat on Wildflower Lake.
- D. Any equipment used in an activity must be removed within the same day. Storage of member-owned boats is prohibited in this area.
- E. Fishing
1. Fishing is permitted on a “catch and release” basis for all fish except Carp and Crappie. Members and their guests are permitted to fish from the dedicated fishing pier or perimeter banks.
 2. Members and their guests are required to comply with all state and federal fishing regulations and licensing obligations. Acquisition of appropriate licenses is the responsibility of each resident and guest.
 3. Fishing is not permitted on any of the golf course ponds or the Fountain View Lake.
 4. Ice fishing at Wildflower Lake is allowed at your own risk.

13.10 Enjoyment and Preservation of Wildlife: The lakes, ponds, streams, and other bodies of water within Sun City Huntley are primarily aesthetic and intended for limited use pursuant to the rules and regulations established by the State of Illinois and the Association Board. Certain areas are designated as wetland, mitigation and preservation areas, and are restricted as to use by covenants approved by the U.S. Army Corp. of Engineers. With the exception of feeding birds, feeding of wildlife is prohibited.

13.11 Cross Country Skiing: Cross-country skiing is restricted to the Sun City Huntley trail system.

13.12 Prohibited Activities:

- A. Swimming and ice-skating are prohibited on lakes, ponds and natural waterways throughout the community.
- B. Hunting and/or the discharge of firearms are strictly prohibited.
- C. Snowmobiling is prohibited on all Sun City Huntley properties.

- D. Concealed carry of firearm is prohibited in Prairie Lodge, Jameson's, Whisper Creek Pro Shop, Meadow View Lodge, Prairie Lodge fenced pool area and Meadow View Pool building and fenced area, and Millgrove Woodshop and building.

14.1 Food & Beverage Operations: A full-scale dining, full-service bar operation, and catering services are available for members and the general public.

- A. Responsibility: The Board has entered into a contractual agreement with a food and beverage provider to provide the aforementioned services. Parties interested in catering services must contact the Catering Manager to schedule an event.
- B. Operational Policies:
 - 1. The restaurant, pub and catering facilities are available for use by both Association members and the general public.
 - 2. Proper dress is required. Casual attire is appropriate. Footwear must be worn at all times.

REFERENCES

By-Laws of Sun City Community Association of Huntley, Inc., adopted by the Board of Directors of the Sun City Community Association of Huntley, Inc. on April 30, 1998 and as amended.

Charter Club Rules & Procedures Operating Manual, adopted by the Board of Directors of the Sun City Community Association of Huntley, Inc. as amended.

Declaration of Covenants, Conditions, and Restrictions for Del Webb's Sun City, Huntley, Illinois, recorded as Document No. 1999 R 0025408 in the Office of the Recorder of Deeds of McHenry County, Illinois, on the 6th day of April, 1999, and as Document No. 1999K032458 in the Office of the Recorder of Deeds of Kane County, Illinois on the 30th day of March 1999 and as amended.

Del Webb's Sun City Design Guidelines April, 2009 adopted by the Board of Directors of the Sun City Community Association of Huntley, Inc. and as amended.

Room Reservation Guidelines for Sun City Huntley, adopted by the Board of Directors of the Sun City Community Association of Huntley, Inc. as amended.