

BY-LAWS OF THE
SHIRES OF CAMBRIDGE HOMEOWNERS ASSOCIATION
AN ILLINOIS NOT-FOR-PROFIT CORPORATION

ARTICLE I
NAME OF CORPORATION

The name of this corporation is the Shires of Cambridge Homeowners Association.

ARTICLE II
PURPOSE AND POWERS

2.1 PURPOSES: The purposes of this Association are to act on behalf of its members collectively, as their governing body, with respect to the preservation, care, maintenance, replacement, improvement, enhancement, operation and administration of both real and personal property and for the promotion of the health, safety and welfare and the common use and enjoyment thereof by members of the Association, all on a not-for-profit basis. These By-Laws are subject to the provisions of the Declaration for Shires of Cambridge ("Declaration") recorded with the Office of the Recorder of Deeds for Lake County. All terms used herein shall have the meanings set forth in the Declaration.

2.2 POWERS: The Association shall have and exercise all powers as are now or may hereafter be granted by the General Not-For-Profit Corporation Act of the State of Illinois, the Declaration and these By-Laws.

ARTICLE III
OFFICES

3.1 REGISTERED OFFICE: The Association shall have and continuously maintain in this state a registered office and a registered agent whose office is identical with such registered office, and may have other offices within or without the State of Illinois as the Board may from time to time determine.

3.2 PRINCIPAL OFFICE: The Association's principal office shall be maintained at its managing agent's office or on the Development Area.

ARTICLE IV
MEETINGS OF MEMBERS

4.1 VOTING RIGHTS: Any or all members may be present at any meeting of the members, but the voting rights shall be vested exclusively in the Voting Members: provided, that, prior to the Turnover Date, the voting rights shall be vested exclusively in the Declarant and the Voting Members shall have no voting rights. From and after the Turnover Date, each Voting Member, including those designated by Declarant with respect to Homes owned by Declarant,

shall be entitled to one vote for each Home which the Voting Member represents. The Voting Members may vote in person or by proxy. All proxies shall be in writing, revocable, valid only for eleven (11) months from the date of execution and filed with the Secretary.

4.2 PLACE OF MEETING /QUORUM: Meetings of the members shall be held at the principal office of this Association or at such other place in Lake County, Illinois as may be designated in any notice of a meeting. All meetings shall be conducted in accordance with the rules and provisions set forth in Roberts Rules of Order as from time to time published. Twenty percent (20%) of the Voting Members shall constitute a quorum. Unless otherwise expressly provided herein or in the Declaration, any action may be taken at any meeting of the Owners at which a quorum is present upon the affirmative vote of a majority of the members present at such meeting.

4.3 ANNUAL MEETINGS: The initial meeting of the members shall be held upon not less than twenty-one (21) days' written notice given by the Declarant. If not called earlier by the Declarant, the initial meeting of the Owners shall be held no later than the Turnover Date. Thereafter, there shall be an annual meeting of the Owners on the anniversary thereof or at such other reasonable time or date (not more than thirty (30) days before or after such date) as may be designated by written notice of the Board delivered to the Owners not less than ten (10) days prior to the date fixed for said meeting.

4.4 SPECIAL MEETINGS: Special meetings of the members may be called at any time for the purpose of considering matters which, by the terms of the Declaration, require the approval of all or some of the Owners or for any other reasonable purpose. Said meetings shall be called by written notice, authorized by a majority of the Board, or by twenty percent (20%) of the Voting Members, and delivered not less than ten (10) days prior to the date fixed for said meeting. The notices shall specify- the date, time, and place of the meeting and the matters to be considered.

4.5 NOTICE OF MEETINGS: Notices of meetings required to be given herein may be delivered either personally or by mail to the members; addressed to such member at the address given by him to the Board for the purpose of service of such notice or to the Home of the Owner, if no address has been given to the Board. A notice of meeting shall include an agenda of business and matters to be acted upon or considered at the meeting.

ARTICLE V BOARD OF DIRECTORS

5.1 IN GENERAL: The affairs of the Association shall be vested in the board of directors (the "Board"), which shall consist of three (3) persons ("Directors") or such other number of persons as shall be fixed from time to time by the affirmative vote of 50% of the Voting Members. Each Director shall be an Owner or a Voting Member.

5.2 DEVELOPER DESIGNATED BOARDS: Anything herein to the contrary notwithstanding, until the first meeting of the members after the Turnover Date the Board shall consist of five (5) persons from time to time designated by the Declarant, who shall serve at the discretion of the Declarant. During such period the Owners may elect from among themselves that number of non-voting counselors to the Board as the Declarant may, in its sole discretion, permit.

5.3 BOARDS AFTER TURNOVER PATH: At the first meeting of the Owners (which shall be held no later than the Turnover Date) the Voting Members shall elect a full Board of Directors in the manner hereinafter provided to replace the Declarant designated Board established under Section 5.02. From and after such meeting, each member of the Board shall be an Owner or a Voting Member, or both. Within sixty (60) days after the election of a majority of the Board other than those designated by the Declarant, the Declarant shall deliver to the Board:

(a) Original copies of the Declaration, these By-Laws, the Articles of Incorporation and the minute book of the Association.

(b) An accounting of all receipts and expenditures made or received on behalf of the Association by the Declarant designated Boards.

(c) .All Association finds and bank accounts.

(d) A schedule of all personal property, equipment and fixtures belonging to the Association including documents transferring the property to the Association.

5.4 ELECTION: At the initial meeting of the Owners, the Voting Members shall elect a full Board of Directors. The three (3) candidates receiving the greatest number of votes shall each serve a two year term and the two (2) candidates receiving the next greatest number of votes shall each serve a one year term. Thereafter, each Director shall serve a two year term. Each Director shall hold office until his term expires or until his successor shall have been elected and qualified. Directors may succeed themselves in office. In all elections for members of the Board, the Voting Member for each Home shall be entitled to the number of votes equal to the number of Directors to be elected (cumulative voting shall not be permitted).

5.5 ANNUAL MEETINGS: The Board shall hold an annual meeting within ten (10) days after the annual meeting of the members.

5.6 REGULAR MEETINGS: Regular meetings of the Board shall be held at such time and place as shall be determined at the annual meeting or, from time to time, by a majority of the Directors, provided that not less than four such meetings shall be held during each fiscal year. Notice of regular meetings of the Board shall be given to each Director, personally or by mail, at least two (2) days prior to the day named for any such meeting and such notice shall state the time and place of such regular meeting and such notice shall be posted conspicuously on the Premises so as to inform the Owners of such meetings.

5.7 SPECIAL MEETINGS: Special meeting of the Board may be called by the President or at least one-third (1/3) of the Directors then serving.

5.8 ATTENDANCE AT MEETINGS BY OWNERS: Owners may attend meetings of the Board only if, and to the extent, permitted by the Board in its discretion. It is not the intention that Owners shall have the right to attend meetings of the Board in the same manner as provided for members of condominium associations under the Illinois Condominium Property Act.

5.9 WAIVER OF NOTICE: Before or at any meeting of the Board any Director may, in

writing, waive notice of such meeting and such waiver shall be deemed equivalent to the giving of such notice. Attendance by a Director at any meeting of the Board shall be a waiver of notice by him of the time and place thereof. If all the Directors are present at any meeting of the Board, no notice shall be required and any business may be transacted at such meeting.

5.10 QUORUM: A majority of the Directors serving from time to time shall constitute a quorum for the election of officers and for the transaction of business at any meeting of the Board, provided, that if less than a majority of the Directors are present at said meeting, a majority of the Directors present may adjourn the meeting from time to time without further notice. Except as otherwise expressly provided herein or in the Declaration, any action may be taken upon the affirmative vote of a majority of the Directors present at a meeting at which a quorum is present.

5.11 COMPENSATION/REIMBURSEMENT FOR EXPENSES: Directors shall receive no compensation, except as expressly provided in a resolution duly adopted by 75% of the Voting Members. Upon the presentation of receipts or other appropriate documentation, a Director shall be reimbursed by the Association for reasonable out-of-pocket expenses incurred in the course of the performance of his duties as a Director.

5.12 REMOVAL OR RESIGNATION OF DIRECTOR: Any Director may be removed from office, with or without cause, by the affirmative vote of at least two-thirds (2/3) of the Directors then serving at any annual meeting or at a special meeting called for such purpose. Any Director may resign at any time by submitting his written resignation to the Board. If a Director ceases to be an Owner or Voting Member, he shall be deemed to have resigned as of the date of such cessation. A successor to fill the unexpired term of a Director who resigns may be appointed by a majority of the remaining Directors at any regular meeting or a special meeting called for such purpose and any successor so appointed shall serve the balance of his predecessor's term.

5.13 POWERS AND DUTIES OF THE BOARD: The Board shall have all of the powers and duties granted to it or imposed upon it by the Declaration, these By-Laws, and the Illinois General Not-For-Profit Corporation Act. including, without limitation, the following powers and duties:

- (a) To engage the services of a manager or managing agent upon such terms and with such authority as the Board may approve;
- (b) To provide for the designation, hiring and removal of such employees and such other personnel, including attorneys and accountants, as the Board may, in its discretion, deem necessary or proper;
- (c) To provide for any maintenance, repair, alteration, addition, improvement or replacement of the Common Open Space; the expenses of the maintenance (including street cleaning and snow removal) of the private roads located on the Common Open Space; and any other areas for which the Association is responsible under the Declaration and these By-Laws;
- (d) To procure insurance as provided for under the Declaration;

- (e) To estimate and provide each Owner with an annual budget showing the Community Expenses;
- (f) To set, give notice of, and collect Community Assessments from the Owners as provided in the Declaration;
- (g) To pay the Community Expenses;
- (h) Subject to the provisions of the Declaration, to own, convey, encumber or otherwise deal with any real property conveyed to or purchased by the Association;
- (i) To adopt and, from time to time, to amend such reasonable rules and regulations as the Board may deem advisable for the use, enjoyment, administration, management, maintenance, conservation and beautification of the Common Open Space, and for the health, comfort, safety and general welfare of the Owners. Written notice of any such rules and regulations or amendments thereto shall be given to all Owners affected thereby;
- (j) To delegate the exercise of its power to committees appointed pursuant to Article Seven of these By-Laws; and
- (k) To borrow money and, subject to Section 4.02 of these By-Laws, pledge the assets of the Association, including the right to receive future assessments, as collateral for repayment thereof.

ARTICLE VI OFFICERS

6.1 OFFICERS: The officers of the Association shall be a President, one or more Vice Presidents, a Secretary, Treasurer, and such assistants to such officers as the Board may deem appropriate. All officers shall be Directors and shall be elected at each annual meeting of the Board and shall hold office at the discretion of the Board.

6.2 VACANCY OF OFFICE: Any officer may be removed at any meeting of the Board by the affirmative vote of the majority of the Directors in office, either with or without cause, and any vacancy in any office may be filled by the Board at any meeting thereof.

6.3 POWERS OF OFFICERS: The respective officers of the Association shall have such powers and duties as are from time to time prescribed by the Board and as are usually vested in such officers, including but not limited to, the following:

- (a) The President shall be the Chief Executive Officer of the Association and shall preside at all meetings of the members and at all meetings of the Board and shall execute amendments to the Declaration and these By-Laws as provided in the Declaration and these By-Laws.
- (b) The Vice President shall, in the absence or the disability of the President, perform the duties and exercise the powers of such office;

(c) The Secretary shall keep minutes of all meetings of the Owners and of the Board and shall have custody of the Association Seal and have charge of such other books, papers and documents as the Board may prescribe;

(d) The Treasurer shall be responsible for Association funds and securities and for keeping full and accurate accounts of all receipts and disbursements in the Association books of accounts kept for such purpose.

6.4 OFFICERS' COMPENSATION: The officers shall receive no compensation for their services except as expressly provided by a resolution duly adopted by the Voting Members.

ARTICLE VII COMMITTEES DESIGNATED BY BOARD

7.1 BOARD COMMITTEES: The Board, by resolution adopted by a majority of the Directors in office, may designate one or more committees, each of which shall consist of two or more Directors, which committees, to the extent consistent with law and as provided in said resolution, shall have and exercise the authority of the Board in the management of the Association; but the designation of such committees and delegation thereto of authority shall not operate to relieve the Board, or any individual Director, of any responsibility imposed upon it or him by law.

7.2 SPECIAL AND STANDING COMMITTEES: Other committees not having and exercising the authority of the Board in the management of the Association may be designated by a resolution adopted by a majority of the Directors present at a meeting at which a quorum is present. Except as otherwise provided in such resolution, members of each such committee shall be Owners or representative of Owners and the President of the Association shall appoint the members of such committee and shall designate a Director to act as a liaison between such committee and the Board. Any member of such committee may be removed by the President of the Association whenever in his judgment the best interests of the Association shall be served by such removal. The powers and the duties of any such standing committee shall be as set from time to time by resolution of the Board. The chairman of each standing committee shall be a Director (who shall act as the liaison between the committee and the Board), and the other members of the committee (which need not be Directors) shall be appointed and removed from time to time by such chairman.

7.3 TERM: Each member of a committee shall continue as such until the next annual meeting of the Board and until his successor is appointed, unless the committee shall be sooner terminated, or unless such member shall be removed from such committee, or unless such member shall cease to qualify as a member thereof.

7.4 CHAIRMAN: One member of each committee shall be appointed chairman.

7.5 VACANCIES: Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointees to such committee.

7.6 QUORUM: Unless otherwise provided in the resolution of the Board designating a committee, a majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

7.7 RULES: Each committee may adopt rules for its own government not inconsistent with the Declaration, these By-Laws or with rules adopted by the Board.

ARTICLE VIII CONTRACTS. CHECKS. DEPOSITS AND FUNDS

8.1 CONTRACTS: The Board may authorize any officer or officers, agent or agents of the Association, in addition to the officers so authorized by these By-Laws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Association and such authority may be general or confined to specific instances. In the absence of any such authorization by the Board, any such contract or instrument shall be executed by the President or a Vice President and attested to by the Secretary or an Assistant Secretary of the Association.

8.2 PAYMENTS: All checks, drafts, vouchers or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Association shall be signed by such officer or officers, agent or agents of the Association, and in such manner as shall from time to time be determined by resolution of the Board. In the absence of such determination by the Board such instruments shall be signed by the Treasurer or an Assistant Treasurer and countersigned by the President or a Vice President of the Association.

8.3 BANK ACCOUNTS: All funds of the Association not otherwise employed shall be deposited from time to time to the credit of the Association in such banks, trust companies or other depositories as the Board shall elect.

8.4 SPECIAL RECEIPTS: The Board may accept on behalf of the Association any contribution, gift, bequest, or devise for the general purposes or for any special purpose of the Association.

ARTICLE IX FISCAL MANAGEMENT

9.1 FISCAL YEAR: The fiscal year of the Association shall be established by the Association and may be changed from time to time by a resolution adopted by two-thirds (2/3) of the Board.

9.2 ANNUAL STATEMENT: Within a reasonable time after the close of each fiscal year the Board shall furnish each Owner with a statement of the income and disbursements of the Association for such fiscal year.

9.3 SPECIAL STATEMENT: Within ten (10) days after receipt of a written request from an Owner (together with payment of a reasonable fee, if any, set by the Board) the Board shall provide the Owner with a statement containing the following information:

(a) The status of the Owner's account and the amount of any unpaid assessments or other charges due and owing from the Owner; and

(b) The status and amount of any and all Capital Reserves.

9.4 ASSESSMENT PROCEDURE: Community Assessments and special assessments shall be made and collected as provided in the Declaration.

ARTICLE X
BOOKS AND RECORDS

The Association shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its members, the Board, and committees having any of the authority of the Board, and shall keep at the registered or principal office of the Association a record giving the names and addresses of the members. All books and records of the Association may be inspected by any Owner, or his mortgagee, agent or attorney, for any proper purpose at any reasonable time.

ARTICLE XI

The Board may provide for a corporate seal which shall be in the form of a circle and shall have inscribed thereon the names of the Association and the words "Corporate Seal. Illinois".

ARTICLE XII AMENDMENTS

These By-Laws may be amended or modified at any time, or from time to time by the affirmative votes of Directors having more than two-thirds (2/3) of the total votes, provided that prior to the Turnover Date, Section 5.02 and this Article XII may not be amended without the written consent of the Declarant, and provided further, that no provision of these By-Laws may be amended or modified so as to conflict with the provisions of the Declaration.

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Amendments to By-Laws for the Shires of Cambridge

As voted and approved May 11, 2011 by the Board of the Shires of Cambridge Homeowners Association.

HOA Fees:

1. **PAYMENT DUE:** All HOA fees (assessments) are due and to be paid by the end of January for the calendar year assessed. If the assessment is not received until March 1* of that same year, the assessment shall be considered 30 days past due.
2. **LATE PAYMENT 30 DAYS:** After March 1 of the same calendar year, the property owner shall be assessed interest of 1.5% per month until the Board receives the payment.
3. **LATE PAYMENT 60 DAYS:** After April 1 of the same calendar year, the property owner shall be fined an additional \$30 per month until the Board receives payment.
4. **PROPERTY LIEN:** If the payment is not received by August 1 of the same calendar year, a property lien will be enforced per section 7.0 of the Declaration for The Shires of Cambridge.

PENALTIES FOR NONCOMPLIANCE WITH THE ABOVE: Please reference article 7 of the Declaration for the Shires of Cambridge.

Amendments to By-Laws for the Shires of Cambridge

As voted and approved April 2, 2013 by the Board of the Shires of Cambridge Homeowners Association.

Use Restrictions:

1. HOLIDAY DECORATIONS: No restrictions on the type of holiday decorations shall be enforced. Holiday lights, decorations and such shall be removed from the exterior of homes and their adjacent premises by no later than 30 days following the holiday.
2. BASKETBALL GOALS/HOOPS: Basketball goals or hoops, including those not permanently installed, shall be maintained in an upright position; they shall not be stored on driveways in a horizontal position. Residents must return the goal to a vertical position, or remove it from public view, within 3 days after being notified by the Board.
3. PATIOS: No restrictions on the type or location of patios shall be enforced. Permits, where required by Lake County, shall dictate requirements.
4. FENCES: Fences shall be maintained in a structurally sound manner and repaired in a timely manner if damaged or if finish becomes unsightly. No chain link fences or fences incorporating chicken wire may be erected. Permits, where required by Lake County, shall dictate requirements.
5. SHEDS AND STORAGE BUILDINGS: No restrictions on the type or location of sheds or storage buildings shall be enforced with the exception of those constructed of aluminum or clad with vinyl siding which are not permitted. Permits, where required by Lake County, shall dictate requirements.
6. HOME EXTERIORS: Maintenance of and/or repainting or restaining with the same color as the existing does not require approval. A change in paint or stain color requires written approval by the Board of the Shires of Cambridge Homeowners Association. The color or stain shall be reviewed for its aesthetic and original harmonious color coordination within its surroundings. **This also applies to changes to roof shingles and other visible areas of color.**
7. MAILBOXES: All mailboxes within the Shires will be maintained, repaired or replaced as needed by the Board of the Shires of Cambridge Homeowners Association. No homeowner shall relocate, replace or change in any manner the structure or appearance of any mailbox within the Shires.
8. LATE PAYMENT OF ANNUAL ASSESSMENT FEES: Payments of annual assessment fees received after the stated due date will be subject to a \$30.00 late fee in addition to interest in the amount of 1.5% per month.
9. GARBAGE AND RECYCLING CONTAINERS: Containers shall be out of sight from Shires street view.

PENALTIES FOR NONCOMPLIANCE WITH THE ABOVE: Please reference article 7 of the Declaration for the Shires of Cambridge.

Amendments to By-Laws for the Shires of Cambridge

Amendments to By-Laws for the Shires of Cambridge

As voted and approved November 17, 2018 by the Board of the Shires of Cambridge Homeowners Association.

Leases, Tenants and Non-Residing Owners

1. Without Board approval, no Owner may lease his/her unit without first residing therein for a period of no less than two years.
2. Every Owner intending to lease his/her unit shall give no less than thirty (30) days prior notice to the Board for such intention.
3. All leases or rental agreements for Residences shall be in writing and shall be subject in all aspects to the provisions of the Association's Declaration, By-Laws and Rules and Regulations. To verify this, a Rider, which can be obtained from the management company, must be signed and attached to every lease and returned to the Shires Of Cambridge Homeowner Association Board (Board).
4. Each Owner shall provide the association a copy of the proposed lease prior to the home being leased, and failure to do so shall result in a fine (amount to be established). Any expenses incurred by the Association in obtaining these documents shall be charged to the Owner responsible.
5. No Owner may lease his/her entire home, nor may the home be leased for transient or business purposes. Every lease and Rider must be a period of at least twelve (12) months and no more than twenty-four (24) unless the Board consents in writing to the contrary. It is upon judgment of the Board during this time to evaluate the tenant's occupation to allow any extensions to any said lease.
6. The Association shall provide the tenant with copies of the Association's Declaration, By- Laws, and Rules and Regulations and the association shall charge the Owner for the costs involved in preparing such documents.
7. Board recommends the homeowner require a background check of his/her tenant.
8. All expenses of the Board in connection with any violations shall be assessed to the account of the Owner responsible.
9. Owners who do not reside on the Property shall provide the Board with their permanent resident address, email address and their home, cell and work phone numbers where they can be reached in case of an emergency. Any expenses incurred by the Board in locating the Owner who fails to provide such information shall be assessed to that Owner's account. Unless

Amendments to By-Laws for the Shires of Cambridge

otherwise provided by law, any Owner who fails to provide such information shall be deemed to have waived the right to receive notices at any address other than the address of the Owner's unit, and the Board shall not be liable for any loss, damage, injury or prejudice to the rights of said Owner caused by any delays in receiving notice resulting therefrom.

PENALTIES FOR NONCOMPLIANCE WITH THE ABOVE: Please reference article 7 of the Declaration for the Shires of Cambridge.

Use Restrictions

1. **LAWN MAINTENANCE:** Grass height will be no longer than six (6) inches in height. Lawns visible from the street are required to be weed free. Shrub beds, tree beds and non-grass areas are to be maintained and free of weeds. This would include pavers, concrete and other surface areas where weeds can grow. Additionally, if the homeowner fails to comply with the above mentioned the HOA has the right to hire a contractor to remediate the violation and charge back the owner with 10% penalty.
2. **EXTERIOR MAINTENANCE:** Painted surfaces such as shutters, siding and columns are required to be free of chips, fading and general age/weather deterioration. Roofing shall be maintained and replaced as needed. Garden hoses shall be stored out of sight from street view. Proper maintenance of decks, walkways and patio is required.

PENALTIES FOR NONCOMPLIANCE WITH THE ABOVE: Please reference article 7 of the Declaration for the Shires of Cambridge.

Amendments to By-Laws for the Shires of Cambridge

Appeals Process

The board has enacted an appeals process for owners to appeal a violation notice:

1. A homeowner must request a special hearing with the board within 10 days of receiving a notice of violation. This request must be in writing or through Shireshome.com / contact page.
2. The President will schedule an “Executive Session” and notify the homeowner by certified mail with at least 14 days notice.
3. The homeowner will be given the opportunity to present facts and information relating to the alleged violation to the Board of Directors.
4. The Board of Directors will vote on the appeal request and notify the homeowner of the decision by certified mail within 14 days.
5. All board decisions are final

- rev 3: 12/8/18 -

12/8/18: Changes to document (B. Beck)

1. Penalties clause specifically referred to article sub sections. This was changed to mention article 7 in general to ensure homeowners understand the entire article and its application.
2. Page 2 referred to the Amendments voted on by the HOA Board dated April 2, 2013. This was repositioned to page 11 where additional amendments are recorded. No changes were made to content.