

Azalea Square Homeowners Association

c/o Encore Real Estate Co.
6860 N. Frontage Road
Burr Ridge, Illinois 60527
(800) 299 - 6559 Fax (630) 455-4006

GENERAL HOMEOWNERS INFORMATION

These pages constitute the current and regulations and guidelines and are subject to change without prior notice.

I. OBJECTIVE:

The purpose of rules and regulations is to promote and ensure the enjoyment and proper maintenance of the community and owners property for the exclusive benefit of all association members and their authorized guests; to foster, encourage, and promote an enjoyable stimulating and dynamic community environment; and to protect and enhance the value of each members townhouse investment.

In addition to the ownership interest in the property, every unit owner should have a personal interest and investment in the environment well being of his or her neighbors and the status of the property.

II. ADMINISTRATION OF THE ASSOCIATION:

Assessments, Dues and the Annual Budget

- 1) Unit owners are responsible for payment of monthly assessments or charges and any special assessments for capital improvements.
- 2) All dues and assessments are payable on the 1st of each month. Checks and money orders should be made payable to your Association (see letterhead for detail).
- 3) A late fee of will automatically be assessed on the 16th day of each month. A late charge will be added each month that an outstanding balance remains on the Unit Owners Account.
- 4) The unit owner will be responsible for all charges and legal fees affiliated with delinquent accounts, NSF checks etc.
- 5) All dues are to be made payable to and mailed to the address as listed at the letterhead portion of this packet

Leases, Tenants and Off Site Owners

- 1) Use of the unit is restricted to residential dwellings. Commercial enterprises are not permitted.
- 2) All unit owners who are absent from their unit for more than 2 weeks at a time, must provide the Management Company with an alternate address and phone number for emergency purposes.

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HOMEOWNERS RESPONSIBILITIES:

General

- 1) All toys, bicycles, recreation, furniture etc. must be removed from the common areas, driveways and sidewalks by sunset daily and during landscape maintenance routines.
- 2) No activity is permitted on the property, which might cause damage to lawns, landscaping, buildings, pavement or other personal property. If damage is caused to any community area or another owner's property due to actions of a unit owner, a household pet, guest or occupant, the owner of the unit will be responsible for repair charges as determined by the Board of Directors and or the Management Company.
- 3) Unreasonable noises or actions (i.e.: loud music, barking dogs, wind chimes, etc) or any other nuisance or illegal activity will not be permitted. No physical or verbal abuse is permitted and is subject to Civil charges filed by the complainant.
- 4) No addition, alterations or improvements shall be made to any unit exterior by an owner without prior written approval from the architectural control committee or the Management Company.
- 5) Each owner is responsible for keeping his/her unit and surrounding area clear of all rubbish, debris and other unsightly material.
All garbage and recyclable containers should be placed curbside the morning of the pick up day. Trash containers should be not obstruct walkways, driveways, mailboxes, etc. Please remove trash containers from the curb by dusk the same day.
All trash containers should be stored in the rear of the unit or in the garage between service days.
- 6.) No signage of any kind is to be displayed on the outside of the property, or visible from the outside of the unit. (See Covenants, Conditions and Restrictions for further clarification)
- 7.) Holiday home decorations must be removed within 7 days following the observance of the holiday with the exception of Christmas. Christmas decorations must be removed no later than January 15th.

I. DOORS, LOCKS, WINDOWS:

- 1) Peepholes or door knocks are permitted. The unit owner is responsible for maintenance and installation of locks, peepholes. These installations may eliminate any warranty from the door manufacturer.
- 2) Storm doors are permitted using the following guidelines
Door must be full view glass
Door must be trimmed to match the homes trim or exactly matching the homes front door
- 3) Unit owner must obtain written approval before installing a storm door
- 4) Once the storm door is approved and installed, the upkeep and maintenance of the door will be the responsibility of the unit owner.

II. PETS:

Unit owners are required to abide by the laws and local ordinances, licensing, caring for and controlling pets.

- 1) All pets must be leashed and attended to at all times while outside of the unit. Pet litter must be removed by the owner or guest immediately regardless of weather conditions from the area surrounding their unit and from all other areas of the community. "Pooper-scoopers" other devices are available at your local pet or hardware store.
- 2) No animals may be raised, boarded, or kept anywhere in the community, nor shall any animals be kept, bred or maintained for commercial purpose.
- 3) No pet shall be allowed to create a nuisance or unreasonable disturbance or to damage a community area or the property of any other resident. If a pet is deemed a nuisance by the Board, it will be removed from the property within three days of written demand.
- 4) Unit owners are responsible for the actions of their pet or the pet of anyone residing in or visiting their unit. The owners are responsible for the costs of repairing any damage to the community areas caused by such a pet, including but not limited to, the cost of replacing grass, bushes or other landscaped areas
- 5) Association has the right, at its sole discretion to, (1) determine specific means of restraint for pet, (2) limit times and duration the pet is permitted to be outside, (3) restrict pet from being permitted to be outdoors without owner being present, (4) and in extreme cases, determine the necessity for animal to be removed from property.

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III. LANDSCAPING:

- 1) All garden hoses must be neatly rolled and placed near the water spigot when not in use. Storage of garden hoses must not interfere with the regular landscape maintenance.
- 2) Flowers may be planted in existing beds only. The unit owner is responsible for the maintenance and upkeep of these additional plantings.
- 3) No homeowner may change, alter or deviate from the original landscape plan without prior approval from the Architectural Committee
- 4) Furniture and other item may not be place in the lawn areas of the common areas of the property as this practice impedes the landscaping efforts of the community.

IV. VEHICLES:

- 1) Vehicles shall be kept in operating condition with a valid license plate while parked in the community. Vehicles not in compliance or improperly parked may, at the association's discretion, be removed from the property at the expense of the vehicle owner.
- 2) Each unit owner is allocated two parking spaces proximate to your home. If your unit has a garage the two spaces are limited to your garage and driveway. (See Covenants, Conditions and Restrictions for further clarification).
- 3) Vehicles may not block fire hydrants and or mailboxes, resident driveways, walks, or street end caps
- 4) Residents must direct their guests to park in the allocated visitor parking areas.
- 5) No RV's, ATV's, or Commercial Trucks, Trailers, Boats, are allowed to be parked in the community. (See Covenants, Conditions and Restrictions for further clarification).
- 6) Obey municipality or posted community speed limit signs, please use extreme caution when traveling through the community.

V. SATELLITE DISHES AND FENCES

- 1) No homeowner may install a fence or patio divider without prior approval from the Architectural Control Committee. (See Attached Fence Installation Guidelines)
- 2) Satellite dishes cannot be installed without prior written approval from the managing agent. (See attached Satellite Installation Guidelines)

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HOMEOWNER FEEDBACK

- 1) We always appreciate and encourage homeowners comments and suggestions. To report an incident or witness form contained in this package. Please submit the form via USMail or Fax.
- 2) To report damage or repairs needed to your unit. Please submit a detailed letter to your association manager.
- 3) All service requested repair items must be submitted to your Portrait Homes Divisional Office on a HOMEOWNER SERVICE REQUEST FORM. This form is located in your Buyer Home booklet.

PROCEDURES REGARDING RESALE OR LEASING OF UNITS

In the event of any resale of a Unit, the following procedures should be followed:

- 1) A written notification should be sent to the managing agent when the unit is available for re-sale.
- 2) If you are no longer residing in the unit, an alternate address and phone number must be provided to the managing agent.
- 3) Units may be listed through an agent or broker, but keep in mind signs may only be displayed in unit inside window surface, not outside of your unit.
- 4) If a paid assessment letter is needed, a minimum 14-day notice is required.
- 5) After your unit is sold, a copy of the closing statement must be sent to Encore for the name transfer on account.

Leasing of your unit:

- 1) Unit owners intending to lease their unit must provide Encore Real Estate with an alternate address and phone number of the unit owner.
- 2) The name and phone number of the tenants, along with all copies of the materials used by them during their application process.

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RESPONSIBILITIES OF THE ASSOCIATION

- 1) Infrastructure and Common Area Maintenance Includes:
 - a) Insurance-The association will obtain and maintain insurance coverage for the replacement of the building structure and the common areas. (Insurance coverage on internal contents, unit upgrades and any personal property is the responsibility of the unit owner.)
 - b) Sewer lines external to the unit
 - c) Water supply lines to the units for Master Meter systems. Where individual meters from the municipality exist, they are responsible to the meter, and you are responsible from the meter.
 - d) Community streets, curbs and public walkways
 - e) Street lighting
 - f) All turf areas, trees and landscaping in common areas

- 2) External Building Maintenance includes routine repair (not owner abuse of):
 - a) Wood and vinyl siding repairs as needed
 - b) Roof repairs as required including flashing
 - c) Chimney, Chimney chase and outside vents covers (Chimney and vent cleaning is owners obligation)
 - d) Rain gutter and downspout repairs (if applicable)

RESPONSIBILITIES OF THE UNIT OWNER

- 1) All interior maintenance including but not limited to:
 - a) Plumbing problems within the unit , including outside faucets in the rear and garage. . Where individual meters from the municipality exist, they are responsible to the meter, and you are responsible from the meter.
 - b) Basement leakage or flooding from the foundation footing drain tile, sunken patio drainage or sump pump failure (if applicable)
 - c) Electrical problems with all metered circuits within the units
 - d) Heating and air conditioning systems
 - e) Exhaust and ventilation systems
 - f) Television, radio or cable service connections (must submit for approval)
 - g) Sump pumps and external discharge
 - h) Vermin and pest control including wasps, ants, spiders, termites, roaches, mice, and other insects.
 - i) All painting inside the unit
 - j) Costs to repair of fire/smoke alarms or detectors
- 2) Certain exterior maintenance including:
 - a) Outside entry doors including glass, frames and weather seals
 - b) Outside windows including glass, sash frames and weather seals
 - c) Garage door including panels, all mountings opening and locking hardware, weather stripping and automatic door openers (if applicable)
 - d) Maintaining all owner installed items and options such as but not limited to patios, and patio additions, window well covers, gas grills, storm doors, rear and side patio lights and fixtures, etc.
 - e) Keeping the area surrounding the unit free from trash, paper and other debris.
- 3) Insurance on unit upgrades and personal content
- 4) Payment of real estate taxes assessed on the unit
- 5) Floor coverings must be maintained on all floors within the unit .

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Auto Debit Preferred Payment Plan Enrollment Authorization

I/We hereby request and authorize the Association "the Association" to initiate withdrawals from the bank/credit union named below, as agreed between the Association and the bank/credit union named below, or to draw by electronic funds transfer from the bank/credit union named below, funds payable to the Association. This authorization may be cancelled by the Association, at any time. I/We may cancel this authorization by contacting the Association in writing or by verbal consent and shall be effective five (5) business days after receipt of request.

Print Name _____

Property Address _____

Phone # _____

Model Type _____

Association Account Number # _____

Bank/Credit Union Name _____

Bank/Credit Union Address _____

Bank/Credit Union Account Number _____

Bank/Credit Union Routing Number _____

Customer Signature _____

Enclose voided check for the account to be used

Forms must be received by 15th of the prior month before auto debit is activated. Return completed form and voided check to:

Encore Real Estate
6860 N. Frontage Rd. Suite 100
Burr Ridge, IL 60527
Fax: 630-455-4006

Withdrawals under this program are made on the 1st FRIDAY of each month

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COMMITTEE INTEREST QUESTIONNAIRE

NAME: _____

ADDRESS: _____

PHONE: (H) _____ (W) _____

E-MAIL: _____

I would like to work on the following committee(s). Please number 1 – 3 in order of preference:

ADMINISTRATIVE COMMITTEE _____

Responsibilities include:

- Oversee and review the preparation of the associations annual budget
- Review quarterly financial statements
- Oversee and assist with the association insurance issues
- Review all service contracts
- Assist with the enforcement of association documents

MAINTENANCE & LANDSCAPE COMMITTEE _____

Responsibilities include:

- Review the performance under all service contracts
- Inspect and monitor property service contracts (landscape, pool etc.)
- Inspects and approves building turnovers
- Coordinates with construction superintendent on homeowner issues and concerns

SOCIAL COMMITTEE _____

Responsibilities include:

- Plans and implements homeowner activities
- Create and distribute association newsletter
- Welcome new homeowners to the community

Please complete and return to the address listed above
We look forward to hearing from you!

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Guidelines for Multi-unit Additions and Alterations:

The following information describes the requirements for each of the improvements you intend to be reviewed by the Association's Architectural Committee. Consult with Management company for any additional requirements relating to the intended improvement. Association, Management company, and builder assume no liability relating to the authorization of any improvement installed at your home.

Satellite Dish - 18" or 22" for HD service
See Rules & Regulations in Easements, Covenants, & Restrictions Article X

Placing units on roofs is avoided as often as possible. The Association has long-term responsibility for roof replacements and adding units to the roof shortens the useful life of the roof and escalates the repair timeframe to the Association.

Obtain a written approval via Satellite Specification Form before installation.



1

The dish is to be located above the main electrical panel box at the rear or side of the home. All mountings require a signed approval letter and waiver absolving the Association of any future repair responsibility, and must follow one of the two installation methods listed below.

1. The 'L' bracket pictured to the left is the primary method of installation must be followed attaching the first bracket to the top header board below the soffit and the second bracket to the fascia board providing a stable wind tolerant attachment. The WM200 hardware is available directly from: <http://www.dishmountproducts.com>

Fences:

Read the fence specification carefully and ask your property manager any questions before submitting to the architectural committee.



1. 6 ft White vinyl privacy fence



2. 3 ft Picket fence



3. Picket fence with flat post caps

All fences are permitted a single, centered gate in rear for ingress/egress. Gate must be in the back section parallel to the home.

The structures must leave a 5 foot easement for access behind the unit and may not exceed the property line. This area may prohibit enclosure of the full yard area of the property on the survey.

Storm Door

Obtain a written approval before installation utilizing Additions and Alterations Form.



Full view, VENTED Storm Door, with brass hardware only. Full view glass or full view screens are permitted. NO SELF STORING DOORS are accepted.

White or matching your homes trim or front door.

Installation of storm doors may void any warranty provided by the door manufacturer. Written approval is necessary.

Other Additions/Alterations: The best guide is to submit any changes you want to make for review and written approval by the Architectural Committee. General topics include the following, but other elements have come up from time-to-time.

Flags and decorative flags of all types are not permitted to be placed outside the home. The display of the American Flag is subject to a written request, detailing the method of display. No flag may be displayed inside on the window surface so it is visible from the outside of the home. RE signs must be placed on the inside window surface of the home, not outside the home in the yard or the common areas.

Landscaping changes: Annuals are permitted in the existing flowerbeds. Ground cover may not be changed from the material provided by the HOA. Any other landscaping changes/substitutions require a detailed plan, including types and locations noted on a copy of your plat. Written approval is always necessary.

NOTE: Any notices for improvements performed by homeowners, without the written approval from the Architectural committee, are subject to owners immediate removal. If necessary the removal may be performed by the HOA at the homeowners expense.

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SATELLITE DISH REQUEST FORM

The following guidelines are established for any homeowner wishing to establish a satellite dish:

Satellite dishes may not be larger than an 18", or 22" for HD systems. Your satellite dish must be placed on the building fascia, directly above the utility panel for the building, on the back or side of the unit using the proper 'L' bracket hardware as shown. When necessary, the committee may entertain alternate mounting locations on the roof of your home with the CommDeck mounting kits, subject to individual circumstance and solely at the discretion of the Architectural Committee.

1. 'L' Bracket Installation Method

1A. Detail View Required Bracket



Source:
<http://www.dishmountproducts.com>

I have read the above guidelines and understand that that I must comply with the above, and failure to do so will be require the removal and correct the installation at my expense. I also hold the Association harmless for any repairs resulting form this addition.

Circle method of installation to be used: 1 or 2

_____ (Print Homeowner's Name)

_____ (Homeowner's Signature) Date: _____

Address: _____ Home Phone: _____ Work Phone: _____

E-mail: _____

NOTE: DO NOT MAKE INSTALLATION UNTIL YOU HAVE APPROVAL FROM THE MANAGEMENT COMPANY. ONLY SUBMITTALS WITH THE FOLLOWING CAN BE PROCESSED FOR APPROVAL:

- 1. A signed copy of this form
 2. A copy of your PLAT of SURVEY with an "X" showing the desired location

Approved _____ Denied _____
Encore By: _____ Date: _____

For Office Use Only:
Approved _____ Denied: _____
Committee By: _____ Date: _____

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FENCE REQUEST FORM

If you are interested in installing a fence, the following guidelines have been established:

- 1) **SIZE:** (See Declaration of Covenants, Conditions and Restrictions for height and type guidelines)

HEIGHT: _____ LENGTH: _____ (into the yard) WIDTH: _____

- 2) **STYLE:** _____ (See Declaration of Covenants, Conditions and Restrictions; for further clarification)

- 3) The homeowner will contact all local utility companies to verify the location of underground utility lines. If fences are installed over any underground utilities, the homeowner should understand that the utility companies have the right to remove or damage your fence in the event repairs on a line are necessary. The utility companies will not be responsible for reinstalling or repairing your fence.

- 4) Your fence will not restrict a neighbor or utility company's reasonable access path from the back of the fence to both sides of the home. Subject to on sight verification needs for swales and clearance.

- 5) After installing your fence, the homeowner is then responsible for maintaining the inside of the fence area to the same standards and qualities of the Association including the lawn areas.

- 6) The fence is only allowed within your deeded property.

- 7) The homeowner must obtain any and all necessary permits and municipal approvals.

I have read the above guidelines and understand that if the installation of my proposed fence is not in full compliance with the above, that I will be asked to remove or correct the errors at my expense.

(Print Homeowner's Name)

(Homeowner's Signature)

Date: _____

Address: _____

Home Phone: _____

City: _____ State: _____ Zip: _____

Work Phone: _____

E-mail: _____

**NOTE: DO NOT COMMENCE ANY WORK UNTIL YOU HAVE WRITTEN APPROVAL FROM MANAGEMENT COMPANY.
ONLY SUBMITTALS WITH THE FOLLOWING CAN BE PROCESSED FOR APPROVAL:**

- 1) A signed copy of this form
- 2) A copy of your plat of survey with the item drawn in freehand.
- 3) A line drawing (outline (top) view) of the planned placement of the fence layout including dimensions

Approved _____ Denied _____

Encore By: _____ Date: _____

For Office Use Only:

Approved _____ Denied: _____

Committee By: _____ Date: _____

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ADDITIONS & ALTERATIONS APPLICATION

Applicant's Name _____ Community _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Work Phone _____ E-mail: _____

Description of alteration or addition:

SIZE: _____ SUPPLIER: _____

APPROXIMATE COST: \$ _____ CONTRACTOR: _____

A sketch of your proposed addition or alteration, on a copy of your plat of survey, must be attached to this application along with a photos of the item to be installed. Please show as much detail as possible and include location in reference to your home.

As of the approval date of this alteration, I accept full responsibility for the altered area and agree to maintain it in a safe and presentable condition.

Applicant's Signature _____ Date _____

.....
FOR OFFICE USE ONLY

Date received: _____ Mgrs Signature: _____

APPROVED _____ DENIED _____ NOTES: _____

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WITNESS STATEMENT

Please print or type: Complete all known information, if known, so state. Attach additional sheets if necessary.

Information concerning the violation:

Witness' name Address Phone#

Other witnesses names and phone# 's

Violator's Information:

Violators Name Address Phone#

Description of violation:

Date of violation Time Location

Section of documents violated

Witness' Observations

Were there any photographs or videos ? YES NO
By whom ? _____ Phone: _____

Include all tapes and photographs with this form or forward as soon as possible. Include the name and phone number of the person who made the tape or photograph, the date and the name of anyone else that was present.

I have made the above statement based on personal knowledge and not upon what had been told to me. I will cooperate with the association and its attorney to provide any additional statements or affidavits, and in the event a hearing or trial is necessary, I will appear to testify as a witness.

Signature _____

Date: _____

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Insurance Coverage Items for the Condominium Association

One of the most common asked questions is what the Association policy covers and what needs to be covered by the unit owner.

A general statement to describe the coverage provided by the Association is, your home as it existed on the day you closed is covered by the Association Umbrella package.

Any contents you move in, and any changes you make to the unit over time are your responsibility to insure.

All initially installed real and personal property contained on the contract as of the date of closing. This includes:

1. Perimeter and partition walls and ceilings through the primer coat of paint.
2. Doors including primer coat and stain.
3. Window and door moldings and floor casings.
4. Original cabinets and countertops (kitchen and baths).
5. Original built in appliances.
6. Original plumbing and electrical fixtures.
7. Floor coverings (carpet, linoleum, wood or ceramic)
- 8.

KEEP A COPY OF THE ORIGINAL CONTRACT DETAILING ALL FINISHES WITH YOUR HOA RECORDS. YOU WILL NEED THIS TO PROVIDE THIS TO THE INSURANCE ADJUSTER IN THE EVENT OF A LOSS

Any payments for damages to the above mention items are in excess of policy deductibles.

As a Unit Owner, you should purchase an HO-6 Condominium Owner Policy for contents and liability arising out of your negligence.

Personally owned contents include the following:

1. Decorating treatments to: walls and ceilings, paint, wallpaper, paneling, mirrors, etc.
2. Up-grades to floor coverings (carpet, linoleum, wood, ceramic, etc.)
3. Up-grades to cabinets & countertops.
4. Up-grades to built-in appliances.
5. Up-grades to plumbing and electrical fixtures.
6. Any permanently installed improvements and betterments made part of the unit.
7. A specified declared limit amount to protect you for losses including the ability to recover the deductible assessed under the Master Policy.

Other personal property will include:

1. Clothing, furniture, dishes, etc.
2. Appliances (stove, refrigerator, dishwasher, washer, dryer, etc.)

These are guidelines. The Board must be made aware of any damages to determine if the Association's policy will file a claim.

For specific questions regarding the Association's policy, please contact Travelers Insurance at (888) XXX-XXXX.

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Association Services:

- Common area landscape maintenance includes weekly service from March -- November including:
 - Weekly mowing, trimming and edging as determined by growth
 - Shrub beds and tree ring to be spade edged 2 per season
 - Shrub beds and tree ring to be cultivated 3 per season
 - 4 fertilizations, 2 broad leaf weed applications and 1 pre-emergent application on turf per season
 - 1 granular fertilization in shrub beds and tree ring 1 per season
 - Weekly chemical weed control in beds as needed
 - Fresh ground cover applied to shrub beds and tree rings in the spring each season
 - Shrub and tree pruning as needed for natural form, evergreen and hedges trimmed 2 per season
 - Annual plantings at entrance monuments and Holiday decorations where applicable
- Exterior building maintenance such as gutter cleaning, low pressure washing, caulking and touch up as needed each spring
- Exterior building repairs as needed
- Utilities where applicable
- 100% replacement value Hazard Insurance Policy (for attached home buildings)
- Umbrella Insurance
- Directors & Officers Insurance
- Management fees and administrative expenses
- Reserves as specified in the budget

Encore Real Estate Company is your managing agent. Please find below the Encore hours of operation and phone numbers for your convenience.

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OFFICE HOURS ARE: 8:30 to 5:00 MON-FRI CST

ENCORE REAL ESTATE COMPANY

Association Manager

Tom Mahar	(800) 299-6559
Fax	(630) 455-4006
Emergency Pager	(888) 347-5310
E-mail	tmahar@pasquinelli.com

Accounting

Bonnie Kowalski	(630) 455-5400 ext. 3069
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Home Service Requests:

PLEASE NOTE: All items must be submitted in writing to the following address:

Portrait Homes Service Request
606 Browns Cove Rd
Ridgeland, SC 29936
Phone (843) 987 3636
Fax (843) 987 3630