

# Bylaws of Shadow Lakes II Association

October 2017

## PREFACE

This document contains the revised Bylaws of Shadow Lakes II Association. It supersedes all previous Bylaws. The purpose of this document is to provide a set of guidelines for the operation of the Association. It compliments the Covenants and Restrictions. These Bylaws are for the benefit and protection of the rights of all the Members of Shadow Lakes II Association.

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# SHADOW LAKES II ASSOCIATION

## BYLAWS

Revised and Approved: October 2017

### ARTICLE I

#### Definitions

The terms as used in these Bylaws are defined in Section I of the Amended and Restated Declaration of Covenants and Restrictions of Shadow Lakes dated August 23, 2003.

### ARTICLE II

#### Association Membership

**Section A.** General. The Association is an Illinois not-for-profit corporation as established under the “General Not for Profit Corporation Act of 1986”. It is organized to further and promote the common interest of the Members of the Association. The Association shall have such powers in the furtherance of its purpose as set forth by the “General Not for Profit Corporation Act of 1986, 805 ILCS 105/101.01 et seq., the Common Interest Community Association Act, 765 ILCS 160/1-1 et seq., the Declaration of Covenants and Restrictions and these ByLaws.

**Section B.** Membership. Every person or entity who is an Owner of record of real property, including a contract purchaser entitled to possession of a Lot, shall be a Member of the Association. The forgoing is not intended to fully include persons or entities that hold an interest merely as security for the performance of an obligation. Each Lot shall have one designated Member. Property held jointly shall select one Owner as the Member; all other Owners shall be Associate Members.

**Section C.** Classes of Membership. There shall be two (2) classes of membership:

1. Member
2. Associate Member

**Section D.** Privileges of Membership. Members and Associate Members shall have the following privileges:

1. Members and Associate Members shall have the privilege of gate access to their Lots, have the right to use the Common Properties, subject to the provisions of the Declaration, and be subject to the Rules and Regulations as established by the Association.
2. Only Members shall have voting privileges, as stipulated in the Declaration and these Bylaws, provided they are in good standing.

3. Associate Members shall have no voting privileges.
4. The privileges and duties of the Associate Members shall be as established from time to time by the Board. The privileges and duties of the Associate Members need not be the same as the Members.

**Section E.** Obligations of Membership. Each Member is obliged to the following:

1. Members are obliged to pay all Association Fees and Assessments, as established by the Board when due.
2. All Members and Associate Members are bound by and shall comply with the terms and provisions of the Declaration of Covenants and Restrictions, these Bylaws, Rules and Regulations as published in “Property Owners Guidebook” and the construction requirements as published in the “Architectural Guidelines”.

**Section F.** Suspension of Membership. The Board may suspend the voting privileges of any Member, the right of any Member or Associate Member to use the Common Properties and access to the gate system for any period during which any Association Fee or Assessment of such Member’s Lot remains delinquent.

**Section G.** Evidence of Membership and Transfer.

1. The Association shall maintain adequate records that show the names of the Members of the Association and their date of membership.
2. When a Member ceases to be an Owner, such person’s membership, and those associate memberships existing through relationships to such person shall lapse. Any person purchasing a Lot from a Property Owner shall be liable for all Association charges due in connection with such property at the time of purchase. Upon transfer of title to real property in Shadow Lakes, the purchaser thereof shall become a Member.

**Section H.** Membership in Other Associations. Membership in this Association shall not preclude the Members from being members in other associations. (Reproduced from the Covenants IX.B.)

### **ARTICLE III**

#### **Assessments**

**Section A.** Payment of Assessments. Any and all assessments levied by the Association as provided in the Declaration shall be paid to the Association on or before the date fixed by resolution of the Board. Written notice of the charge and the date of payment shall be sent to each Member at the Address last given by such Member to the Association. It is the Member’s responsibility to keep this address current.

**Section B.** Tiers. The dues are assessed as described in the following tiers:

- Tier 1.** This rate is assessed to property that may be vacant or where water and sewer use is limited to six (6) consecutive months of the year. This is the base rate.
- Tier 2.** This rate is assessed to property which has water and sewer available from January 1 to December 31 of any year, but which is not approved for full time occupancy for more than eight (8) consecutive months during this 12-month period. This rate shall be 1.33 times the base rate.
- Tier 3.** This rate is assessed to property within Fossil Cover Phase II, which allows greater square footage of structures and full time occupancy. This rate shall be 2.50 times the base rate.
- Tier 4.** This rate is assessed to property within all other Villages except Lighthouse Cove and Boardwalk Bay; for Members who apply and are approved for full time occupancy in accordance with the Covenants. This rate shall be 2.00 times the base rate.
- Tier 5.** This rate is assessed to Members of Boardwalk Bay and Lighthouse Cove. This rate shall be 0.40 times the base rate.

The Association may require adequate proof of eligibility for Tier 2. A driver's license or state identification card and a utility bill showing the existence of a primary residence outside of the Association shall be considered sufficient proof. The Association may consider other documentation as sufficient proof. The Association reserves the right to unilaterally modify a Member's Tier at any time if it deems appropriate.

It is the responsibility of the Member to notify the Association of any change in Tier, prior to the issuance of the Annual Assessment.

**Section C.** Dues and Fees. Each year, prior to the Annual Meeting, the Board of Directors adopts an operating budget. The Board then levies an assessment to each individual lot. Invoices for the assessments are sent to all Members in early December.

There are two payment options:

Option 1 requires full payment on or before February 1<sup>st</sup> of each year.

Option 2 allows the first payment of ½ of the total assessment to be made on or before February 1<sup>st</sup>. The second payment is due on or before April 1<sup>st</sup> and includes a 3% interest charge on the balance. (1 ½% per month, for 2 months)

**Section D.** Collection and Lien. The amount of the assessment levied by the Association shall be paid to it on or before the date fixed by resolution of the Board. If a Member does not make a payment in satisfaction of Option 1 or Option 2 in Section C above, the Association may send out a notice allowing the Member to pay any past due Dues or Fees within (30) days of the notice. If the Dues and Fees remain unpaid at the end of the thirty (30) day period in the notice, the Association may turn off the water to the Member's Lot(s) and deactivate the gate card(s) issued to the Member. The notice shall be sent, via certified mail, to the Member's Lot(s) or the mailing

address on the record with the Association. In addition to the foregoing the Member will be subject to an immediate 10% penalty and interest assessment of 1 ½% for each month the Annual Assessment remains unpaid; after 90 days a Notice of Lien will be mailed, after an additional 60 days a Lien will be filed with the Will County Recorder. The Board of Directors or the Board's assigned employee will work with the Association Attorney to begin any and all legal proceedings, including foreclosure proceedings, against the property. All attorney fees and associated costs shall be invoiced to the lot. Upon payment of said assessment and charges or other satisfaction thereof, the Board shall, within a reasonable time, cause to be recorded a further notice stating the satisfaction and release of said lien. Water and gate card privileges shall not be restored unless and until the Member satisfies all past due amounts or enters into a satisfactory payment arrangement. If the Member is within the Tier 1 group, the water will not be turned back on at the beginning of the season, if at least, the first installment of the Annual Assessment, Dues and Fees are not paid by February 1<sup>st</sup> each year.

**Section E.** Priority of Lien. Conveyance of any Lot shall not affect any lien for assessments provided herein. Such lien shall be prior to all other liens recorded subsequent to said notice of assessment. (Reproduced from the Covenants XIII.B.)

**Section F.** Enforcement. The lien provided herein might be foreclosed by suit by the Association in like manner as a mortgage and, in such event, the Association may be a bidder at the foreclosure sale. The Association may also pursue any other remedy against any Member owing money to it, which is available to it by law or equity for the collection of debt. Shadow Lakes shall be deemed a "Common Interest Community", as that term is defined in the Forcible Entry and Detainer Act, section 102-p, of 735 I LCS 5/9-102, and the Association shall have all powers of such a Common Interest Community Association, as defined in said act, including the power of file an action for Forcible Entry and Detainer. (Reproduced from the Covenants XIII. C.)

**Section G.** Proof of Payment. Upon request, the Association shall furnish a statement certifying that all assessments then due have been paid or indicating the amount then due. (Reproduced from the Covenants XIII. D.)

**Section H.** Suspension. The Association shall not be required to transfer the membership on its books or to allow the exercise of any rights or privileges of membership on account thereof to any Member or to any person claiming them, unless or until all assessments and charges to which they are subject have been paid. (Reproduced from the Covenants XIII. E.)

## **ARTICLE IV**

### **Violation Fines**

**Section A.** Procedure of Issuing Fines. The following is the procedure for issuing violation fines:

1. A letter of notice of violation shall be sent to the Member who is responsible for the violation. This letter shall identify the violation and set forth a time for the correction of said violation.

2. If compliance is not attained within the time set forth, a fine shall be assessed, according to the published amount shown in the “Property Owners Guidebook” as amended from time to time or Corporate Resolutions adopted by the Board, against the Lot.
3. If the fine is not paid within 14 days of the assessment, the gate cards issued to the subject Lot are to be voided from the access system.
4. New gate cards will be issued to the Member only upon payment of the assessment, and the current fee for replacement of gate cards.
5. If compliance is not attained and fines are not paid, a \$5.00 per day fine will be assessed until the violation is satisfied.
6. When the total fine reaches \$350.00, a lien will be recorded on the property.
7. The Board of Directors or the Board’s assigned employee will work with the Association Attorney to begin any and all legal proceedings including foreclosure proceedings against the property. All attorney fees and associated costs incurred by the Association shall be invoiced to the lot.

**Section B.** Procedure for Requesting an Appeal. The following is the procedure for appealing a fine violation.

1. A Member may request, in writing or by phone to the Association Office, an Appeal from a fine before the Appeals Committee, prior to the date set for the payment of the fine. If an appeal is requested, invoicing of the fine with is held in abeyance, until after the Appeals Committee ruling.
2. Architectural Guideline fines may only be appealed through a hearing with the Board of Directors not the Appeals Committee.
3. The decision of the Board of Directors is final.

## **ARTICLE V**

### **Construction Variances**

Members may request building variances. These requests are made through the Association Office. A variance denied can be appealed to the Architectural Committee of the POAC. If the Architectural Committee denies the appeal, a second appeal may be made before the Board of Directors. The decision of the Board of Directors is final.

## **ARTICLE VI**

### **Meetings of Members**



**Section A.** Place of Meetings. All meetings of the Members of the Association shall be held at such a time and place as may be determined by the Board. There shall be at least four (4) meetings of the Members held each year, one of which shall be designated the Annual Meeting. Meeting of the Board fulfill these requirement.

**Section B.** Annual Meeting. The Annual Meeting of the Association shall be held on the third or fourth Saturday in October each year, unless otherwise provided by the Board.

**Section C.** Special Meetings of the Association. The Board may call Special Meetings of the Association at any time, in the manner provided herein. A Special Meeting may also be called upon the written petition of 20% of the Members of the Association who have the right to vote at such meeting. Such petition shall set forth the purpose of the Special Meeting.

**Section D.** Notice of Meetings of the Association. There shall be a written notice of the place, date, and hour of the meeting: a published schedule of meetings is adequate notice for regularly scheduled meetings. In the case of a Special Meeting, the purpose or purposes for which the meeting is called shall be included. Such notice of Special Meeting shall be posted or delivered not less than 10 days or more than 30 days before the date of the meeting, either personally or by mail. Such notice shall be deemed to have been delivered when posted at all gate entrances and refuse depository notice boxes, or deposited in the United States mail, addressed to the Member at his address as it appears on the records of the Association, with postage prepaid. Such notice may also be published on the Association Web Site or in any newspaper or publication printed under the auspices of the Association and distributed generally among Members of the Association. At a Special Meeting, no business shall be conducted except that stated in the notice of said meeting.

**Section E.** Quorum. A quorum at a regular meeting, special meeting or Annual Meeting of the members shall be twenty percent (20%) of the Members entitled to vote at such meeting or by proxy. The vote of the majority of the votes entitled to be cast at any meeting at which a quorum is present shall be necessary for the adoption of any matter voted upon by the members, unless a greater proportion is required by law, the Declaration or these Bylaws.

## **ARTICLE VII**

### **The Board of Directors**

**Section A.** Powers. The Board shall have the following powers:

1. Manage and control the affairs of the Association.
2. Adopt a corporate seal as the seal of the Association.
3. Designate a banking institution or institutions as depository for the Association's funds; and the officer or officers authorized to make withdrawals there-from and to execute obligations on behalf of the Association.
4. Perform other acts the authority for which has been granted hereby or by law, including the borrowing of money for Association purposes. The Board may, if it determines the same shall be reasonably necessary, assign, pledge, mortgage, or

encumber any Association property as security for such borrowing. The Board may also pledge future revenues of the Association therefore.

5. Adopt such Rules and Regulations relating to the use of the real estate identified on Exhibit A of the Covenants, including without limitation, the Rules and Regulations, as may be amended from time to time, and sanctions for noncompliance as the Board may deem reasonably necessary for the best interest of the Association and its Members. (Reproduced from the Covenants X.B.)
6. Establish and levy reasonable fees for the issuance of permits for erecting or placing improvements on any Lot, and also for the use of Association Property.
7. Cause the Association to employ sufficient personnel to adequately perform the responsibilities of the Association.
8. Adopt reasonable rules of order for the conduct of the meetings of the Association, and with reference thereto, on procedural questions upon which no rules have been adopted, the ruling of the Chairman of the meeting shall be final.
9. Each year the Board shall select a director to serve as President, Secretary and Treasurer which the Board, in its discretion may determine to be in the best interest of the Association. The President may establish committees of the Association and appoint the members thereof. The President may assign to such committees such responsibilities and duties consistent with the provisions of these Bylaws or with law as the President may deem appropriate.
10. In order to facilitate the business of the Association and to further the interests of the Members of the Association, the Board may enter into agreements with any Developer relating to the orderly transfer of Common Properties from the Developer to the Association. Such agreements may contain such provisions as the Directors may in their judgment feel are appropriate and in the best interests of the Association and its members. However, the existence of such agreements and provisions and terms thereof shall be made known to the general membership in such manner as may be deemed appropriate by the Board, but not later than the Annual Meeting following the creation of such contract or agreement.
11. Shall, prior to the Annual Meeting of the Association in each year, adopt an operating budget to be presented to the Members at such annual meeting. A majority vote of the entire Board is required for the approval and adoption of the annual operating budget. Prior to presentation, the Board shall, taking into consideration other sources of income that the Association may have, establish the Annual Assessment for each Lot for the following year. Upon the adoption and approval of the budget, the Board shall be bound by the same and shall not vary there-from by more than fifteen percent (15%) of the total amount without calling a Special Meeting of the Association to explain such variations. The budget shall be adopted only after Members of the Association shall have had a reasonable opportunity to review the same and to comment thereon, either at open hearings

held thereon or through such other means as the Board may direct. The Board may, by resolution, fix the time for payment of the Annual Assessments. (Reproduced from the Covenants XI.)

12. Assume such duties as the Board might deem to be essential for the operation of the Association and the well being of the Members and Associate Members.
13. Acquire property, either through purchase or other means, for dedication as Common Property. (Reproduced from the Covenants II.C.4.)
14. Have the authority to purchase and sell property that is not designated as “Common Property”.
15. Allow the Association to become a member of another association.

**Section B.** Numbers of Directors. The number of Directors shall be five (5). There shall be only one Director per household.

**Section C.** Term. The Board shall be elected to three-year terms that commence and expire on the fourth Saturday of August. The terms of two members of the Board shall expire annually, except that the term of one member of the Board shall expire every third year, and all members of the Board shall be elected at large.

**Section D.** Qualifications of Directors.

1. Must be at least 21 years of age.
2. Must be a Member or an Associate Member of the Shadow Lakes II Association.
3. Must be in good standing with the Shadow Lakes II Association with all lots owned by the Director/ Director Candidate, his/her spouse and household members being up to date on their dues or have a written payment agreement signed by the majority of the Board Members which they are in compliance with.
4. There may be no outstanding fines owed to the Association for the Board Member Candidate(s) lot(s).
5. A Board Member, relative or household member of a Board Member or a Candidate for the Board of Directors may not have any current legal litigation / action against the Association.
6. No Board Member, relative or household member of a Board Member may receive or be receiving any monetary compensation or benefits from the Shadow Lakes II Association.

**Section E.** Election of Directors. The election procedure for Directors shall be as follows:

1. Election of Directors shall be by written ballot as is hereinafter provided. In all elections of Directors, each Member entitled to vote, as is set forth in Article II, Section D.2 shall cast as many votes as shall equal the number of votes which he is entitled to cast on any matter. If more than one Director position is vacant, each Member shall cast votes for the number of candidates equal to the number of Director positions open. The persons receiving the largest number of votes shall be elected.
2. Any Member or Associate Member, in good standing, may file a statement of his or her candidacy for election as a Director of the Association, with the Secretary of the Association. Such filing must be made between the first (1<sup>st</sup>) and the thirtieth (30<sup>th</sup>) day of May of each year. The filing shall include endorsements of his or her candidacy signed by ten (10) voting Members in good standing and a brief biographical statement. The Secretary of the Association or the Secretary's assigned shall cause notice of each Candidacy and the brief biographical statement of each candidate to be included in the Notice of Election.
3. All elections to the Board shall be made on written ballot, which shall:
  - a. Describe the vacancy to be filled including the length of term
  - b. Set forth the names of those persons who have become candidates for the office of Director in the order in which they filed their statements and endorsements of candidacy with the Secretary of the Association.
4. Such ballots shall be prepared and mailed by the Secretary to each person entitled to vote, by the fifteenth (15<sup>th</sup>) of June, indicating the date the ballots must be returned.
5. Write-in votes will not be allowed.
6. Each Member entitled to vote shall receive one ballot for each Lot for which he is the voting Member.
7. The completed ballots shall be returned to a P.O. Box that has been rented on behalf of the Association by the Chairman of the Election Committee.
8. The keys to the P.O. Box will be entrusted to the Chairman of the Election Committee and the Secretary of the Association unless the person holding that position is up for re-election. In this case, the keys shall reside with the Chairman of the Election Committee and an officer on the Board of Directors who is not running for election until the set date to pick the ballots up from the Post Office.
9. Each ballot shall be placed in a sealed envelope marked "Ballot" but not marked in any other way except for a single designated check mark or "X" in the corresponding box to a Candidate(s) name. A ballot which shows any other markings other than a check or an "X" on the page shall be disqualified. Each such "Ballot" envelope shall contain only one ballot and each voting Member shall be

advised that because of the verification procedures hereinafter set forth, the inclusion of more than one in any one "Ballot" envelope shall disqualify the return. Such "Ballot" envelope shall be placed in another sealed envelope which shall bear on its face the name and signature of the Member, his/her Lot Number, mailing address, and the P.O. Box number address where the ballots shall be mailed. The ballots shall be returned by U.S. Mail to the P.O. Box address provided on the outside mailing envelope no later than the date specified in the Notice of Election.

10. The Chairman of the Election Committee and the Secretary of the Association shall designate a day for the counting of the "Ballots". On the day designated for the "Ballot" counting, a delegation made up of a minimum of three (3) people, including the representative of the Board of Directors that has been entrusted with the P.O. Box key, a representative of the POAC and the Chairman of the Election Committee entrusted with the P.O. Box key shall redeem the ballots from the P.O. Box at the Post Office. The Chairman of the Election Committee shall then transport the ballots to the Association Office where they will be counted by the Election Committee. The Secretary of the Association and the Chairman of the Election Committee shall determine the size of the Election Committee required for the counting of the ballots. Each candidate shall be entitled to have one representative to observe the proceedings. The Election Committee shall then adopt a procedure which shall establish:
  - a. That the outer envelope containing the P.O. Box mailing address and the Member's return address with their signature on it has a valid, dated Post Office stamp on it.
  - b. That the name, address, Lot number and signature on the envelope are valid
  - c. That the Member is a Member in good standing
  - d. Such procedure shall be taken in such a manner that the vote of any Member shall not be disclosed to anyone, including the Election Committee
  - e. The Election Committee shall proceed to the opening of the "Ballot" envelopes and the counting of the votes. If any "Ballot" envelope is found to contain more than one ballot, all ballots contained in such envelope shall be disqualified. Any ballot which shows any other markings other than one (1) check or "X" next to a Candidates name on the page, shall be disqualified.
  - f. The Election Committee shall certify the results of the count to the Board of Directors.
  - g. All envelopes, ballots and statements of candidacy shall be retained for a minimum one year period.

**Section F.** Proxies. Every Member entitled to vote shall be entitled to vote by proxy executed in writing by the Member or by his or her duly authorized attorney in fact, provided, however, that

the proxy bears the date of execution. No proxy shall be valid after the expiration of eleven (11) months from the date of execution.

**Section G.** Meetings of the Board of Directors. The Board shall meet at least four (4) times annually. Special meetings of the Board may be called by the President or by 25% or more of the members of the Board. The Board shall give the Members of the Association notice of all regular Board meetings at least 10 days but no more than 30 days prior to the Board Meeting. The Board shall give the Members of the Association notice of all special Board meetings at least 48 hours prior to the special Board meeting by posting at all gate entrances, refuse depository boxes, at the Amenity Center and by posting on the Association website.

**Section H.** Meetings of the Board. Meetings shall be open to any Member, except for the portion of any meeting held (1) to discuss litigation when an action against or on behalf of the Association has been filed and is pending in a court or administrative tribunal, or when the Association finds that such an action is probable or imminent, (2) to consider third-party contracts or information regarding appointment, employment, or dismissal of an employee, or (3) to discuss violations of rules and regulations of the Association, or (4) any Member's unpaid assessments, fines, fees or expenses. Any vote on these matters shall be taken at a meeting or portion of a meeting open to any Member.

**Section I.** Action Without a Meeting. Any action which may be taken at a meeting of the Board may be taken without a meeting if a unanimous consent in writing, setting forth the action so taken, shall be approved in writing by all the Directors entitled to vote with respect to the subject matter thereof. The consent shall be delivered to the Secretary to be filed in the corporate records. The action taken shall be effective when all the Directors have approved the consent, unless the consent specifies a different effective date. Any such consent approved in writing by all the Directors shall have the same effect as a unanimous vote and may be stated as such in any document filed with the Secretary of State under the General Not for Profit Corporation Act.

**Section J.** Quorum. A majority of the Directors (3 or more) shall constitute a quorum to transact business of the Board, and the act of the majority of the Directors present at any meeting shall be deemed to be the act of the Board. Each Director shall have one vote on all matters before the Board.

Notwithstanding the foregoing, any vote on non-emergency, non-budgeted expenditures exceeding on thousand dollars (\$1000.00) or the borrowing of money, other than usage of a credit card up to five thousand dollars (\$5000.00), for Association purposes, shall require the approval of a majority of the entire Board. The approval of a majority of the entire Board shall also be required to assign, pledge, mortgage, or encumber any Association Property as security for borrowing money.

**Section K.** Vacancies. If any vacancy exists on the Board, such vacancy may be appointed by the remaining Directors even though those remaining Directors might be less than a quorum. Any person so appointed as a Director, shall serve the remaining term of the existing vacancy.

**Section L.** Removal of a Director. A Director may be removed by Special Election. The Special Election may be called by a majority vote of the Board Members or by a petition signed

by twenty percent (20%) of the Members entitled to vote. A majority of those voting at the Special Election shall be required to remove the Director. However, no Director shall be removed without just cause being presented at a Special Meeting of the Association. See Section E for voting procedure.

**Section M.** Appointment of a Director. In the event there are no candidate for the election of a Director, the Board may appoint a Director to fill the vacancy. The term of the appointed Director shall be for the full or remaining term of the existing vacancy.

**Section N.** Insurance. The Association may have an insurance policy protecting the Directors from “errors and omissions”.

**Section O.** Execution of Consents. The Association may from time to time be required to have the consent of the Members for an action, i.e. approval of a change in the Covenants or the approval of the sale of Common Property. The procedure for obtaining consents is as follows:

1. Consents shall be by written ballot as is hereinafter provided. In all Consents, each Member entitled to vote, as is set forth in Article II, Section D.2, shall cash as many votes as shall equal the number of votes which he is entitled to cast on any matter.
2. All Consents shall be made on written ballot, which shall describe the issue requiring approval.
3. Such ballots shall be prepared and mailed by the Secretary of the Association or the Secretary’s assigned to each person entitled to vote. The ballot shall indicate the date by which the ballots must be returned. The completed ballots shall be returned as follows: Each ballot shall be placed in a sealed envelope marked “Ballot” but not marked in any other way. Each such “Ballot” envelope shall contain only one ballot, and each voting Member shall be advised that because of the verification procedures hereinafter set forth, the inclusion of more than one ballot in any one “Ballot” envelope shall disqualify the return. Such “Ballot” envelope shall be placed in another sealed envelope which shall bear on its face the name and signature of the Member, his/her lot number, mailing address, and the P.O. Box number address where the ballots shall be mailed. The ballots shall be returned to the P.O. Box address provided on the outside mailing envelope no later than the date specified in the Notice of Election which has been rented on behalf of the Association by the Chairman of the Election Committee.
4. The keys to the P.O. Box will be entrusted to the Chairman of the Election Committee and the Secretary of the Association. The Chairman of the Election Committee and the Secretary of the Association shall designate a day for the counting of the “Ballots” On the day designated for the “Ballot” counting, a delegation made up of a minimum of three (3) people, including the Secretary of the Association, a Representative from the POAC and the Chairman of the Election Committee shall redeem the ballots from the P.O Box at the Post Office. The Chairman of the Election Committee shall then transport the ballots to the Association Office where they will be counted by the Election Committee. The

Secretary of the Association and the Chairman of the Election Committee shall determine the size of the Election Committee required for the counting of the ballots. The Election Committee shall then adopt a procedure which shall establish:

- a. That the outer envelope containing the P.O. Box mailing address and the Member's return address with their signature on it has a valid, dated Post Office stamp on it.
- b. That the name, address, Lot number and signature on the envelope are valid.
- c. That the Member is a Member in good standing
- d. Such procedure shall be taken in such a manner that the vote of any Member shall not be disclosed to anyone, including the Election Committee.
- e. The Election Committee shall proceed in the opening of the "Ballot" envelopes and the counting of the votes. If any "Ballot" is found to contain more than one ballot, all ballots contained in such envelope shall be disqualified. Any ballot which shows any other markings than the acceptable "X" or check mark shall be disqualified.
- f. The Election Committee shall certify the results of the count to the Board of Directors.
- g. All envelopes and ballots shall be retained for a minimum one year period.

**Section P.** Conflict of Interest.

1. No Board Member for the Association shall hold a paying position with the Shadow Lakes II Association.
2. No relative or member of a Board Members' household shall hold a paying position within the Shadow Lakes II Association.

**ARTICLE VIII**

**The Officers**

**Section A.** Officers. The officers of the Association shall be the President, the Secretary, and the Treasurer. Officers shall serve at the will of the Board. Any Director, with the exception of the Office of the President, may hold any two or more offices. The President shall hold no other office unless approved by the majority vote of the remainder of the Board.

**Section B.** Selection of Officers. The officers of the Association shall serve for a one year term which shall end and commence on the fourth Saturday of August. Each year the Board shall meet to elect the officers of the Association. The Board shall fill any officer vacancy from among its members no later than its next meeting following the date the office becomes vacant.



**Section C.** President. The President shall preside over the meetings of the Board and of the membership as Chairman and shall, in general, perform the duties incident to the office of President. At the time the Board meets to elect the officers of the Association, the Board shall also select a Director who is not elected an officer of the Association to act as President in the President's absence or in the event of the President's inability to act.

**Section D.** Secretary. The Secretary shall keep the minutes of all meetings of the Board and of the membership, shall be responsible for posting or mailing of the required notices of Board and membership meetings, shall maintain custody of the Corporate seal, records and Member lists, and shall, in general, perform all duties incident to the office of Secretary.

**Section E.** Treasurer. The Treasurer shall keep the financial records and books of the Association, shall pay the obligations of the Association out of its funds, shall provide a report detailing income and expenses of the Association to the Board and Members at each Board and Member meeting, and shall, in general, perform all duties incident to the office of Treasurer.

**Section F.** Removal of Officers. Any officer may be removed when, in the judgment of the Board, the best interests of the Association will be served by such removal. Removal shall require a majority vote of the other Board Members.

**Section G.** Committees. The President may establish as many committees, and define their duties, as he/she deems necessary for the operation of the Association. Members of all committees shall be as appointed by the President. In the event that the Board Members disagree with the President in either the establishment of a committee or the selection of individual members of a committee, a majority vote of the Board Members may veto his/hers selection. Committees and individual committee members can be removed in a manner similar to the establishment of committees and the appointment of committee members. All individual committee members shall be members of the Association in good standing.

## **ARTICLE IX**

### **Property Owner Association Committee**

**Section A.** General. The Property Owners Association Committee (POAC) is an advisory body to the Board of Directors.

**Section B.** Meetings of the Committee. The POAC shall meet in open session, as posted by the Association, for the purpose of discussing the business of the Association and making recommendations to the Board. Each year the POAC shall establish a schedule of meeting and this shall be published in the Fossil Footprints.

**Section C.** Responsibilities. The POAC shall have responsibilities as delegated by the Board. The POAC shall establish committees for rules and regulations, review of architectural variances, review of appeals, and preparation of the annual budget. The Chairperson of the POAC may establish ad-hoc committees as necessary for the specific tasks to be undertaken. The POAC shall not be responsible for issuing any violations, but should make an effort to cause potential violations to be corrected prior to the issuance of a fine.

**Section D.** Membership. Membership in the POAC is limited to Members or Associate Members of the Association in good standing. Membership in the POAC shall consist of two representatives from each village, except Lighthouse Cove whose representation shall be one. Vacancies on the POAC are filled as follows:

1. Candidates wishing to be Members of the POAC shall present their qualifications before the existing Members of the POAC.
2. The Members shall review the qualifications in closed session and vote to elect the successful candidate(s). A majority vote of the POAC Members is required for the election to the POAC.

**Section E.** Terms of Membership. The term of the POAC Members shall be three (3) years. Attempts shall be made to have terms expire on a regular basis, this to avoid a major turnover in membership in any year. There is no limit as to the number of terms a POAC Members may serve.

**Section F.** Removal of a Member. A vote of the majority of the Members of the POAC shall be required to remove a Member from the POAC. Removal shall not be without just cause and shall require the approval of the Board.

**Section G.** Chairman of the POAC.

1. Any POAC Member may apply for the position of POAC Chairman by submitting a letter of intent and qualifications to each POAC Member for review. The POAC will hold a vote for the POAC Chairman position no later than at its meeting in July each year. The POAC Chairman Candidate receiving the most votes shall be elected.
2. The term of the POAC Chairman shall commence and expire on the fourth Saturday of August.
3. In the event the POAC Chairman position becomes vacant, the POAC shall vote to select a POAC Member to complete the remainder of the term. Such selection shall be made no later than the POAC open meeting immediately following the vacancy. The POAC Chairman Candidate receiving the most votes shall be elected.
4. If the POAC does not select a Chairman as provided for in paragraphs 1 or 3 above, the POAC Chairman shall be selected by a majority vote of the Board of Directors.
5. The Chairman of the POAC shall vote only in the event of a tie.
6. The Chairman of the POAC is not a representative of any specific village.
7. The Chairman of the POAC may be elected to no more than three (3) successive terms, unless no POAC Member other than the current Chairman applies for the position.

8. The Chairman of the POAC must be in good standing in the Shadow Lakes II Association.
9. All lots owned by a POAC Chairman Candidate, his/her spouse or household member within the Shadow Lakes II Association must be up to date on their dues or be in compliance with a written payment agreement signed by a majority of the Board Members.
10. There may be no outstanding fines owed to the Association for a POAC Chairman Candidate's lot(s).
11. The POAC Chairman Candidate, his/her relative(s) or household members may not currently be a party to any legal action pending against the Association.

**Section H.** Removal of the Chairman.

A majority vote of the POAC Members and the Board of Directors is required to remove the Chairman of the POAC and shall not be without just cause.

**Section I.** Secretary. The Secretary may or may not be a Member of the POAC, if not a Member the Secretary shall have no vote. The Secretary shall keep the minutes of the POAC meetings.

**ARTICLE X**

**Amendments**

These Bylaws may be amended by an eighty percent (80%) majority vote of the Board. Such amendment shall not be in conflict with the current Declaration of Covenants and Restrictions, the Common Interest Community Association Act of Illinois or the General Not For Profit Corporation Act of Illinois or their successors.

**ARTICLE XI**

**The Audit Committee**

**Section A.** Selection. The President will cause to have a posting for a minimum of two volunteer Audit Committee positions posted at the gates and in the Amenity Center each year. The applicants must submit a letter of intent and a brief biographical statement to the Association Office for review by the Board of Directors. The Board of Directors will select a minimum of two Audit Committee Members by majority vote. The Audit Committee Members will be appointed to their positions by the Board of Directors annually.

**Section B.** Qualifications. The qualifications for the Audit Committee positions are as follows:

1. The applicant must be a Member or an Associate Member of the Shadow Lakes II Association in good standing.

2. The applicants may not be a current member of the Board of Directors, the Property Owners Association Committee (POAC), the Chairman of the Election Committee, an employee or a relative of a current Board Member.
3. The applicant should have basic knowledge of computer skills, banking, and contracts as they will be reviewing the Associations finances on a monthly basis.

**Section C.** Access to Records. The Audit Committee Members will have access to all financial records with the exception of our Property Owners personal records. The Audit Committee Members must make an appointment with the Association Office monthly to review these records in the Office. If any additional time is needed to review these records the Audit Committee Members may ask the Treasurer or the President for an appointment to provide additional information necessary for their position.

**Section D.** Report. The Board of Directors may ask the Audit Committee Members to give a brief report of their reviews at the open Association Board of Directors Meetings.

## **ARTICLE XII**

### **The Election Committee**

**Section A.** Selection of Chairman. The President and the Secretary of the Association on the Board of Directors shall choose an Election Committee Chairman.

**Section B.** Terms. The Chairman of the Election Committee shall hold this position until he/she submits a letter of resignation to the Board of Directors or until the Board of Directors establishes just cause to remove the Chairman of the Election Committee and removes him or her by majority vote of the Board of Directors.

**Section C.** Selection of the Election Committee. The Chairman of the Election Committee along with the Secretary of the Association will determine the size of the Election Committee.

**Section D.** Chairman Powers. The Chairman of the Election Committee shall have these powers:

1. To choose the Election Committee volunteers each year providing that the volunteers have no conflict of interest in accordance with the election.
2. To rent a P.O. Box on behalf of the Association for the Board of Directors election's ballots; be entrusted with a key to the P.O. Box at the Post Office holding the ballots and to transport the ballots to the Association Office where the ballots can be counted by the Election Committee.
3. To preside over and guide the Election Committee during the counting of the ballots process.

4. To oversee that all of the rules for qualifying or disqualifying ballots are adhered to. The decision of the Chairman of the Election Committee regarding ballot qualification is final.
5. To certify the results of the count to the Board of Directors.

## **ARTICLE XIII**

### **The Appeals Committee**

#### **Section A. The Appeals Committee Chairman Qualifications.**

1. The position opening shall be posted at the gates.
2. The applicants / Appeals Committee Chairman must be a member or an associate member in good standing with no outstanding invoices or fines due to the Association
3. The applicants / Appeals Committee Chairman may not have any current litigation / legal action against the Association.
4. The applicants / Appeals Committee Chairman may not be an employee of the Association or receiving unemployment benefits from the Association.
5. The applicant / Appeals Committee Chairman may not be a POAC Member or a Board Member.
6. Must be at least 21 years old.
7. Majority vote of the POAC Members will determine the Appeals Committee Chairman.

#### **Section B. Appeals Committee Chairman Term.**

The Chairman of the Appeals Committee shall hold this position until he/she resigns or the POAC establishes just cause to remove the Chairman of the Appeals Committee and removes him or her by majority vote of the POAC members.

#### **Section C. Responsibilities of the Appeals Chairman.**

1. To Schedule fines/ violation appeals.
2. To call or have the office call volunteers for the Appeals Committee.
3. To follow up with the office with the required Appeals paperwork.
4. Make sure that the Appeals volunteers read and understand the rule(s) that were violated.

5. To make sure that any witnesses to the offense are called to either appear in person or can provide a letter or documentation as to what they witnessed. Anonymous witnesses are not allowed.
6. The Chairman of the Appeals Committee does not get to vote.

# Shadow Lakes II Association

## Fossil Footprints Newsletter

from the Chairman of the Board  
*Mike Tomasek*

December 2017

### Dear Members,

I'm pleased to report that the Association had another good year. We are strong financially and organizationally, and all indications are that we are providing an excellent residential and recreational experience for our Members, their families and guests. Many thanks to our directors, committee members, employees, volunteers, contractors and everyone else who contributes to our success.

We have received some correspondence from Members concerned about our recent dues increase. While no one likes paying more to the Association, we approved the increase at our annual Association meeting because four of five directors thought it was in the best interests of the Association to do so.

One thing is clear: It is irresponsible for the Board (including this Board and those that follow us) to not ensure that the Association has sufficient revenue to account for inflation and anticipated increases in fixed costs such as water, sewer and utilities. Our Treasurer Wayne Kancler will articulate this more in detail in his Fossil Footprints report, but you should rest assured that we don't raise dues just to raise them. Remember that when we raise your dues, we are raising ours as well. Our revenue target is developed over a year-long budget process involving input from multiple sources.

In the past we have considered implementing a mechanism where dues would automatically be increased in accordance with the Social Security cost of living increase calculation or some other inflation-related factor. The concern at that time was that it would be wise to institute such a system because of the political difficulty associated with the necessity of raising dues. After much discussion, we determined that it would be best to continue adjusting dues based on Association need. Sometimes, for example, last year, the need is zero. Other times, like this year, the need is greater. As a Member of this Association, I thank all of my neighbors who realize that each of us has a responsibility to contribute what we have to in order to ensure that the Association remains the great place that it is.

The Association has always worked with Members who have expressed a dues-related hardship. If you have such a need, please feel free to call the Office.

My best wishes to you and your families for a Merry Christmas, a Happy New Year and a great Holiday Season.

Mike

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### Association Office Hours

Monday 10 AM-3 PM

Tuesday through Friday 10 AM-5 PM

Saturday 9 AM-4 PM

**(Memorial-Labor Day)**

**M-F 10 AM-5 PM**

**Saturday 9 AM-4 PM**

**Sunday 10 AM-3 PM**

PHONE: 815-458-3647

FAX: 815-458-3697

E-mail address: [sl2hoa@yahoo.com](mailto:sl2hoa@yahoo.com)

Association Web Site Address:  
[www.shadowlakesassociation.com](http://www.shadowlakesassociation.com)

Association Manager—Wayne Kancler

Assistant Assoc. Manager—Mike Colavecchi

Office Supervisor—Ranae Damaschke

Security Phone (815) 953-2010

Maintenance Emergency Phone:

(815) 666-5701

(Available 24 Hours)

## TREASURER'S REPORT

One of the most important charges given to the Board of Directors by our Covenants and Bylaws is the adoption and approval of an annual operating budget. After several months of work by the Property Owners Association Budget Committee, as presented to the Board of Directors, and the presentation of the proposed Budget at the open meeting on September 23, 2017 the 2018 budget was approved at the Board of Directors meeting held on October 21, 2017. The complete approved 2018 budget is presented in this issue of the Fossil Footprints and can also be viewed on the Association web site.

Our budget for 2018 contains an increase in our assessments.

The Dues Assessment for each Tier will be:

Tier 1	\$ 775.00
Tier 2	\$1,030.75
Tier 3	\$1,937.50
Tier 4	\$1,550.00
Tier 5	\$ 310.00

The annual increase for each Tier will be:

Tier 1	\$39.00
Tier 2	\$51.87
Tier 3	\$97.50
Tier 4	\$78.00
Tier 5	\$16.00

2018 marks a milestone for Shadow Lakes II Association as the first time our operating budget will exceed one million dollars.

The increase in dues will add \$64,052.83 to our revenue. Of the 95 expense line items in our budget, 62 line items show no increase from our 2017 budget. Six line items will use \$52,000.00 of that increase. We are projecting a \$20,000.00 increase in water cost, a \$5,000.00 increase in sewer cost, a \$2,000.00 increase in waste removal, a \$10,000.00 increase in sewer maintenance & repair, a \$5,000 increase in asphalt cost and the addition of \$10,000.00 for chemical weed control in our lakes. That leaves \$12,052.83 to be distributed over the remaining 27 budget line items.

Your Directors are highly aware of the effect this increase may have on a Member's own budget. We are all dealing with increased costs of products and services needed for our families. Your Association faces those same increases on a much larger scale. From 2005 thru 2017, the cumulative Consumer Price Index Inflation Rate was 28.4%. The cumulative Social Security COLA Increase Rate was 27.0%. During that same time period, the cumulative rate of Assessment Dues Increases was a mere 6.0%.

I want to thank the POAC Budget Committee, the Directors and most of all our valued employees for their contributions to the preparation of the 2018 budget as well as their continued efforts in trying to keep us operating within our current year's budget.

As of 11/11/17 our total operating expenses have exceeded our budget by \$9,540.96. Two expenses that were not budgeted in 2017 but required our attention were chemical weed control \$2,495.00 and replacing eroded sand at the beach \$3,598.56. Considering our sewer repair costs alone have exceeded our budget by \$17,258.88 we have not done badly this year. As I have pointed out in previous issues as well as at Board and POAC meetings, extremely moderate weather all year has helped to offset budget overages. Being under budget for snow removal in the amount of \$14,390.00 and utility expenses of \$5,333.13 more than covered the excess sewer repair costs. We will not always be this fortunate and we still have seven weeks to go until the end of the 2017 snow season. As always, I am available for any and all comments, concerns and suggestions you may have that will contribute to the well-being of our Association.

Finally I want to wish all of our members and their families a joyous and safe holiday season and the very best in the coming New Year.

**Wayne L. Kancler**

	<b>Lots</b>	<b>Rate</b>	<b>2018 Budget</b>	<b>%</b>
<b>40000 · Revenue</b>				
<b>41000 · Dues Revenue</b>				
41100 · Tier 1 Dues	403	\$775.00	\$ 312,325.00	29.73%
41200 · Tier 2 Dues	117	\$1,030.75	\$ 120,597.75	11.48%
41300 · Tier 3 Dues	32	\$1,937.50	\$ 62,000.00	5.90%
41400 · Tier 4 Dues	310	\$1,550.00	\$ 480,500.00	45.74%
41500 · Tier 5 Dues	78	\$310.00	\$ 24,180.00	2.30%
<b>Total 41000 · Dues Revenue (941)</b>			<b>\$ 999,602.75</b>	<b>95.15%</b>



**42000 · Other Revenue**

42100 · Gate Card Sales	\$	1,550.00	0.15%
42110 · Boat & Golf Cart Stickers	\$	6,000.00	0.57%
42120 · Fossil Footprints Ad	\$	3,500.00	0.33%
42130 · Bank Interest	\$	1,000.00	0.10%
42140 · Activities Income	\$	1,000.00	0.10%
42150 · Misc. Income	\$	-	0.00%
43100 · Penalties on Unpaid Dues	\$	6,500.00	0.62%
43110 · Interest on Unpaid Dues	\$	12,000.00	1.14%
43120 · Violation Fine	\$	4,000.00	0.38%
43130 · Disclosure Fees	\$	4,200.00	0.40%
43140 · Lien Fees	\$	-	0.00%
43160 · Service Fee for Lot Mowing	\$	1,000.00	0.10%
43180 · Rent Income	\$	9,600.00	0.91%
43200 · Community Center Rental	\$	600.00	0.06%
<b>Total 42000 · Other Revenue</b>	<b>\$</b>	<b>50,950.00</b>	<b>4.85%</b>

**Total 40000 · Revenue****\$ 1,050,552.75 100.00%****50000 · Administrative Expenses**

50009 · Administrative Wages	\$	77,000.00	7.33%
50010 · FICA Expense	\$	5,800.00	0.55%
50011 · SUI Expense	\$	3,700.00	0.35%
50012 · FUTA Expense	\$	600.00	0.06%
50016 · Website	\$	1,300.00	0.12%
50020 · Accounting Fee	\$	3,000.00	0.29%
50021 · Advertising & Promotion	\$	3,000.00	0.29%
50024 · Payroll Services	\$	2,700.00	0.26%
50025 · Legal Fees	\$	4,000.00	0.38%
50027 · Bank Fees	\$	150.00	0.01%
50028 · Telephone	\$	5,000.00	0.48%
50029 · Postage/Shipping	\$	3,200.00	0.30%
50031 · Office Supplies	\$	3,000.00	0.29%
50032 · Copier Lease Fees	\$	4,200.00	0.40%
50034 · Newsletter Postage Fee	\$	500.00	0.05%
50037 · Income Tax Expense	\$	-	
50038 · Will County Real Estate Taxes	\$	6,000.00	0.09%
50039 · Claypool Drainage Taxes	\$	950.00	0.19%
50043 · Misc. Admin. Expenses	\$	2,000.00	0.19%
50044 · Administrative-Capital Expenses	\$	1,000.00	0.10%
<b>51000 · Insurance Expense</b>			
51001 · Property Insurance	\$	8,000.00	0.76%
51002 · Umbrella Insurance Policy	\$	1,500.00	0.14%
51003 · Directors E & O Insurance	\$	1,600.00	0.15%
51004 · Crime Insurance	\$	750.00	0.07%
51005 · Inland Marine Insurance	\$	1,200.00	0.11%
51006 · Workman's Comp. Insurance	\$	5,000.00	0.48%
<b>Total 51000 · Insurance Expense</b>	<b>\$</b>	<b>18,050.00</b>	<b>1.72%</b>
<b>Total 50000 · Administrative Expenses</b>	<b>\$</b>	<b>145,150.00</b>	<b>13.82%</b>

<b>60000 · Maintenance Expenses</b>		
60001 · Maintenance Labor	\$ 60,000.00	5.71%
60002 · FICA-Maintenance	\$ 4,600.00	0.44%
60003 · SUI-Maintenance	\$ 2,900.00	0.28%
60004 · FUTA-Maintenance	\$ 100.00	0.01%
60005 · Maintenance Vehicles Insurance	\$ 1,100.00	0.10%
60006 · Fuel Expense	\$ 5,000.00	0.48%
60007 · Truck & Equip. Repairs	\$ 5,000.00	0.48%
60009 · Water System Repair	\$ 20,000.00	3.33%
60011 · Sewer Repair Bill	\$ 35,000.00	3.33%
60013 · Road Maintenance	\$ 5,000.00	0.48%
60018 · Weed Boat Maint & Repair	\$ 4,000.00	0.38%
60019 · Nature Trail & EV Boat Ramp	\$ 3,000.00	0.29%
60021 · Maintenance Tools	\$ 1,500.00	0.14%
60022 · Garage Maint. & Repairs	\$ 500.00	0.05%
60023 · Maintenance Telephone	\$ 600.00	0.06%
60024 · General Maintenance and Repairs	\$ 13,000.00	1.24%
60025 · Maintenance License & Fees	\$ 135.00	0.01%
60026 · Maintenance-Capital Expenses	\$ 75,000.00	7.14%
60027 · Clothing & Personal Gear	\$ 200.00	0.02%
<b>62000 - Basic Services Expense</b>		
60008 · Water Bill	\$ 175,000.00	16.66%
60010 · Sewer Bill	\$ 165,000.00	15.71%
60012 · Refuse Removal	\$ 70,000.00	6.66%
60014 · Snow Removal	\$ 30,000.00	2.86%
<b>62000 - Total Basic Services Expense</b>	<b>\$ 440,000.00</b>	<b>41.88%</b>
<b>63000 - Utility Expenses</b>		
63001 - Propane/Heat Expense	\$ 9,300.00	0.89%
63002 - Electric Expense	\$ 18,000.00	1.71%
63003 - C C Electric Expense	\$ 2,500.00	0.24%
63004 - C C Heat Expense	\$ 1,500.00	0.14%
<b>63000 - Total Utility Expenses</b>	<b>\$ 31,300.00</b>	<b>2.98%</b>
80015 · Outside Janitorial Service	\$ 8,000.00	0.76%
80018 · Amenity Center Maint. & Repairs	\$ 1,500.00	0.14%
60028 · Community Center Maint. & Repairs	\$ 1,000.00	0.10%
60029 · Erosion Abatement	\$ 5,000.00	0.48%
60030 - Tree Removal	\$ 5,000.00	0.48%
60031 - Chemical Weed Treatment	\$ 10,000.00	0.95%
<b>Total 60000 · Maintenance Expenses</b>	<b>\$ 728,435.00</b>	<b>69.34%</b>
69000 · Beautification Committee Expense		
69100 · Common Area Supplies	\$ 1,000.00	0.10%
<b>Total 69000 · Beautification Committee Expense</b>	<b>\$ 1,000.00</b>	<b>0.10%</b>
<b>70000 · Security Committee Expenses</b>		
70001 · Security Labor	\$ 26,000.00	2.47%
70002 · FICA-Security	\$ 1,900.00	0.18%
70003 · SUI-Security	\$ 1,600.00	0.15%
70004 · FUTA-Security	\$ 120.00	0.01%
70005 · Security Vehicle Gas	\$ 3,000.00	0.29%
70006 · Security Vehicle Maintenance	\$ 1,000.00	0.10%
70007 · Security Vehicle Insurance	\$ 1,000.00	0.10%
70008 · Security Truck license & fees	\$ 135.00	0.01%
70009 · Security Monitoring Fees	\$ 5,000.00	0.48%
70010 · Gate Maint. & Repair	\$ 2,000.00	0.19%
70011 · Security Telephone	\$ 1,000.00	0.10%
70012 · Clothing & Supplies	\$ 500.00	0.05%
70013 · Security Misc. Expense	\$ 300.00	0.03%
70014 · Security-Capital Expenses	\$ -	0.00%
70000 · Security Committee-Other	\$ -	0.00%
<b>Total 70000 · Security Committee Expenses</b>	<b>\$ 43,555.00</b>	<b>4.15%</b>

**80000 · Activities Committee Expenses**

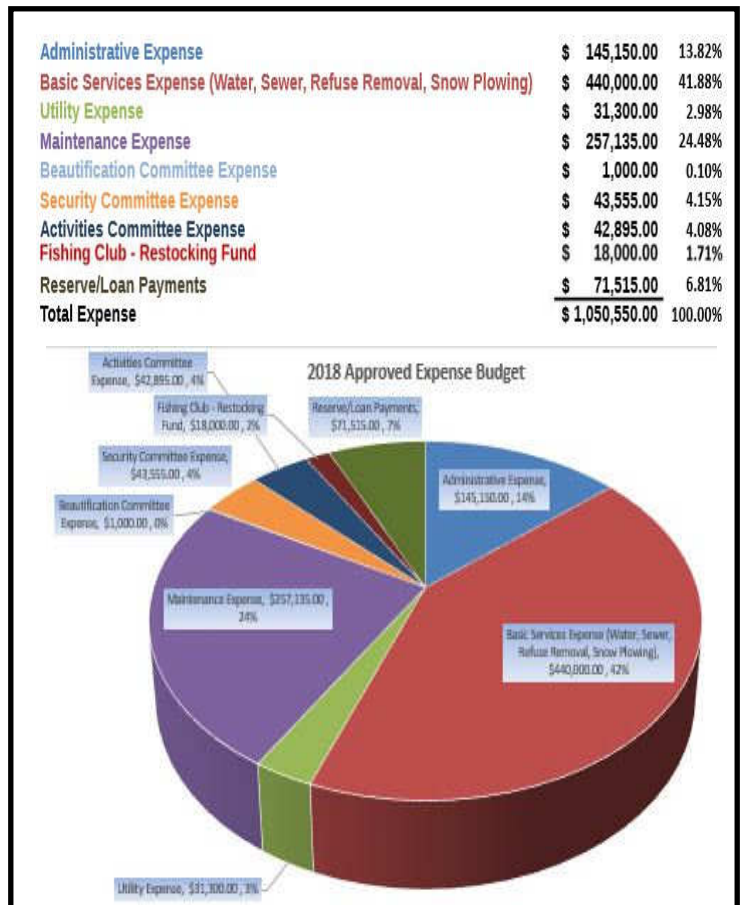
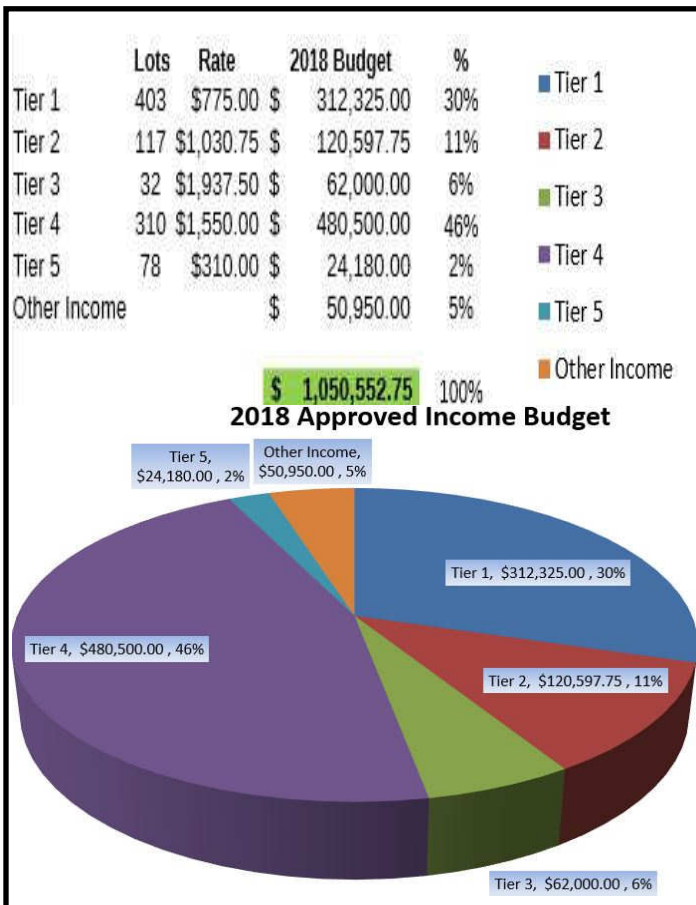
80001 · Activity Dept. Labor	\$	20,000.00	1.90%
80002 · FICA-Activities	\$	1,500.00	0.14%
80003 · SUI-Activities	\$	1,400.00	0.13%
80004 · FUTA-Activities	\$	125.00	0.01%
80005 · Activities Clothing & Supplies	\$	2,000.00	0.19%
80006 · Activities Phone	\$	600.00	0.06%
80007 · Activities Advertising	\$	70.00	0.01%
80009 · Outside Services	\$	4,000.00	0.38%
80011 · Swimming Pool Supply & Chemical	\$	2,000.00	0.19%
80012 · Swimming Pool Maintenance	\$	4,000.00	0.38%
80016 · Janitorial Supplies	\$	1,200.00	0.11%
80017 · Activities Capital Expenses	\$	4,000.00	0.38%
80019 · License & Fees	\$	2,000.00	0.19%
<b>Total 80000 · Activities Committee Expenses</b>	<b>\$</b>	<b>42,895.00</b>	<b>4.08%</b>
89000 · Fishing Club - Restocking Fund	\$	18,000.00	1.71%
89002 · ComEd Rearing Pond			0.00%
<b>Total Expenses</b>	<b>\$</b>	<b>979,035.00</b>	<b>93.19%</b>

**Reserves**

Reserve Contribution	\$	22,500.00	2.14%
Reserve-Vehicle Replacement	\$	7,000.00	0.67%
Kubota Loan Payment-RTV	\$	5,300.00	0.50%
Kubota Loan Payment-L3901HST	\$	4,715.00	0.45%
Loan Payment (10 YR Amortization)	\$	32,000.00	3.05%
<b>Total Reserves &amp; Note Payments</b>	<b>\$</b>	<b>71,515.00</b>	<b>6.81%</b>

**Total Expenses, Reserve Addition & Note Payments** **\$ 1,050,550.00** **100.00%**

**(Over)/Under Budgeted Revenue** **\$ 2.75** **0.00%**



## MAINTENANCE

As we now head into the winter season, maintenance has completed the tier 1 water turn offs. Hopefully, all tier 1 park model owners have “properly” winterized their units. This includes making sure that all the water has been drained from the unit and that RV antifreeze has been pumped through all the water lines. Taking these simple steps can prevent major problems and expensive repairs when the water is turned back on in the spring. For the park model owners that keep their water on year round it is imperative that you make certain that the water pipes under your park model are heat taped and properly insulated, and that the heat tape is working properly. Taking these steps can save you the headache and expense of broken or frozen water pipes. Water leaks caused by this are also very costly to the association. Ultimately when this happens (which is avoidable in many cases) we all pay for this.

As the snow begins to fall this winter and you remove snow from your property please be considerate and do not shovel the snow into the street. Our snow removal contractor and maintenance staff are working hard to keep the streets clear of snow. If snow is shoveled into the street this makes those efforts much more difficult.

The concrete work on the pool deck has been completed this fall and it should be ready for another fun filled summer next year.

We continue to experience problems with fibrous materials such as diapers, cleaning wipes (swifter), and clothing being flushed down toilets in the complex. **THIS HAS BEEN MOST PREVALENT IN EXPLORER VILLAGE LIFT STATIONS.** These items are plugging up and burning out the pumps in our lift stations. We had unexpected repair bills this year in the area of \$20,000 to either repair or replace pumps damaged by this occurring. The only item that is acceptable to be flushed down your toilet is toilet paper.

There is now an electronics recycle drop off site in Wilmington where you can bring your old televisions and other electronics for disposal. The site is open on the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of the month from 5 p.m. to 7 p.m. and is located at the Wilmington city hall. The association “does not” accept televisions or electronics.

I especially want to thank our entire maintenance staff for the outstanding job they do. It is evident that they care deeply about Shadow Lakes and take pride in their work. I am proud to say that I work with them! I am very happy with the progress and improvements we have made in this last year, and look forward to next year to continue striving to make Shadow Lakes even better.

**Henry (Hank) Genteman**

## ARCHITECTURE/SECURITY

Greetings Everyone. As summer is behind us, all watercraft should have been removed from all common areas. Please remember to have your lot numbers and stickers properly displayed on front (and back if you have waterfront) of property, golf cart and boats (both sides).

Winter weather deserves our special attention while driving. Please obey all stop signs and avoid speeding as our limit is 10 MPH. Our security personnel will enforce this rule.

Things are slowing down with the cooler weather and not a lot of new projects are starting in this time of year. If you observe a new arrival of lumber or building supplies in your neighborhood, but don't see a colorful Shadow Lakes Permit in the front window, you should give Terry Hintzel a call at the office to report the address of the work project. He will check it out and rectify the situation.

Terry has a good relationship with Braidwood's building inspector and getting strong hints that “Sheds on Vacant Lots” will probably be permitted in 2018. Whether they will be allowed to be 150 S.F. is still under review. Check with Terry if you are planning a shed.

Have a safe holiday season.

**Joe Hudetz**

# **HOMEOWNER'S (POAC) END OF YEAR RECAP**

As the end of 2017 approaches, the Representatives of your Property Owners Association Committee want to wish our residents best wishes for a safe and happy Christmas season. No matter what your religion or beliefs, this is the time of year for family and friends to get together and celebrate.

In November, our Committee met and evaluated OUR performance in 2017. There were both positives and negatives when we recapped these efforts. This year we focused on our week-end and Summer folks. We had an Orientation meeting, placed gate event signs for our weekend residents, helped many folks with the mold on their properties. Our Summer folks represent a significant portion of our membership; many are not familiar with our Committee's role in the community as "an advisory committee to the Board".

The gate sign test was well received by many and will be handed off to Activities in 2018 as a way of increasing event attendance.

The Orientation meeting was NOT well attended and in 2018, we will return to a hand-out Orientation letter approach for new residents.

The mold/mildew effort was well received, but, we still have many properties that need to be addressed next year, especially vacant homes, that we have identified.

Our 5-year budget proposals were well received and some of our suggestions are being funded and put in place; increased road spending and new gate fencing.

Our health initiatives will hopefully grow in the years ahead: Flu Shots, Blood Drive and Health speakers on drug use, etc. Efforts to help our community are important.

We plan to implement a new feedback system for the Board and our Residents. Addressing issue(s) before they become too emotional is a goal we all share.

In 2018, we hope to continue some of these efforts and increase our focus on the safety and health issues of our residents. In addition to these and the Associations' efforts, we will begin to work with the Board's Security staff to develop "QRTs". These will be small groups of residents in each village that will become "Quick Response Teams". They will aid our community in those first few critical minutes after a serious disaster or event. The major issues for Shadow Lakes are tornadoes or nuclear discharges from two local plants. We all need to be better prepared for any such event.

All-in-all 2017 was a good year for our homeowners and community. The property is very well maintained, major equipment and improvements are being made. Sales of properties have picked up, and property values are moving up. While there will always be issues in any Association situation, we are all dedicated to trying to open communication lines and find common grounds. Again, our very best wishes to all for continued good health and a safe and happy season enjoyed with family and friends.

**EV-Marcia and Sher; FC-Jeanne and Sue; TMV-Pauline and Fred; FV-Jane and Kathy; LHC-Maureen; and Tom**

**POAC Chairman—Tom Lydon**



## **SPECIAL HOLIDAY SEASON OFFICE HOURS**

**The office will be closed on the following days.**

**November 23rd, 24th and 25th**

**December 23rd, 24th and 25th**

**In addition to the above closings, the office hours thru the end of December will be**

**10:00 AM UNTIL 2:00 PM**

**Monday thru Saturday**

**In case of an emergency please call 815-666-5701**



# SHADOW LAKES 2018

DATE	EVENT	TIME	LOCATION
1/20/2018	POAC Meeting	9:00 AM	Community Center
1/21/2018	Fishing Club Meeting	9:00 AM	Amenity Center
2/3/2018	Ice Fishing Derby/Chili Lunch	6:00 AM-2 PM	Amenity Center
2/10/2018	Mardi Gras	1-4:00 PM	Community Center
2/17/2018	Board of Directors Meeting	9:00 AM	Community Center
2/18/2018	Fishing Club Meeting	9:00 AM	Amenity Center
3/17/2018	POAC Meeting	9:00 AM	Community Center
3/17/2018	St. Patrick's Day Potluck	4:00 PM	Amenity Center
3/18/2018	Fishing Club Meeting	9:00 AM	Amenity Center
3/30/2018	Easter Bingo	6:00 PM	Amenity Center
4/14/2018	Spring Fling	1-4:00 PM	Community Center
4/15/2018	Fishing Club Meeting	9:00 AM	Amenity Center
4/21/2018	Board of Directors Meeting	9:00 AM	Community Center
5/5/2018	Cinco De Mayor Potluck	4:00 PM	Amenity Center
5/5/2018	Bingo	6:00 PM	Amenity Center
5/19/2018	POAC Meeting	9:00 AM	Community Center
5/20/2018	Fishing Club Meeting	9:00 AM	Amenity Center
5/26/2018	Pool Opens	10:00 AM	
5/26/2018	Flea Market	8:AM-3:30 PM	Amenity Ctr or Home
5/26/2018	Bingo	6:00 PM	Amenity Center
5/26/2018	Band/DJ	8-11 PM	Pavilion
5/27/2018	Candy Bar Bingo	12 Noon	Amenity Center
5/27/2018	Ice Cream Social	1:30-2:30 PM	Amenity Center
5/27/2018	Golf Cart Drive-In Movie	Dusk	Pavilion
6/2/2018	Karaoke	7-10:00 PM	Pavilion
6/9/2018	Bingo	6:00 PM	Amenity Center
6/9/2018	Golf Cart Drive-In Movie	Dusk	Pavilion
6/10/2018	Open House	Noon-4 PM	Shadow Lakes-Gate 3
6/16/2018	Board of Directors Meeting	9:00 AM	Community Center
6/16/2018	Dinner & Show	TBA	TBA
6/16/2018	Karaoke	7-10:00 PM	Pavilion
6/17/2018	Fishing Club Meeting	9:00 AM	Amenity Center
6/23/2018	Family Panfish Derby	10-2 PM	Pavilion
6/23/2018	Maui Wowi	TBA	TBA
6/30/2018	Tie Dye Craft	Noon-1:30 PM	Pavilion
6/30/2018	Golf Cart Poker Run	12 Noon	Pavilion
6/30/2018	Bingo	6:00 PM	Amenity Center
6/30/2018	DJ/Band	8-11 PM	Amenity Center
7/1/2018	Ice Cream Social	1:30-2:30 PM	Amenity Center
7/4/2018	Candy Bar Bingo	12 Noon	Amenity Center
7/7/2018	Karaoke	7-10:00 PM	Pavilion

# CALENDAR OF EVENTS

7/14/2018	Family Potluck	4:00 PM	Amenity Center
7/14/2018	Pool Side Movie	Dusk	Pool
7/15/2018	Fishing Club Meeting	9:00 AM	Amenity Center
7/21/2018	POAC Meeting	9:00 AM	Community Center
7/21/2018	Game Day	TBA	TBA
7/21/2018	Fishing Club Scavenger Cart Hunt	11:00 AM	Pavilion
7/28/2018	Christmas Lunch & Craft	12 Noon	Amenity Center
7/28/2018	Bingo	6:00 PM	Amenity Center
7/28/2018	Golf Cart Drive-In Movie	Dusk	Amenity Center
8/4/2018	Family Fest	TBA	TBA
8/11/2018	Karaoke	7-10:00 PM	Pavilion
8/12/2018	Open House	Noon-4 PM	Shadow Lakes-Gate 3
8/18/2018	Board of Directors Meeting	9:00 AM	Community Center
8/18/2018	All Resort Fish Fry	8-2:00 PM	Pavilion
8/18/2018	Dinner & Show	TBA	TBA
8/25/2018	Bingo	6:00 PM	Amenity Center
9/1/2018	Flea Market	8:00-3:30 PM	Amenity Ctr or Home
9/1/2018	Bingo	6:00 PM	Amenity Center
9/1/2018	Pool Side Movie	Dusk	Pool
9/2/2018	Candy Bar Bingo	12 Noon	Amenity Center
9/2/2018	Kids' Fishing Derby	8-1:00 PM	FV Rearing Pond
9/2/2018	Ice Cream Social	1:30-2:30 PM	Amenity Center
9/2/2018	Entertainment/DJ	8-11:00 PM	Pavilsion
9/3/2018	Pool Closes for the Season		
9/8/2018	Italiano Dinner	4:00 PM	Community Center
9/15/2018	POAC Meeting	9:00 AM	Community Center
9/15/2018	Bingo	6:00 PM	Amenity Center
9/16/2018	Fishing Club Meeting	9:00 AM	Amenity Center
9/22/2018	Board of Directors Budget Meeting	9:00 AM	Community Center
10/6/2018	Bingo	6:00 PM	Amenity Center
10/6/2018	Cat/Carp Derby - Oktoberfest	4-10:00 PM	FV Rearing Pond
10/13/2018	Murder Mystery	4:00 PM	Community Center
10/20/2018	Board of Directors Annual Meeting	3:00 PM	Community Center
10/20/2018	Shadween	TBA	TBA
10/21/2018	Fishing Club Meeting	9:00 AM	Amenity Center
10/21/2018	Halloween House Decorating Contest		
11/3/2018	Thanksgiving Potluck	4:00 PM	Amenity Center
11/17/2018	POAC Meeting	9:00 AM	Community Center
11/18/2018	Fishing Club Meeting - Thank You Brunch	8-2 PM	Community Center
12/2/2018	Ugly Sweater and Bingo	2:00 PM	Amenity Center
12/31/2018	New Year's Eve	1:00 PM	Community Center

\*\*\*All Events and Times are Subject to Change \*\*\*

## ACTIVITIES

Greetings!

Another year has passed!

We had some great events this year which included new bands, new movies, an exciting Family Fest, and an awesome Shadoween.

The Activities staff and I thank you so much for another wonderful year! We look forward to seeing you next year to create more memories.

Safe and happy holidays!

Cassie Trinka – Activities Supervisor

## COMMUNITY CENTER FUNDRAISING COMMITTEE

We would like to thank everyone who attended our activities, hope you had some fun and met some new people.

Our next get-together is December 3. The Ugly Sweater Contest and Christmas Bingo, 12 noon in the Amenity Center. Don't forget our New Year's Eve Party at 1:00 in the Community Center

What country will it be this year?

Our Committee receives no dues or budget to work with—we work through donations. If anyone would like to donate items we use in our raffle baskets, you may drop them off at the office marked Community Center. Thank you so much for your attending our activities and hope to see you soon.

Sandie—Mary—Cyndi

**Dog owners are reminded that ALL dogs are required to be on a leash while being walked on streets and common areas. Numerous complaints have been made to the office regarding dog owners allowing their dogs to run off leash while being walked. Allowing dogs to run off leash can pose a serious danger to other dogs, humans and wildlife, even if a dog has no history of aggression or bad behavior. The owner or handler must maintain physical control of their dog with a leash or chain at all times while on roads and common areas.**



### CHRISTMAS BINGO AND UGLY SWEATER CONTEST

DECEMBER 3, 2017 – SUNDAY  
TIME: 1:00 PM  
PLACE: AMENITY CENTER

UGLY SWEATER CONTEST  
(FIND AN UGLY SWEATER AND MAKE IT EVEN UGLIER)

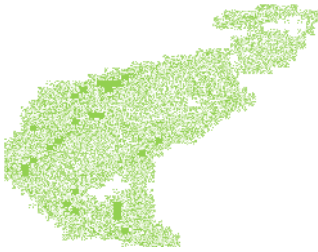
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(COOKIE DONATIONS WELCOMED)



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# SHADOW LAKES SPORTSMAN FISHING CLUB

## FISHING CLUB HAD A GREAT YEAR

The 2017 fishing in Shadow Lakes was among the best in recent times:

- The Spring Bass fishing was great, with catches of many 4 to 6+ lb. fish.
- Walleye fishing is picking up with numerous sizes and fish up to 24 inches.
- A dozen Musky reported this Summer, with fish up to 40+ in and 25+ lbs.
- Summer saw great pan-fishing; Gills up to 11 in and Crappie up to 15 in.
- Many Catfish up to 30+ inches with weights well over 20 pounds and up.
- All fish were healthy and appeared well-fed due to the forage increases.

Our club is responsible for the quality of our fishery and waters. This year the Association and Club stocked almost twenty thousand dollars in game-fish and forage and we are preparing a new Novy Road fish barrier.

Our events this year were supported by the community with up to 60 folks at meetings and almost 200 at the All-Resort fish fry. Two new Club events saw many folks and families participating in the Family Panfish Derby and Golf Cart Fish Scavenger Hunt. THANKS for your support during 2017 and we hope you will consider joining us in 2018.

The Club meets on the third Sunday of each month at 9 AM in the Amenity Center, except December. The meetings last about an hour and are lots of fun. We review fishing results, demonstrations and have a tackle raffle. FREE coffee, donuts and fresh treats baked by our ladies are available. Kids and families are always welcome. We have lake contour maps, fishing manuals on how to catch each species in our lakes and underwater DVDs.

We have a website and provide a monthly newsletter for folks who can't attend the meetings. Our meetings and events are open to all residents. So, stop in to see if you want to join us. The family Memberships are \$35, this is the same dues amount charged for the past 23 years. Applications will be included with your 2018 Association dues invoice or are in the Office. Pick one up and join us to take advantage of our Lakes most enjoyable benefits.

The members of the Club want to offer our best wishes for a happy Holiday Season and a very merry Christmas to our friends, neighbors and all of our residents.

Tom Lydon, President

### OPEN POSITION

#### **Part Time Security/Safety Officer**

Shadow Lakes II Association has a part-time position opening. Requirements are:

- 21 Years of age or older
- Able to work evenings, weekends and holidays
- Valid Driver's License
- Pass a Background Check to include a Drug Screen
- Attend and pass a basic 20-Hour Security Class
- Attend AED/First Aid Training

Please contact the office and obtain an application of employment.

### OPEN POSITION

#### PART-TIME

Shadow Lakes is currently accepting applications/resumes for:

#### **Office Help**

Applicants should have working knowledge of Microsoft Office. Knowledge of QuickBooks is a plus. Please contact the office and obtain an application of employment.

## NEIGHBORHOOD QUICK RESPONSE TEAMS (QRTs)

In the event of a tornado or flood or terrorist attack or other natural or manmade disaster, many of us are left clueless as to where to turn or what to do first to protect our family or property. Many of the most important and life-saving decisions need to be made in the 1st hour after the event. You would hope that police, fire and ambulances would be instantly there after your 911 call, but in the case of a community wide disaster, it may be a long time before help arrives. Neighbors helping other neighbors is the answer. Who has first aid skills, who has a chain saw, a fire extinguisher, childcare skills? We need a Quick Response Team nearby!

Over the next couple of months, we hope to have training meetings for all neighborhoods broken up into groups of 25-30 adjoining homes. In these 90-minute meetings we will watch a professional FEMA sponsored interactive DVD. All attendees will receive a workbook and participate in a "Map Your Neighborhood" exercise that identifies the 9 steps to take in the event of a disaster. The workbook will also identify emergency skills, equipment and supplies available in your team's neighborhood. You will also map the houses in your village that you will be responding to and begin gathering contact information on each house that will identify specific needs people in the house may face in an emergency (elderly, handicapped, children, etc.)

We will attempt to maximize the number of full-time residents in each group of 25-30 homes as these will be the most likely attendees at the training meeting – but all are welcome! These meetings at our Community Center will be fun and social as well as productive for the welfare of our community. Our Security Department will be extensively involved with this process also. Expect to get an e-mail after the first of the year telling you when your neighborhood team is meeting for training and make every effort to attend. It could save a life!

### Joe Hudetz

If interested in participating, please provide the office with your contact information (Name, Address, Telephone and E-mail).



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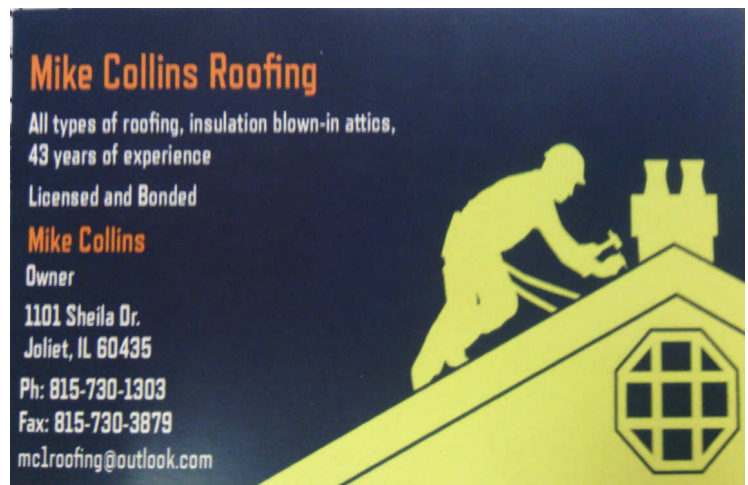


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# WELCOME WINTER



### SCHEDULED MEETINGS FOR 2018

Property Owners Association Committee Meetings are held in the Community Center on the Third Saturday every other month, unless otherwise noted. Board of Directors meetings are held six times a year, including the Annual Meeting. Special Board Meetings will be held, as needed, and notices posted according to Association Bylaws. All Shadow Lakes, Lighthouse Cove & Boardwalk Bay Property Owners are invited and urged to attend these meetings.

<u>POAC</u>		<u>BOARD OF DIRECTORS</u>	
Jan. 20	9 am	Feb. 17	9 am
March 17	9 am	April 21	9 am
May 19	9 am	June 16	9 am
July 21	9 am	Aug. 18	9 am
Sept. 15	9 am	Sept. 22	9 am (Budget)
		Oct. 20	3 pm (Homeowners Annual Mtg.)
Nov. 17	9 am		
No Meetings in December—Happy Holidays!			

### BOARD OF DIRECTORS

- President**  
Mike Tomasek
- Treasurer/Manager**  
Wayne Kancler  
Fossil Footprints
- Secretary**  
Joe Hudetz  
Security/Architecture
- Director**  
Hank Genteman  
Maintenance
- Director**  
Beth Chappell  
Activities/  
Beautification  
Fishing Club

### POAC MEMBERS

- Chairman—Tom Lydon**  
TMV199
- Fisherman Village**  
Jane Hill—FV114  
Kathy Linneman—FV80
- Tully Monster Village**  
Fred Cowell—TMV114  
Pauline Vody—FV105
- Fossil Cove Village**  
Sue Kielnik—EV54  
Jean Van Patter—FC242
- Explorer Village**  
Marcia Baumgartner—EV100  
Sher Soholl -EV111
- Lighthouse Cove**  
Maureen Hunt—LHC188
- Appeals—Pat Hintzel—TMV97**