



Dear Lakewood Prairie Homeowner:

On behalf of the Lakewood Prairie Homeowners Association Board of Directors and the other homeowners of Lakewood Prairie, we wish to welcome you to the community and to congratulate you on your choice of Lakewood Prairie as the location of your new home.

The operation of your homeowners association is governed by a board of volunteer directors. The five board members are elected on a staggered basis by the community. The Board is responsible for overseeing the daily functions and financial responsibilities of the Association, and for maintaining homeowners' compliance with the established rules and guidelines. Please take time to read through the Declarations and Bylaws booklet included in your Welcome Bag. Copies are also available on the community's website, [www.lakewoodprairiehoa.com](http://www.lakewoodprairiehoa.com).

Our community website is a repository of information regarding the Lakewood Prairie Subdivision. Upcoming activities and events, announcements, Declarations and Bylaws, architectural approval applications, extension requests, clubhouse rentals and so much more. Please take a few minutes to visit and familiarize yourself with this resource and to get to know your community. You can also sign up to receive our monthly newsletter at [www.lakewoodprairiehoa.com/signup](http://www.lakewoodprairiehoa.com/signup).

Foster/Premier, Inc. is our contracted property management company. Our Property Manager, Holly Marek, can be reached at 815-886-4604 or via email at [info@lakewoodprairiehoa.com](mailto:info@lakewoodprairiehoa.com). She should be contacted regarding any service issues in regards to community property, any apparent violations of rules and guidelines, and for any questions about your homeowner dues and assessments.

As a new homeowner, you may already have some ideas on how you would like to improve your property. Please keep in mind, the Association has an Architectural Review Committee to help maintain the quality of our neighborhood. Its function is to evaluate the plans for all exterior repairs and remodeling in order to ensure compliance with all covenants, restrictions and guidelines. The purpose of this review is to protect our scenic environment and maintain the value of our homes. Modifications to the exterior of your home and property must be submitted to the Architectural Review Committee for approval before any work begins. If work is started without prior approval, the homeowner may be subject to fines and be required to alter or remove the changes.

Again, welcome to the Lakewood Prairie community! We know you will find that this neighborhood is a great place to live and we encourage your participation in our activities and functions.

Sincerely,

Board of Directors  
Lakewood Prairie Homeowners Association



## USEFUL TOOLS

**CLUBHOUSE RENTALS:** The Clubhouse is available for rentals. Reservations may be booked online up to 12 months in advance.

[www.lakewoodprairiehoa.com/clubhouse](http://www.lakewoodprairiehoa.com/clubhouse)

**ARCHITECTURAL APPLICATION:** All exterior improvements require an architectural application. Please visit our website to download the application.

[www.lakewoodprairiehoa.com/homeowner-documents](http://www.lakewoodprairiehoa.com/homeowner-documents)

**EXTENSION REQUEST FORM:** Please complete an Extension Request Form for any for the following instances:

- Rubbish, trash, and garbage stored out the garage, excluding collections times.
- Restricted vehicles parked in the driveway for longer than the allotted 48 hours.
- Timeline extension to correct a violation notice.

[www.lakewoodprairiehoa.com/request](http://www.lakewoodprairiehoa.com/request)

**COVENANT VIOLATION FORM:** Use our online reporting tool to submit a problem or violation. All submissions are completely confidential.

[www.lakewoodprairiehoa.com/report](http://www.lakewoodprairiehoa.com/report)

**GARBAGE COLLECTION TIMES:** All items must be placed at the curb by 7:00 a.m. on the day of collection, but not prior to 6:30 p.m. on the day before collection. All emptied waste containers should be removed within 10 (ten) hours after collection.

**ATTENTION PET OWNERS:** Pets must always be on a leash while in public areas and cleanup of pet waste in common areas must be immediate.

## Contact Us

info@lakewoodprairiehoa.com

815-886-4604

Visit our website to find homeowner documents, meeting minutes, current news and online account access:

[www.lakewoodprairiehoa.com](http://www.lakewoodprairiehoa.com)

## Official Facebook Page

SCAN ME



[www.facebook.com/LakewoodPrairie](http://www.facebook.com/LakewoodPrairie)

## Official Facebook Group

SCAN ME



[www.facebook.com/groups/LakewoodPrairieHomeowners](http://www.facebook.com/groups/LakewoodPrairieHomeowners)

\*Lakewood Prairie Homeowners Association is NOT affiliated with any other Facebook Group. Please direct any questions to the Official group linked above.



## COMMON VIOLATIONS

### 6.4 Unsightly or Unkempt Conditions.

It shall be the responsibility of each Owner to prevent the development of any unclean, unhealthy, unsightly, or unkempt conditions on his or her Unit. All rubbish, trash, and garbage shall be stored in the Unit's garage, shall be regularly removed from the property, and shall not be allowed to accumulate thereon.

### 5.2 Vehicle Parking and Storage.

Commercial vehicles, tractors, mobile homes, recreational vehicles, trailers (either with or without wheels), campers, camper trailers, boats and other watercraft, boat trailers and unlicensed or inoperable motor vehicles shall be parked and stored on Units only within garages with the doors thereto closed except when the parked or stored vehicle, boat or trailer is being moved in or out within a forty-eight (48) hour time frame. Operable, licensed motorized vehicles, including motorcycles, shall be parked only within garages or on the driveway or driveway apron. Operable, licensed motor vehicles, including motorcycles, shall not be parked on the lawn or on any other areas of outdoor open space within any Unit. As used herein, the term "commercial vehicles" does not include two (2) axle vehicles which are not larger than minivans or pick-up trucks.

### 5.8 Lighting.

Seasonal holiday decorative lights may be displayed between December 1<sup>st</sup> and January 10<sup>th</sup> only.

## Newsletter Signup

Sign up to receive our monthly newsletter at

[www.lakewoodprairiehoa.com/signup](http://www.lakewoodprairiehoa.com/signup)

SCAN ME



**LAKEWOOD PRAIRIE HOMEOWNERS ASSOCIATION  
ARCHITECTURAL IMPROVEMENT APPLICATION AND REVIEW FORM**

Date of Application: \_\_\_\_\_

Home Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Evening Phone: \_\_\_\_\_

Nature of Improvement:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Location: \_\_\_\_\_

Dimension (if applicable): \_\_\_\_\_

Construction Material (if applicable): \_\_\_\_\_

\_\_\_\_\_

Installer/Contractor: \_\_\_\_\_

**A REPRESENTATIVE DRAWING OF ALL PROPOSED IMPROVEMENTS MUST BE ATTACHED TO  
SHOW LOCATION AND DIMENSIONS ALONG WITH A COPY OF THE PLAT OF SURVEY.**

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

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Application will not be valid unless signed.**

**Sketch of improvement is attached: YES  NO  Plat of survey is attached: YES  NO**

Received By: \_\_\_\_\_

Date: \_\_\_\_\_

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

Reason for Disapproval:

\_\_\_\_\_

**Please return completed form via mail, fax or email to Lakewood Prairie Homeowners Association.**

Mail: LWP HOA, c/o FOSTER/PREMIER INC, 456 B N. Weber Road, Romeoville, IL 60446

Fax: 815-886-9480 or Email: info@lakewoodprairiehoa.com

www.lakewoodprairiehoa.com

## ASSESSMENT PAYMENT INFORMATION

MONTHLY ASSESSMENT	DUE DATE	LATE FEE
\$50.00	FIRST OF THE MONTH	\$15.00

\*payment must be received by the 15th to avoid late fee.

## PAYMENT TYPES

### ACH FORM: (RECOMMENDED METHOD)

- The amount of your assessment statement/coupon will be withdrawn and posted to your account on the tenth (10th) of each month or the first working day thereafter if the 10th of the month falls on a weekend or a holiday.
- The deduction should reappear on your own bank statement to show proof or the receipt of your payment. Remember to record the amount in your check register each month.
- If the funds are not in your account on the payment date, your bank may charge an NSF fee as it would any check presented for payment without sufficient funds.
- It takes approximately forty-five (45) days lead time to institute the program on your behalf and thirty (30) days written notice to cancel the program. Please confirm with your bank that the transactions have been initiated.
- If you change bank accounts or banking institutions, you will need to complete a new application.

Complete the enclosed form and return it along with your "Voided" check to the management office. You will be notified when the internal programming is completed.

Lakewood Prairie Homeowners Association  
C/O Foster Premier Inc  
750 West Lake Cook Road, Suite 190  
Buffalo Grove, IL 60089

### MAIL:

Lakewood Prairie HOA  
P.O. Box 7676  
Carol Stream, IL 60197-7676

Please note property address on check.

### ONLINE: (ONE TIME & RECURRING)

Go to [www.lakewoodprairiehoa.com](http://www.lakewoodprairiehoa.com), click "Homeowners", "Online Account Access - Pay Online" and click the register button in the upper right-hand corner of the Foster Premier page.

Once you register you will receive a confirmation email within a few hours. If you do not receive an email please check your "spam" and "junk" folders.

**AUTHORIZATION AGREEMENT FOR  
AUTOMATIC PAYMENT OF ASSESSMENTS**

I (we) hereby authorize **FOSTER/PREMIER, INC.**, as agents for Lakewood Prairie Homeowners Association to initiate debit/credit entries to my (our) account at the financial institution named below in the amount indicated on my (our) monthly assessment invoice/coupon.

I (we) understand that my (our) checking/savings account will be debited/credited from the invoice/coupon amount on the **10<sup>th</sup> of each month**, or the first business day thereafter.

FINANCIAL INSTITUTION

NAME OF FINANCIAL INSTITUTION \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE (\_\_\_\_) \_\_\_\_\_

CHECKING (\_\_\_\_)      SAVINGS (\_\_\_\_)      *You must attach a **VOIDED** check*

This authorization will remain in effect until **FOSTER / PREMIER INC.**, as Agents for Lakewood Prairie Homeowners Association, has received written notification from me (either of us) of its termination in such time and manner as to allow reasonable opportunity to act on it.

SIGNED \_\_\_\_\_ SIGNED \_\_\_\_\_

NAME \_\_\_\_\_ NAME \_\_\_\_\_

PHONE (Home) \_\_\_\_\_ (Business) \_\_\_\_\_

ADDRESS OF UNIT \_\_\_\_\_

UNIT # \_\_\_\_\_

YOUR MAILING ADDRESS IF DIFFERENT \_\_\_\_\_

EMAIL: \_\_\_\_\_

**Notice to Account Holder:** This agreement authorizes the periodic transfer of funds from your account at the financial institution listed above by electronic means. Your rights and liabilities under this agreement are governed in part by federal laws and regulations dealing with electronic fund transfers. You should consult your agreement with the financial institution which holds your account for a more complete disclosure of your legal rights. The above signed customer acknowledges that the information provided is true and accurate.



UNIT OWNER CONSENT TO ELECTRONIC DELIVERY OF NOTICE

The undersigned, being all of the owners of Address \_\_\_\_\_ in the Lakewood Prairie Homeowners Association, agree that the terms "mailed" and/or "delivered," for the purpose of the giving or service of any notice, or any other document, required or permitted by the by the Association's Declaration of and/or By-Laws and/or rules, is deemed effective notice to such unit owner(s) if and at the time such notice is transmitted by electronic means to such email address(es) as appears on the records of the Association.

The following is the e-mail address(es) where such electronic notice is to be transmitted:

*(please print clearly)*

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This Consent can be rescinded, or the e-mail address where electronic notice can be delivered can be changed, by written notice delivered to the Association/Community Manager.

UNIT OWNER NAME \_\_\_\_\_

UNIT OWNER SIGNATURE \_\_\_\_\_

UNIT OWNER NAME \_\_\_\_\_

UNIT OWNER SIGNATURE \_\_\_\_\_

Date \_\_\_\_\_, 20\_\_\_\_

**Please return completed form via mail or email to Lakewood Prairie Homeowners Association.**

**Mail to:**

LWP HOA, 1200 Barberry Way, Joliet, IL 60431

Or

**Scan/photo of document to: [info@lakewoodprairiehoa.com](mailto:info@lakewoodprairiehoa.com)**



## OWNER - POOL MEMBERSHIP APPLICATION

This application form must be signed by the **OWNER** who is being granted pool membership. All homeowners who are current in their assessments are eligible. This application should be used for all members of the household. It can take up to 5 business days to process applications. Each household will be issued (1) one fob. A second fob can be purchased only during the application process for \$10.00.

Please include a check or money order with your application. In order to obtain pool fob(s), this form must be completed and either:

Emailed to [info@lakewoodprairiehoa.com](mailto:info@lakewoodprairiehoa.com) • Mailed: LWP HOA 1200 Barberry Way, Joliet, IL 60431.

### OWNER CONTACT INFORMATION

**Lakewood Prairie Address:**

**Primary Owner Name:**

**Email:**

**Phone Numbers:**

(Cell/Home)

**Emergency Contact Number(s):**

(Cell/Home)

### RESIDENT MEMBERS OF HOUSEHOLD (use additional form if necessary)

Please LEGIBLY PRINT the names of ALL members of your household (verification may be required) and the age of all children under 18. Fobs should be kept for future seasons. Lost or stolen key fobs are to be reported to the Property Manager. There will be a replacement fee of \$25.00 per fob.

RESIDENT MEMBER NAME (S)	RELATIONSHIP TO PRIMARY OWNER	AGE IF UNDER 18
	PRIMARY OWNER	

### PURCHASE SECOND FOB \$10.00

Yes

No

### OWNER'S ACKNOWLEDGEMENTS

*In consideration of the provided swimming pool facility privileges, the undersigned expressly agrees to comply with all pool rules and assume the risk of any accident or personal injury which he/she or any member of his/her family or any guest of the undersigned may sustain while using the said facilities and agrees that the Lakewood Prairie Homeowners Association and/or Management Agent will in no way be liable for any such injury unless due to gross negligence on the part of the Association and/or Agent.*

**Owner's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_