

## **GLENWOOD**

3431 Seminary Rd.  
Alton, IL. 62002  
(618) 401-2209



**Spacious Retirement Living**

# **Glenwood Rules**

v9/25

## **1. Rule Changes**

Glenwood reserves the right to alter, amend or add to these Rules at any time and the latest Rules apply to all Glenwood residents.

## **2. Lawn Care**

Glenwood yards are big, so it is important for the lawn to look good at all times. Maintain your lawn so that it is healthy. The maximum grass height is 7 inches. If it grows higher than that, Glenwood may cut it and charge a fee. If the grass is cut too low it may die and then you will need to replant your lawn. In the fall, leaves must be mulched or bagged. Overseeding the lawn is encouraged (especially in the fall) but use a good quality grass seed. Do not use Kentucky 31 or zoysia grass seed. Invasive species, such as bamboo and tall ornamental grasses, are not permitted.

## **3. Lot Alterations & Additions**

Alterations and additions to your lot may only be made with written approval from the manager and only by contractors approved by the manager. If you want to build an outdoor structure, add a shed, plant or remove a tree, widen a driveway, set a flagpole, dig a deep hole, etc. you must provide a diagram and specifications of what you have in mind. Glenwood may require alterations of your plan or deny it altogether if it is not appropriate for your lot. Any alterations done without written approval may have to be removed.

## **4. Trees**

Trees are an important part of Glenwood and add value to your home. Do not trim any tree in Glenwood. If a tree needs attention, please call the manager. If you or someone working for you damages or kills a tree, such as by trimming, topping or pruning, you will be responsible for paying its replacement value, which could be very expensive. Trees should never be topped. Careless trimming of grass around a tree can easily damage the bark and kill or shorten the life of a tree. Do not plant any tree or shrub without permission from the manager. In the fall, trees are planted in Glenwood. Contact the manager if you would like to purchase one. Any new trees must be watered weekly for the first few months. If any trees or tree branches threaten your home, please tell the manager. We will try to keep trees trimmed but are not responsible for any damage to your home from trees or branches. Damage to homes from trees should be covered by your homeowner's insurance.

## **5. Fences**

A fence is permitted only with the written permission of the manager. It must be small, short, temporary (not in concrete) and must be removed when you leave Glenwood. The fence may be removed or altered at any time by the manager to repair utilities and Glenwood is not responsible for its repair.

## **6. Utilities**

Before you plant any trees or dig any deep holes, be sure to ask the manager where your sewer and water lines are located. Any tree near a sewer line must be removed as it may clog your sewer. Any deep holes (e.g. piers for decks) could damage a sewer or water line. Any damage to your sewer or water lateral because of your digging must be repaired at your expense.

## **7. Water Leaks**

You are responsible for any water leak from the point where the water line comes out of the ground, to your home. Any leak from the water meter to the street is the responsibility of the water company. Any leak from the meter to where it comes out of the ground at your home (the water lateral) is Glenwood's responsibility, with the following conditions. You will not be reimbursed for water from an obvious leak that you did not detect. Glenwood will, of course, repair any leak in our water lateral free of charge as soon as possible, but we cannot be responsible for paying for water that has been obviously leaking for days. Obvious leaks include any water in the "barrel" where the line comes out of the ground and goes into your home. Sometimes the shut off valve at the bottom of the barrel will decay with age and leak. Please look in your water barrel periodically to make sure it is dry. Also, if you see an unusual puddle of water in the swale between your home and the next, tell us immediately. This could be a water line leak under the ground. If you notice your water bill is unusually high, this could be due to a water leak in your home, under your home or underground. Notify the manager as soon as you suspect a leak.

## **8. Sewer Backups**

If your sewer backs up, call the Glenwood manager first. He can determine if the blockage is in the ground and may be Glenwood's responsibility to clear. Otherwise the blockage is your responsibility to fix. If you hire a sewer cleaner who is on Glenwood's approved list and the blockage is in the ground, you will be reimbursed for the work, as long as the blockage did not involve flushable wipes or other man made material. Approved sewer cleaners will be listed on the Glenwood website.

## **9. Alton Trash Bill**

Alton requires Glenwood to monitor the trash bills. Set up your account with the Alton Comptroller. Most residents sign up for Autopay or pay from the Alton website. Bills are sent out every other month and Glenwood is not responsible for late delivery of bills. Increases occur in October. Trash is billed at least a month in arrears. If a bill is overdue, Glenwood charges a fee each month till it is paid.

## **10. Conduct**

Do not disturb your neighbor's peaceful enjoyment of the premises. Visiting children must stay on your lot. You may have one yard sale per year as long as you notify the manager before the sale.

## **11. Signs, Flags & Yard Ornaments**

No signs or flags are permitted, with the following exceptions:

- Commercial or advertising signs are allowed for 7 days.
- Political signs or flags: limit 1 per lot, must not exceed 4 square feet in area, may only be displayed 30 days prior to an election and must be removed 3 days following the election.
- A "Home For Sale" sign may be placed in your yard.
- A Vehicle with a For Sale sign may be placed in your vehicle for 2 weeks.
- A "Yard Sale" sign may be placed in your yard for 1 week once a year.
- The U.S. flag must not be on a pole taller than 15 feet.
- Lawn ornaments must be approved by the Manager.

## **12. Pets**

- Pets may not run free. Alton has a leash law which requires pets (dogs and cats) to be leashed when outside. Keep your pet off other's property. Poop scoop after your dog, even in your own yard. If you are bothered by animals, please call Alton Animal Control.
- No animals are permitted at any time without written permission from the manager. No dogs over 25 pounds are permitted without written permission. No vicious breeds or exotic animals are permitted.
- More than 2 pets require an additional rent fee per month.

## **13. Vehicles**

- Vehicles may only be parked in your driveway, not on the lawn or street.
- Junk cars, dump trucks, and semi trucks must not be parked in Glenwood. Minor repairs may be made to your car, but it must not remain on blocks for more than 3 days. Any vehicle in violation of this may be towed & stowed at resident's expense.
- The speed limit in Glenwood is 15 mph. A speeding fee will be charged for each occurrence.
- Travel trailers, campers and RVs are permitted only in certain large lots and require Glenwood approval. They may only be parked in certain areas of the lot or driveway such that they are less noticeable from the street.

## **14. Snow Removal**

Glenwood is responsible for clearing the main roads when it snows, but if you want your driveway cleared you must arrange that yourself. Please tell whoever clears it for you to be careful not to move any rock as this will damage your driveway. Most contractors leave a few inches of snow on the driveway so as not to scrape away the rock. If any rock is moved, you are responsible to move it back and repair any damage as soon as the snow melts or Glenwood will fix it and charge you.

## **15. Use of Property**

This community provides housing for single families. No home or site shall be used for housing multiple families. A single family shall be only those persons related by blood, marriage or through other legal assignment. No resident shall operate a business from their home which requires traffic or signage. This home and site shall be

occupied only by persons listed on the approved application for residency. Persons not listed above may not stay in the home longer than 1 month.

#### **16. Lot Drainage**

You are responsible for making sure water runs away from your home. Water running under home may cause mildew and damage to home. Make sure all downspouts direct water away from home. Drains may be necessary to insure water enters swales. Driveways must direct water away from the home. Be aware that landscaping around the home (rock gardens, paving stones, etc) may trap water unless drains are used. Most Glenwood homes are supported by a thick concrete pad. Movement of the pad may occur in winter as the ground freezes. Some homes may require you to make modifications to your home to accommodate this movement.

#### **17. Madison County Privilege Tax**

Resident agrees to pay the required Madison County "Privilege Tax" each year. Proof that taxes are paid up will be required upon selling home.

#### **18. Insurance**

Glenwood will not be liable for any loss of Resident's property. Resident agrees to purchase insurance sufficient to protect himself and his property from fire, theft, burglary, breakage, electrical connection damage, storms and trees..

#### **19. Other**

Your **driveway** must be kept free of weeds and potholes.

The **exterior** of your home must be kept clean and attractive. Mold must be washed off regularly. Any changes to the exterior color of your home must be approved by Glenwood in writing.

The outside **electric pedestal** is for your home service main line only. A garage power line must go to your home service panel. If your home damages the pedestal breaker (by drawing too many amps, for example) you will be charged for a new breaker.

Any holes in your **skirting** must be quickly repaired or animals may get into your home.

**Heat tape** and insulation on your water line under the home should be checked every few years.

**Woods** bordering your lot must be kept clean and free of trash.

You are responsible for upkeep and replacement of your own **mailbox**. Glenwood may put flyers, etc. into your mailbox.

**Outdoor burning** is not allowed in Glenwood except in grills or metal containers. Fires must be at least 10 feet from any building and at least 60 feet from common ground woods.

On Glenwood brush piles, only put branches or bushes, never any grass, leaves or wood with nails.

#### **20. Fees**

**Rent** received after the due date will incur a late fee of \$30, which will increase by \$10 each week till paid in full. Violation of any of these rules or of the lease may incur fees till resolved.