

RULES OF LTEA 2024

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RULES OF LEISURE TIME ESTATES ASSOCIATION

INCORPORATING ALL KNOWN RULES 2024

The Leisure Time Estates Association rules are intended to complement and support the LTEA Bylaws and Building Codes. In combination, these documents are intended to provide a viable system that will allow residential and recreational property to be developed and exist in an attractive, harmonious, safe, natural and healthy environment.

This document supersedes all previous versions of the rules issued by Leisure Time Estates Association and incorporates rules passed since those previous versions. The rules may be modified from time to time by Leisure Time Estates Board of Directors at scheduled meetings.

The following documents embody the rules and regulations affecting Leisure Time Estates property owners:

A. CERTIFICATE OF OWNER

Leisure Time Estates Property Owners shall comply with their Lot Plat Certificate of Owner covenants and restrictions. Where such certificates have provisions which conflict with these rules, the covenants and restrictions in the Certificate of Owner shall apply.

B. BY-LAWS

All Leisure Time Estates Association Property Owners shall comply with current LTEA By-Laws.

C. BUILDING CODES

All Leisure Time Estates property owners shall comply with the current building code requirements. These codes may be obtained from the LTEA Secretary or Building Code Director.

D. RULES OF LEISURE TIME ESTATES

SECTION 1. RULES GOVERNING LTEA EXPENDITURES AND LIABILITY

A. EXPENDITURES

1. All expenditures must have approved budget funding available as well as direct, explicit pre-approval from the LTEA Board of Directors during the fiscal year of the expense. The Treasurer will NOT be authorized to issue payment until the board has granted approval for payment for each expenditure. This pre-approval does NOT exclude the need for a contract if it meets requirements as detailed below in Section 2.
 - a. Expenditure pre-approval may be granted upon budget allocation if the purchase, service or project has been itemized within the approved budget. The LTEA Board of Directors will vote to approve each itemized listing for expenditures to include monthly, recurring expenditures.

- i. If the final invoice is over the pre-approved amount, it will be submitted to the LTEA Board of Directors for approval in the amount of the overage. This will allow the board to consider the overall budgetary impacts for the fiscal year.
 - b. Unanticipated expenditures that come up during the fiscal year are required to be brought to the LTEA Board of Directors for discussion and affirmative vote for action PRIOR to purchase, service, or project. The LTEA Director should present an estimated cost for the expenditure as part of the discussion.
 - i. If the final invoice is over the pre-approved amount, it will be submitted to the LTEA Board of Directors for approval in the amount of the overage. This will allow the board to consider the overall budgetary impacts for the fiscal year.
 - c. All approved expenditures will be paid the first Friday of the month unless a different payment timeline has direct, explicit pre-approval from the LTEA Board of Directors.
 - d. If an Emergency Expenditure is required, it may be granted by an affirmative vote of the Executive Committee outside of a regular meeting. All approved emergency expenditure(s) will be shared at the following monthly meeting for informational purposes.
 - i. The Emergency Expenditure will be paid as soon as possible.
 - ii. An 'Emergency' is defined per Bylaw 3.04(B), Section 2.
2. Contract Requirements
- a. For the Roads & Grounds Budget ONLY: Any single or multiple expenditures related to a single purchase/project/service with the same vendor during a fiscal year that exceeds \$7,000 must be documented as a contract and shall require the LTEA Board of Director's approval.
 - b. For all other Budgets: Any single or multiple expenditure related to a single purchase/project/service with the same Vendor during a fiscal year that exceeds \$3,000 must be documented as a contract and shall require LTEA Board of Director's approval.
 - c. The LTEA Director will do their best to obtain a minimum of 2 vendor proposals to present to the board for comparison purposes. The vendor request for proposal will describe the work to be preformed, the quality and grade of materials or services to be provided, and other relevant information. If the LTEA Director is unable to obtain 2 proposals, research will be presented to support a fiscally responsible proposal.
 - d. The LTEA Board of Directors will vote to approve a proposal. If the proposal is approved, the LTEA Director will then present a contract to the board for final approval and signatures as outlined below.
 - e. A contract MUST contain the following items:
 - i. Description of work to be performed.
 - ii. Estimated time frame for completion.

- iii. Requirement and evidence of insurance on the part of the contractor (copy on file).
- iv. Requirement necessary for work to be judged complete prior to vendor payment to be issued in full.
 - a) The LTEA Director who coordinated the work will have a Property Owner of the Executive Committee accompany him/her to 'judge' the work as complete prior to the Treasurer issuing final payment.
- v. Penalties for failure to complete work on time or within specifications.
- vi. Warranty on the project or service provided.
- vii. Payment terms and conditions.
- viii. Provide a copy of the contractor/vendor's W9 form for tax purposes.
- ix. Appropriate signatures by contractor and LTEA Board Secretary and counter-signed by the LTEA President (per Bylaw 8.02).

3. LTEA Directors Annual Financial Report

- a. Each Director will be required to present an annual report for their committee during the last quarter of the fiscal year that includes, at minimum:
 - i. Summary of the current fiscal year's project/tasks and expenditures.
 - ii. Short Term Goals for the upcoming fiscal year, to include estimated costs for each project/service/task.
 - a) This data will be utilized by the Budget Committee for planning purposes per Bylaws 7.03, Section 1 to allow all members of the board input into the budget development. Each project/services/task will require board approval as explained in Section 1.
 - iii. Long Term Goals for consideration for future funding and future fiscal years.

B. CORPORATE LOANS

- 1. The total amount of indebtedness allowed for LTEA at any time may not exceed 50% of the anticipated revenue from approved annual and/or special assessments in the current and next accounting year.
- 2. Loans may be obtained up to this amount provided that a minimum of 75% of LTEA Board of Directors votes its approval.

C. LIABILITY

- 1. LTEA assumes no responsibility for accidents, injuries or damages to persons or property on or near all lakes, roads and common areas. Such responsibility rests with those using those areas. Also, LTEA assumes no responsibility for any accidents, injuries or damage to private property or persons using private property in LTE or adjacent areas.
- 2. LTEA assumes absolutely no responsibility for any incident and shall at all times be held harmless in the event of any accident or incident in the LTE area or adjacent areas.

D. PENALTIES

1. With LTE property ownership or use of LTE common areas comes care, maintenance, community responsibilities and obligations. When these responsibilities and obligations are ignored or otherwise fail to be met, a penalty may be imposed by the LTEA Board in the form of a written warning and/or a monetary fine of no less than \$100 and all legal fees, court costs, damages and other processing costs that may result from any non-compliant incident.
2. Individual fines that exceed \$1000 shall require a one-time Board resolution and vote of the majority.
3. Should it become necessary to immediately correct a problem for safety or health hazard reasons, the property owner shall be held responsible and liable to pay the total cost for such corrective action. Such action may involve waste or rubbish removal mowing of weeds, tree trimming, repair of roads, gates or culvert damage, etc.
4. In addition to the delinquent fees described in the LTEA Bylaws, Article 3 Property Ownership, Section 3.15 Delinquent Payment/Interest Charge; *“If a property owner(s) fails to pay any Assessment by October 1 (of the year the assessment is due), the LTEA Board will levy a fine in the amount of the original assessment. Beginning November 1 of the same year, the total fine will increase \$100 for each additional month the assessment goes unpaid. Effective July 1, 2019 (Adopted 10/24/18)*

SECTION 2. RULES GOVERNING LTE ROADS, GATES AND WATERS

All LTE common areas are under the control of the LTEA Board and are to be used only by LTEA Property Owners in good standing, immediate family Property Owners and their accompanied guests. All unattended vehicles and/or any personal property are not allowed to be left for more than 48 hours on any LTEA common grounds' land. After 48 hours, any personal property or unattended vehicles will be removed at owner's expense. *(Amended 3-25-15)*

The following rules apply to all Leisure Time Estates property owners in the use of LTEA property and common areas.

A. RULES GOVERNING USE OF ROADS

1. All state and federal laws regarding licensing of drivers and vehicles apply to Property Owner, family and guests on LTE roads.
2. The operation of any motorized vehicle (including off-road and/or recreational) by an unlicensed driver on LTEA roads is prohibited. This is in reference to Illinois State Law Chapter 11. Rules of The Road. (See the last page of the Rules) The property owner at which the prohibited activity takes place shall be presumed to have permitted the activity to occur and thereby shall be deemed responsible.

Fine/Penalty-The violator/property owners shall be fined \$100.00 to be paid within 30 days. If no payment is received by the allotted time (30 days) it will then constitute the loss of all gate keys minus one. An additional grace period of 15 days will be allowed to make payment. Failure of payment after this time (45 days) will result in an additional fine of \$1000.00 and/or lien. If more than one offense occurs on any given day the violator/property owner will be fined for each additional offense. (Amended 12-12-17)

3. No parking or digging may be done on road shoulders or ditches.
4. A speed limit of 15 mph applies to all LTE roads.
5. Weight limits shall be observed to protect LTE roads
 - a. The Bridge weight limit is as posted. (Amended 02/26/20)
 - b. Road weight limit is 5 tons from December 1st to April 1st (or after depending on road conditions or weather). Determined by the Road Committee Chairman.
 - c. Road weight limit is 25 tons from April 1st (or after depending on road conditions) until December 1st.
 - d. A load limit variance request shall be submitted in writing to the Board, or in event of an emergency, to the Road Committee Chairman.
6. Leisure Time Estates property owners shall notify LTEA Board secretary within 30 days of any address or phone number change.
7. There will be a restriction of no greater than 5-ton trucks for all sanitary hauling companies on the roads within Leisure Time Estates. (Effective 9-1-2010)

B. RULES REGARDING USE OF GATES (Amended 3-23-16)

1. LTEA property owners in good standing may be issued up to 20 (twenty) gate cards for personal and family use. Any requests for more than the maximum of 20 (twenty) requires a written request to the Board for approval.
2. COST OF GATE APP AND CARDS ON ANNUAL BASIS (Gate usage maintenance fee) (Amended 4-5-22)
 - a. There are 2 options for obtaining entry to LTEA They are as follows:
 - b. Option #1 Receive the App and up to 2 Cards for an Annual Fee of.... \$25.00 or
 - c. Option #2 Receive up to 12 Cards for an Annual Fee of\$25.00
 - d. Additional Cards can be purchased at a cost of \$5.00 each
 - e. Lost gate card replacement..... \$10.00 each
 - f. Nonfunctioning cards..... No Charge
 - g. Non-Property Owner
 1. Service providers, (e.g., police, fire dept., ambulance, power companies) No charge
 2. Contractor/services (e.g., realtors, waste collection, septic systems, TV, etc.) \$25.00 annually per card

- h. All gate cards are assigned a number. Treasurer and Gate Chairman will maintain the card number listing of each property owner. After receiving your gate cards, you must keep a list of the numbers on your cards. The first 2 cards should be listed as belonging to the property owner/s. When giving cards to family, friends, etc., you must keep a list with name of the person and the number on the card they received. Therefore, if a card is lost, stolen or destroyed you must contact the Treasurer and Gate Chairman referencing that specific card number. The card number will then be deactivated and no longer allow access into Leisure Time Estates. This must be done to prevent unauthorized entry.
 - i. If property owner fails to pay annual assessment, all but the first card number assigned the property owner will be deactivated until the past due assessment (with late fee) is paid in full. *(Amended 8-23-17)*
 - j. When selling property, it is the seller's responsibility to either return all gate cards to the Treasurer or if giving all cards to new owner, Treasurer must be informed.
- 3. LTE/adjointing property owners may be issued a maximum of one gate card for access to their lot ONLY. Requests for more than one card require a written request to the LTEA Board. These individuals are restricted from privileges granted to LTEA Property Owners (fishing, boating, etc.).
- 4. Guests (non-property owners) having gate access must abide by the same road rules as LTEA property owners, referenced in Section 2, A Rules Governing Use Of Roads. Property owners are responsible at all times for the conduct, safety and welfare of their guests. *(Amended 3-23-16)*
- 5. Gates will be opened for funerals, graduations and weddings. Also, gates will be opened for LTEA sponsored rummage sales twice a year. Property owner's request to the Gate Chairman for gate opening must be at least 72 hours in advance (with the exception of funerals). *(Amended 10-26-16)*
- 6. Gates will be opened on the actual holiday with the exceptions of Memorial Day and Labor Day weekends. HOLIDAYS: Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Easter, Memorial Day (Saturday, Sunday, and Monday), Fourth of July, Labor Day (Saturday, Sunday, and Monday), and Thanksgiving. Any exceptions to these gate openings must be Board approved. Gates will close at 9:00 P.M.
 - a. RUMMAGE SALES *(Amended 3-24-10)*
 The gates will be open on sponsored rummage sales only. Rummage sales will be held twice a year, one in the spring and one in the fall for ONE DAY ONLY. The spring rummage sale will be held on the second Saturday in June. The rummage sale in the fall will be held on the third Saturday of September. There will be no rain date. Time scheduled is 8:00AM to 4:00PM.
- 7. Property Owners may provide gate cards to service providers in their employment. These are access cards ONLY and the owner is responsible for the behavior and actions of those providers.
- 8. Damage to gate arm, plus motor and /or gate box resulting from careless or

destructive action will result in a fine of \$200.00 (plus) to property owner or guest responsible. *(Amended 8-24-16)*

9. Damage to gate arm plus motor and/or gate box by repeat offender will result in an increase of \$50.00 in addition to the original \$200.00 fine (plus) per occurrence for a one (1) year period from the first offense. *(Amended 8-24-16)*
10. Damage resulting from accidental breakage (as determined by the Board) after a review will be absorbed by Leisure Time Estates Association.
11. Damage or tampering with gates, security cameras or other property of Leisure Time Estates Association, will be handled by Vermilion County Sheriff's Department.

C. RULES REGARDING LAKES/WATER

1. Perennial aquatic plants shall not be introduced into LTE waters. Property owners may use non-spreading slow growing plants that are not of an nuisance along their property line provided the plants do not interfere with the use of the lake and must be approved by the Board.
2. Chemical control of aquatic plants shall be exclusively managed by the LTEA Board. Any unauthorized chemical treatment of LTEA water is not allowed. Unauthorized chemical treatment of aquatic growth will result in a fine of \$1000. *Amended 10/24/18.*
3. Contamination of water in any way is prohibited.
4. Water in LTE may not be bartered, loaned, sold or given away.
5. Blocking or altering of lake overflows in any way is prohibited other than Board approval.
6. The Board regulates dredging of all ponds and lakes.

D. RULES REGARDING WATERCRAFT ON LTE WATERS *(Amended 4-21-10)*

1. Due to past problems with non-property owner boats appearing on common water of LTE, all watercraft shall comply with State of Illinois boating laws including but not limited to the displaying of the Illinois Registration number as required by the state.
2. All watercraft owners must show to the Board of Directors or their designated agent proof of ownership of their boat and must also purchase a LTE sticker on an annual basis to be displayed on the right rear of the craft, except paddle boats and canoes. Said sticker is to be purchased and displayed annually. The purchase of the LTE boat sticker may be from the Board or whomever the Board designates. The current price of the sticker is \$3.00 but may be changed from time to time.
3. It is recommended that a lot number in 3-inch numerals be displayed on all craft at LTE.
4. The Board may levy a \$50.00 penalty on the owner of any craft on LTE waters without appropriate identification (LTE boat sticker and state registration numbers) after first attempting to resolve the violation with the owner. Said penalty shall be levied as indicated in Section 1 D. of these rules and regulations.
5. Electric motors ONLY are allowed to power craft on LTE waters with the exception of Lake

Florence.

6. Boat ramps are to be used only for launching and returning a boat to a trailer. Parking either vehicles on the ramps is not allowed.
7. Swimming, picnicking, or unattended boat mooring on the ramp is dangerous and not permitted.
8. In addition to the above, the following rules apply to Lake Florence:
 - a. WATERCRAFT must comply with the no-wake buoys and not travel between the buoys and the shoreline.
 - b. Right-of-way shall be given to swimmers and non-motorized craft.

E. RULES REGARDING WILDLIFE

1. Property Owners must comply with all state and federal laws related to wildlife. (Department of Natural Resources State of Illinois)
2. The size and limit of fish taken from LTE waters is determined by the LTEA Board and is posted at common areas.
3. Only the LTEA Board may approve and provide fish to stock in LTE waters.
4. Property Owners in good standing, immediate family Property Owners and accompanied guests, only, may fish in LTE waters.
5. Trapping of fish, the use of trot lines, and jug fishing are not allowed.
6. Hunting in LTE is not allowed, with this exception: the LTEA Board may request an annual nuisance permit from the state and federal governments to reduce the numbers of waterfowl on Leisure Time waters. The date and method of control will be announced to the property owners in the and a notice posted on the bulletin board.
7. SPORHUNTING IN LTE IS NOT ALLOWED, NO EXCEPTIONS. *Amended 2008*
8. Trapping of beaver and/or muskrat requires LTEA Board approval
9. Geese and ducks are NOT to be fed since this creates a health problem for both geese and humans. Feeding encourages the habitation of the geese and pollutes waters which are used by the Property Ownership.

SECTION 3. RULES GOVERNING THE ENVIRONMENT

- A. No lot in LTE shall be used for commercial purposes.
- B. Renting or leasing of any property—See: BYLAWS, Article 3, PROPERTY OWNERSHIP, 3.12 TRANSFER OF PROPERTY
- C. Any construction in LTE must follow LTEA building codes.
 1. Construction must be completed within one year of starting date.
 2. Any basement must have a residential structure within one year.
 3. Any basement, garage, shed or outbuilding may not be used on any lot at any time as a residence, either temporarily or permanently.

4. All job and construction sites must be free of debris when completed.

D. ANIMAL/PET CONTROL

1. No animals, livestock or poultry of any kind may be raised, bred or boarded.
2. Pets are limited to two dogs and/or two cats.
3. Pets must be kept on the owner's property unless leashed and under the control of the owner/handler.
4. Dogs must wear a collar containing the owner's name, telephone number and Vermilion County rabies registration tag.
5. Complaints about pets should be reported to the Vermilion County Department of Animal Regulation at 431-2660.
6. Any violations of the above in part may be assessed \$100.00 fine.

E. CAMPERS

1. Campers may not be used as a permanent residence (year-round).
2. Only one camper may be on a lot on a permanent basis.
3. Permanent campers on any lot must leave wheels attached.
4. One additional camper per lot may be permitted on a temporary basis. A temporary basis is defined as thirty (30) consecutive calendar days. Anything over thirty (30) days requires Board approval.

F. HEALTH AND SAFETY

1. The use of any motorized vehicle (to include off-road and/or recreational vehicle) that creates sound that exceeds 100 decibels (that of the standard lawn mower) or creates dust, mud, erosion, environmental damage, potential danger to the operator(s) and/or others, or a verifiable annoyance to neighbors or damage to LTEA roads is prohibited. This is in reference to Noise Related Statutes and Regulations 415 ILCS 5/24 Sec. 24 Illinois. (*Amended 12-12-17*)
Exceptions: These afore-listed restrictions shall not preclude the starting and stopping of engines equipped with a muffler for the purposes of maintenance, repair, or construction by LTEA residents so long as such activity does not disturb the peace and tranquility of properties adjacent to or near the activity.
2. The use of any property within LTEA as "race track", "off-road trail", "hill climbs", "obstacle course", or any such designs for the purpose of use by any motorized vehicle (including off-road and/or recreational) is prohibited. Fine/Penalty - The violator/property owner shall be fined \$100.00 to be paid within 30 days. If no payment is received by the allotted time (30 days) it will then constitute the loss of all gate keys minus one. An additional grace period of 15 days will be allowed to make payment. Failure of payment after this time (45 days) will result in an additional fine of \$1000.00 and/or lien. If more than one offense occurs on any given day the violator/property owner will be fined for each additional offense. (*Amended*

12-12-17)

3. All shower water and toilet waste must flow into a septic system approved by the Vermilion County Health Department and be maintained appropriately and tested annually. Any complaints must be made to the Vermilion County Health Department.
4. Porta-potties may only be used for special events and require prior Board approval. The structure must be removed when the event is ended.
5. Fences, shrubs, yard and security lights shall not be placed in areas that could become obstructive to drivers or traffic.
6. Rubbish, garbage and debris of any kind that creates an unsanitary or safety hazard shall not be allowed to accumulate on any lot. Waste disposal must be provided by property owner.
7. Accumulation of any material on LTE lots or grounds must be screened from public view within six (6) months.
8. Signs may be posted at LTE for yard sales and private events but must be removed at the end of the activity. A sign may be posted, no larger than 30" X 30".
9. Cars, vans, trucks and motor homes on lots for more than 30 days must have a current license. (*Amended NOV. 2008*)
10. Obnoxious or offensive activity that becomes an annoyance or a nuisance should be reported to the Vermilion County Sheriff's Department.
11. Complaints (*moved from G. General, May 2017*) Property owners may file complaint forms regarding violations of these rules with the LTEA Board for action.
 - a. The complaint will be confidential.
 - b. Forms are available from the Board Secretary.
 - c. Forms must be signed and dated to be considered
12. HEALTH AND SAFETY COMMITTEE COMPLAINT PROCESS
 - a. All complaints must be in writing and filed with the Board.
 - b. An investigation by the Committee Chairperson and his/her committee will be held.
 - c. After the investigation, the Chairperson will come back to the Board with his/her report.
 - d. The Board will discuss the report and how to handle the complaint.
 - e. A letter will be sent, to the person who wrote the complaint, on the decision that the Board has reached.
13. APPEAL (*Moved from section H. Appeal*) If you have a question or dispute any notice of rule violations(s) - notify the LTEA President - or any other officer and appear at the regular monthly LTEA Board meeting. At the proper time, state your question(s) or objection. The Board may give an answer that night or before and including the next regular LTEA Board meeting.

G. GENERAL

Addresses on Leisure Time Estates Roads:

1. Enhanced Emergency Services (911) mailing addresses apply within Leisure Time Estates.
2. The street address should be readily visible from the road to enable emergency services access. THIS IS NOT THE LOT NUMBER.
3. Leisure Time Estates property owners shall notify LTEA Board Secretary or Treasurer within 30 days of any address or phone number change.

DEFINITIONS:

Common Areas - Roads, gates, all islands, boat ramps and land controlled by LTEA.

Damages - Cost of repairs or replacements assessed to person(s) damaging lakes, roads, security systems or any property owned by LTEA.

Family Property Owner - Parents, grandparents, sons, daughters, grandchildren, sisters, brothers and in-laws of a LTEA Property Owner.

Guest - Non-LTEA Property Owner accompanied by LTEA Property Owner in good

standing. LTE - Leisure Time Estates subdivisions.

LTEA - Leisure Time Estates Association, Inc

LTEA Property Owners - Property Owners of Leisure Time Estates Association (may be property owners of LTE or the adjacent subdivisions).

Property Owner in good standing - LTEA Property Owner who has paid the annual / special assessments and complies with the LTEA rules, codes and Bylaws.

Penalty - Monetary fines and / or loss of privileges.

Property owners - Owners of property in LTE or adjacent subdivisions associated with LTE.

Service providers - Outside services provided to LTEA Property Owners such as: law enforcement, fire department, ambulance service, waste management, postal / parcel services, newspaper delivery and other services as needed.

Special forms - available from LTEA Board president and secretary to report violations of rules, suggestions for improvement of areas needing attention.

Uses of LTEA assessments - Include but are not limited to maintenance / improvement of roads, security, common areas, quality of lakes, maintenance / control of wildlife and all legal and business

services required to protect LTEA areas.