

# **Sheffield Towne Association**

**Maintenance Policies**

**Architectural Control Rules**

**Fence Specifications**

**Parking Rules**

**Trash Removal**

**Please keep these policies and rules in a safe place for future reference.**

# **SHEFFIELD TOWN ASSOCIATION MAINTENANCE POLICIES**

## **GENERAL INFORMATION**

The Sheffield Towne Maintenance Department, under the direction of the Maintenance Committee and the Board of Directors, provides exterior maintenance for each of the 595 homes in the community. This maintenance includes painting, repairs and/or replacement of roofs, shutters, gutters and down spouts, trees, lawns, sidewalks and other exterior improvements.

Sheffield Towne attempts to strike a balance between work that is performed in-house and that which is assigned to outside contractors. Most work is performed by association staff. It is our belief that in-house work allows us to provide more service and to insure better cost control and quality of workmanship.

Home exterior items are not maintained by the association. (See Exclusions). It is the sole responsibility of the homeowner to maintain these excluded items in good repair.

### **Work Orders**

Work orders are scheduled on an as need basis in response to homeowner request. Typical items needing attention include such things as loose shutters, gutters & down spouts and roof leaks. Work orders are handled on a priority basis taking the most serious problems first.

Although the maintenance Department periodically inspects homes and generates work orders, homeowners should contact the association to request a work order whenever they discover a problem that requires maintenance whether on their own property or on a neighbor's house.

### **Major Repair & Maintenance Programs**

These programs are large scale activities for which funds are specifically budgeted. These programs include painting and dry rot replacement, concrete and asphalt repair and replacement, and landscape improvements.

### **Insurance Claims**

Your homeowner's insurance policy should cover most storm and other casualty damage, including damaged siding, roofs and fences. Homeowners are responsible for repairing damage caused by storms and accidents. Contact the Maintenance Department before repair work begins to make sure the work will be done in compliance with association standards. Repairs will be inspected when work is complete.

### **Requests for Maintenance**

To request a work order, contact the association office at (847)885-3444. Office hours are 7:00 a.m. to 3:30 p.m. Monday thru Friday. However, you may leave a request on the answering machine after hours and on weekends.

When requesting a work order, you may be asked to schedule an appointment with a member of the maintenance staff. Some repair tasks, such as roof leaks, require an interior inspection to determine the nature and cause of the problem.

#### Exclusions

Exterior items that are not maintained by the association are:

Foundations	fences	spigots	electrical outlets
Pedestrian doors	storm doors	windows	storm windows
Mail boxes	air-conditioning units	storage sheds	
Light-fixtures	Sump pump	drain pipes	rear yard patios
Rear yard decks			

Homeowners are required to maintain excluded items in good condition. Additionally, the association is not responsible for the repair of interior damage caused by water and/or frost. Nor is the association responsible for damage that results from homeowner negligence. The cost of repairs made by the association to damaged items that resulted from negligence will be added to and become a part of that homeowner's assessment.

### **MAINTENANCE SERVICES**

The following sections provide information about the maintenance activities most frequently performed by the maintenance department.

#### **Chimneys**

Exterior chimney surfaces only are maintained by the association. The association does not maintain the internal flue pipe or install or maintain chimney screens. Note: birds' nests are frequently found in chimneys. Homeowners should have their chimneys cleaned and inspected annually by a qualified professional.

#### **Concrete**

Major concrete repairs such as the replacement of sidewalks, steps and stoops are performed at specific times during the year and fall into the "major home repair" category. These repairs are handled on a priority basis with the worse cases receiving first attention. This work continues until the budgeted funds are depleted.

#### **Driveways and Parking Spaces**

Asphalt replacement is a "major home repair" project. Minor repairs are handled as work orders. Inspections are made each year and replacement is undertaken on a priority basis with the worse cases receiving first attention. This work continues until the budgeted funds are depleted.

## **Fences**

Homeowners are required to maintain their own back yard fences in accordance with Sheffield Towne's Fence Specifications. Contact the association office for a copy of the Fence Specifications and Architectural Control Rules.

## **Flower Boxes**

The association maintains and repairs only those flower boxes which were attached to the building as part of the original construction. These boxes were installed for aesthetic purposes and were not designed to carry the weight of soil or other heavy objects.

## **Garbage Collection**

Refer to "Trash Removal Guidelines" & "Household Recycling Program" pamphlet.

## **Gutters & Down Spouts**

Gutters and down spouts are maintained on a work order basis. The maintenance department maintains a stock of gutter and down spout material so that repairs are completed within a reasonable period of time.

## **Lawns and Grounds**

Front and common area lawns are mowed and trimmed weekly during the growing season. Fertilizer, soil conditioners, and weed control chemicals are applied three times each year. Lawn repairs and landscaping are performed at scheduled times throughout the year.

Homeowners are required to cut their backyard grass and remove weeds once each week throughout the growing season.

## **Roofs**

Roof repairs that fall under the work order category are performed throughout the year, weather permitting, large scale roof repairs fall into the Major Repair and Maintenance Program and are scheduled as they are needed. Report roof leaks immediately to prevent costly interior damage.

## **Shutters**

Shutter repair or replacement is handled on a work order basis. The maintenance department maintains a stock of most shutter material so that work orders are completed within a reasonable period of time.

## **Snow Plowing and Removal**

Top priority is given to removing snow from Sheffield Town's streets and courts. Parking spaces and driveways will be cleared after if time and weather permits. Sidewalks may also be cleared if time and weather permits.

Parking on any Schaumburg street is prohibited after one inch of snowfall until the plowing process has been completed.

### **Streetlights**

Streetlights are maintained by the association. Homeowners should report streetlights that are not working or have been damaged to the association office.

### **Trees and Shrubs**

Trees in front yards and common areas are pruned once each year and shrubs are pruned twice yearly to control the growth and shape. Trees and shrubs are sprayed for insect control as necessary during the growing season and are fertilized once each year. Additional maintenance may be done on a work order basis.

Dead trees and shrubs will be removed and replaced by the association. The type plants used for replacement will be at the discretion of the association.

Live plant material may be removed and replaced at a homeowner's request and expense. Plant material may be purchased through the association. Plant material purchased by a homeowner may be planted by the landscape department at no additional cost.

Note: Architectural Control approval may be required to replace some trees and shrubs. Contact the association before removing and/or replacing any plant material.

Homeowners are responsible for the maintenance of trees and shrubs in their backyards. Owners who wish to maintain the trees and shrubs in their own front yard must notify the association not later than March 15 each year.

### **Water Mains and Sewers**

The Village of Schaumburg maintains and repairs the water mains, storm and sanitary sewers within Sheffield Towne, Maintenance and repair of service lines from the water supply main to the "Buffalo Box"(shut off valve) is the responsibility of the village. Service lines from the "B" box to the individual home are the homeowners responsibility. Sanitary lines that run from homes to the sanitary main are the homeowner's responsibility.

Any resident who experiences a sanitary sewer block or backup should call the Schaumburg Public Works Department (SPWD) 24 hour number, (847)895-7100. A crew will be dispatched to your home to determine if the blockage is in the main sewer line. If it is, the crew will remove it. If not, you will be advised to call a plumber to remove the blockage. As soon as you know when the plumber is going to arrive, call SPWD again to witness the plumber's work.

If a homeowner neglects to correct a problem within a reasonable period of time, the association's Declaration of Covenants, Restrictions, Easements, Charges & Liens, provides the association the right and responsibility to enter upon a property to perform repairs it deems necessary for the safety and well being of the community.

### **Wood Surfaces**

Exterior wood surfaces are painted once every four years with high quality exterior latex paint. Trough trim is stained with an oil-based stain. Prior to painting, dry-rotted wood is removed and replaced with new wood, which has been prime coated. House painting is a Major Program and is performed only during the warmer months as weather permits.

Homes are caulked with industrial latex caulk in conjunction with house painting. Caulking to patch existing holes and gaps is performed throughout the year as weather permits.

**SHEFFIELD TOWNE ASSOCIATION**  
**ARCHITECTURAL CONTROL**  
Authority, Purpose and General Information

The Architectural Control Committee (“ACC”) is charged with preserving the continuity of design and appearance of the community in accordance with Sheffield Towne’s Declaration and Bylaws. It reviews and acts on Applications for Variances submitted by homeowners, complaints received by Association staff members and the Board of Directors (“BOD”) and other matters. The ACC meets monthly. Check the Association newsletter or the calendar posted at the clubhouse for meeting dates and times. Sheffield Towne homeowners are encouraged to attend meetings and voice opinions on matters that come before the committee. You may become eligible to become a member of the committee by attending at least three consecutive meetings and expressing your desire to actively participate on the committee.

If a violation of the ACC rules is reported, you will be notified in writing and you will be given an appropriate period of time to correct the violation. Failure to comply may result in:

- (a) the matter being referred to the BOD for further considering and/or action,
- (b) the violation being corrected by the Association and the homeowner bill for time and materials and. Or
- (c) fines and/or service fees levied against the homeowner.

Additionally, homeowners may be liable for costs to repair or replace damage that results directly or indirectly from violation of established rules and regulations.

**Please Note:** Failure by the Association to cite a violation of the rules as soon as it occurs does not imply that the Association accepts or condones the rule violation. The Association may cite violation any time, no matter how long the violation has existed.

All exterior alterations and/or additions require prior approval. If in doubt, call the Association office at (847)885-3444 before beginning work. Some exterior alterations and/or additions may require permits from the Village of Schaumburg and/or other agencies. As a homeowner, it is your responsibility to see that all requirements of the appropriate government agencies are met.

**ARCHITECTURAL CONTROL RULES AND INFORMATION**

**Animals/Pets**

No pet is allowed on another person’s property without the property owner’s prior consent. Pets must be leashed any time they are outside the confined areas of the pet owner’s home or enclosed back yard. Pet owners are required to immediately clean up after their pets including that area in the enclosed back yard. (Note: Report violations to the Schaumburg Health Department and/or Police Department.) Additional rules governing animals are in the “Declarations.”

**Back Yards**

Backyards must be kept free of debris and clutter. Homeowners are required to mow back yard grass, trim grass and/or weeds around fences, flower gardens, shrub beds and the tree rings regularly during the growing season. Failure to mow and trim backyard

grass will result in the Association mowing and trimming the grass and charging the homeowner for the service.

Homeowners may install organic ground cover, such as hay, straw, mulch, leaves and similar material in backyard gardens, flower and shrub beds. Such ground covers may not be used in front yards or common areas without ACC approval. These types of ground covers may not be used as substitutes for turf areas, patios and/or decks.

Homeowners may apply pea gravel throughout the entire rear yard providing the following conditions are met:

1. Gravel must be contained within rear yard and may not spill onto adjacent lots  
Or common areas
2. A rear fence is required to enclose the gravel and block the view from  
Common areas
3. Gravel dumped in parking lots, streets or common areas for application in a  
Backyard must be placed on a tarp and completely cleaned within 72 hours.
4. Notify the association office in advance of any gravel being deposited.

A common fence that leans because of the weight or force of the gravel shall be repaired or replaced entirely at the expense of the homeowner whose gravel caused the fence to lean.

## BASKETBALL HOOPS

Portable basketball hoops are permitted provided they are stored in a garage or rear yard when they are not in use. Hoops stored in rear yards must be folded or lain down so they do not extend above the fence line. Basketball hoops may not be attached to any portion of any town home.

## CLOTHESLINES

Only portable clotheslines are permitted and must be removed when not in use. Clotheslines may not be visible above the top of fence or extend beyond the rear fence line or be attached to your home. Clotheslines are not permitted on Sundays or Legal Holidays.

## FENCES

Homeowners are responsible to maintain their fences in a reasonable condition in accordance with the Declaration. **All new replacement fences, or sections, must conform to current BOARD ON BOARD specifications.** (Cedar board on board with three horizontal 2X4 support rails, 4X4 posts with a top cap rail.) Owners whose board on board fences are maintainable may keep the original fence style until such a time the fence requires replacement. **STOCKADE** fencing that falls into disrepair must be replaced with **BOARD ON BOARD** according to STA specifications.

A Variance Application must be approved prior to fence modification or extension. A plat survey is required when a fence extension is requested. Refer to the Association's Fence Specifications for additional information. (Copies are available from the association office on request.)

## **FLOWER GARDENS**

Flower gardens are permitted outside fence lines provided they do not extend beyond your property line and are properly maintained. Association personnel will take corrective action to gardens that become unsightly and the owner will be bill for time and material.

## **GARBAGE**

See separate "Trash Removal Guidelines & Village Requirements".

## **GUTTERS AND DOWNSPOUTS**

Gutters and down spouts may be installed by homeowners, if approved by the Association, and if they are aluminum with flat white baked enamel finish and provide proper drainage. Once properly installed, gutters and down spouts become the Association's responsibility to maintain. Down spout extensions may not extend beyond fence lines.

## **GARDEN ORNAMENTS**

Garden ornaments are not permitted in any common area.

## **HOLIDAY ORNAMENTS**

Holiday decorations are permitted provided that are carefully attached to buildings and can be installed and removed without damaging any portion of the buildings, trees and/or shrubs. If damage occurs, the cost to repair and/or replace the damaged items will be charged to the homeowner. Holiday decorations must be removed within 30 days after the holiday.

## **HOMEOWNER-MAINTAINED ITEMS**

Homeowners are responsible to maintain the following items in good repair and/or working condition:

Pedestrian doors	Storm doors	Windows	Storm windows
Exterior light fixtures & Electrical outlets	Mailboxes	Water spigots	

## **PAINTING OF HOMES, SHEDS AND FENCES**

The painting of the exterior wood surfaces of all homes is the responsibility of the Association and is done on a regularly scheduled basis. Homeowners may seal wood sheds with a clear wood preservative. Rough-sawn cedar shingles also may be used to cover sheds. Fences must be allowed to achieve an aged weathered look and may not be painted or stained on any exterior surface.

## **PATIOS AND DECKS**

Patios and decks may be built in back yards after they are approved by the Association. They may not extend beyond or above the fence line, be attached to fences or interfere with proper drainage. The Village of Schaumburg requires an escape hatch be provided whenever the patio or deck covers any portion of a basement window well.

## **RAILINGS**

Wrought iron railings may be installed at front steps when required for safety after approval by the ACC.

## **SATELLITE DISHES**

Satellite Dishes less than one meter in diameter may be installed provided a request for variance is submitted and approved by the Association prior to the installation. Installation is limited to your roof or backyard and must be done by a professional contractor. The contractor is required to submit appropriate insurance forms to the association office prior to installation. Dishes may not be mounted to fences, balconies, flower boxes, siding or chimney housings. Variance request forms are available at the association office.

## **SIGNS**

Signs are prohibited except one "FOR SALE" or "FOR RENT" sign that may be displayed in a window. The sign may not exceed five square feet. No signs may be placed in any common area or front lawns.

## **SHUTTERS**

Exterior decorative shutters are maintained by the Association.

## **STORAGE AREAS**

The storage of "junk" or other owner property (toys, grills, garden hoses, etc.) in or visible from common areas is prohibited. The definition of "junk" shall be the sole responsibility of the association.

## **STORM DOORS AND WINDOWS**

Storm doors and windows installed by homeowners require a variance approval prior to installation. Temporary or homemade storm windows made of plastic or other materials may not be installed on the exterior of any townhouse in Sheffield Towne.

## **SUMP PUMPS**

Sump-pump drain lines may not extend beyond fence lines.

## **TELEVISION CABLES**

Installation of television cable is limited to the rear of any unit and may not be visible on the exterior of any building. Cable installed more than 12 inches above ground level must:

- (a) be properly secured and hidden behind the down spout or appropriate covering;
- (b) down spout and fasteners that are removed to accommodate installation must be properly replaced;
- (c) drip loop must be no more than 12 inches from entry point;
- (d) entry and exit holes must be properly caulked

Water leaks or damage caused by the installation of cable will be the sole Responsibility of the homeowner. Improperly installed cables are subject to fines.

## **TREES AND SHRUBS**

Trees and shrubs may not be added to or removed from front yards or any common area without prior approval from the Association.

## **VEGETABLE GARDENS**

Vegetable gardens may not be planted outside rear-yard fence lines.

## **WALLS AND FOUNDATIONS**

Exterior walls and foundations may not be painted or stained.

## **WINDOW AIR CONDITIONERS**

Window air conditioners are prohibited. Homeowners are required to maintain their central air conditioning units in good working condition.

## **WINDOWS**

Replacement windows must be the double-hung style and conform in size and construction to the architecture of the building. Decorative grilles must be colonial style with horizontal and vertical mullions. Replacement windows must be approved prior to installation. Homeowners are responsible to paint the mullions, sills and sashes on wood windows. Flat white exterior-grade paint is recommended.

Replacement windows may be purchased through the association and installed by the association carpenters. Full payment for the actual cost of the windows is due at the time the order is placed. There is no additional charge for labor, however, there may be a minimal charge for any additional material required to properly install windows.

## **WIRES**

Wires and cables, excluding telephone wires, may not be visible on the exterior surface of any building or shed.

## **FINES AND SERVICE FEES**

The following list shows examples of fines and service fees levied by the Association. This list is not inclusive of all fines and service fees. Additional fines and/or service fees may be levied against homeowners at any time by the BOD upon review of violations on a case-by case basis.

Homeowners who have been fined or have had service fees assessed may appeal the fines and/or service fees to the Board of Directors. A fine hearing will be scheduled at first BOD meeting following notification to the homeowner that a fine and/or service fees had been levied.

Typical examples of fines and service fees\* include:

<b><u>VIOLATION</u></b>	<b><u>FINE</u></b>	<b><u>LABOR</u></b>	<b><u>DUMPSER</u></b>
Animal litter	\$25.00	**	n/a
Grass mowing	\$25.00	**	n/a
Trash pick-up	\$25.00	**	\$17.00/cu.yd.

Recycle bin pick-up	\$5.00	n/a	n/a
Special pick up	n/a	**	\$17.00/cu.yd.
Holiday decorations	\$25.00wkly		
Parking violations		\$10.00 daily	
Violations STA cannot correct	\$25.00 wkly		

\*Service fees are subject to change without notice

\*\*Actual labor cost. (\$10.00 minimum charge)

## **SHEFFIELD TOWNE ASSOCIATION FENCE SPECIFICATIONS**

Sheffield Towne Association's Declaration of Covenants, Restrictions, Easements, Charges and Liens place the responsibility of fence maintenance with individual homeowners. Fence repair or replacement is not a service provided by the association.

The Architectural Control Committee recommends that you have this specification made a part of the contract you sign with your fencing contractor to insure the fence construction meets association requirements. A reputable contractor will give you a WRITTEN GUARANTEE covering materials and workmanship for a period of at least one year and preferable, five years or more.

**All fence replacements and repairs must conform to the current Board on Board specifications.** Material and construction requirements may not be deviated from without prior approval by the association.

**If you intend to extend your fence to your property line, or if you want to enclose your yard, you must first submit an Application for Variance with a copy of your plat of survey to be approved by the Architectural Control Committee.**

### Materials

Posts:	4"x4" Western Red Cedar or Wolmanized posts
Boards:	1"x6" Western Red Cedar, select grade with tight knots, cut Square at both ends
Rails:	2"x4" Western Red Cedar (3 per section)
Cap:	1"x4" Western Red Cedar (top board covering rail)
Nails:	Hot dipped galvanized nails, 6d for face boards and cap, 16d For nails, or rust protected power driven screws.

### Construction

#### Height

The height of a fence may not be less than 5 feet more than 6 feet. The fence height of every unit in a building must be uniform. Fence height may be changed only if all homeowners in your building agree and if approved by the Architectural Control Committee.

#### Posts

Post holes must be a minimum of 36" deep and 8" in diameter. Posts must be set in concrete vertical and plumb. Maximum distance between posts may not exceed 8 feet on center. Posts on end units must be positioned so that the outside of the fence is flush with the exterior wall of the home.

### **Rails**

Each fence section will be constructed with three horizontal 2"x4" rails to be installed with 4" face vertical and centered between the posts; the top rail in line with the top of fence line. The bottom rail 6" above ground level and the center rail half way between.

### **Face Boards & Cap Boards**

Face boards will be installed vertical and plumb and have a 1/2" overlap on both sides. Secure face boards with two nails per rail (six nails per board). Ground clearance may not be less than 2" or more than 4". Cap boards are to be installed over the entire perimeter of the fence and be centered on posts.

### **Gates**

Gates are required whenever fencing encloses a back yard. Gates are to be constructed in the shoulder to shoulder "flat faced" style and be the same height as your fence. Gates are required to have three 2"x 4" rails; the top rail installed 6" below the top line of the gate, the bottom rail 6" above ground level and a diagonal support rail between the two. Cutout or scallops are not allowed. Each gate must have two 6" strap hinges bolted to the post and the horizontal gate rails and an adjustable thumb latch so the gate can be opened from either side. Ties across the top of the gate are optional. A tie must allow head space of 6' 8" ground to top.

### **Painting**

Fences may not be stained or painted. All surfaces must be left as natural wood.

### **General Information**

Before you begin to dig for any reason, call the Joint Utility Locating Information for Excavators (JULIE) at 800-892-0123

When common fences between homes need repair or replacement, both owners are required to share the responsibility and expense.

**(JEANNE TO SCAN DRAWING – SEE ORIGINAL DOCUMENT)**

**Sheffield Towne Association  
Parking Rules and Information**

1. Residents living in townhouse units **without a garage are assigned two marked parking spaces** per townhouse. Residents must park their vehicles in these assigned spaces.
2. Residents living in townhouse units **with a garage are not assigned marked parking spaces** but are expected to park their vehicles in their garage and on their driveway. Vehicles parked on driveways must park fully on the driveway and may not extend to the street, lawn or sidewalk.
3. **Residents may not park their vehicles in guest parking spaces at any time.** Residents with more than two vehicles are required to use the clubhouse parking lot for overflow parking.
4. **No parking is allowed at any time:**
  - a. in areas posted “No Parking”
  - b. near fire hydrants
  - c. in another resident’s parking space without his/her permission
  - d. in any non parking area including sidewalks and lawns
5. **A guest’s vehicle** parked overnight (between 2:30 a.m. and 6:00 a.m.) in a guest parking space **must display a valid guest parking pass.** To be “valid,” the guest pass must:
  - a. be on a Sheffield Towne guest parking pass form
  - b. be displayed and clearly visible on the front dash or rear window panel inside the vehicle
  - c. show the current date
  - d. show the address of the residence being visited

**Guest passes may not be used for more than one 24 hour period.** Guest passes that have been erased, written over or otherwise altered may not be legible and will not be considered valid.
6. **All vehicles parked in Sheffield Towne must display valid license plates and village stickers.**
7. **All vehicles parked in Sheffield Towne must be in operating condition.** The term “operating condition” will mean that the vehicle can be driven and will include inflated tires.
8. **Vehicles may not be parked in Sheffield Towne if they are missing parts** including, but not limited to, windows, doors, fenders, hoods, trunks and bumpers.

9. Residents' **vehicles** parked in assigned spaces and guests' vehicles parked in guest spaces must be parked between the painted lines and **may not block any other parking space, driveway or street.**
  10. **No double parking is allowed** on any Sheffield Towne street, parking lot or assigned parking area.
  11. **Vehicles may not be parked in a manner that will block or otherwise prevent another vehicle from moving without moving both vehicles.** This includes a resident parking in such a manner as to block another vehicle that he or she owns and/or operates.
  12. **Vehicle repair work may not be performed** in guest parking spaces or the clubhouse parking lot.
  13. **Long-term parking in the clubhouse parking lot is prohibited** without prior approval from the Parking Committee and/or the Board of Directors.
  14. **No vehicle exceeding 8,000 pounds gross weight may be parked in Sheffield Towne.**
  15. **No recreational vehicles, i.e., campers, boats, trailers, snowmobiles, etc., may be parked in the clubhouse parking lot or anywhere in Sheffield Towne without prior approval from the Parking Committee and/or the Board of Directors.**
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Violations of any of these rules may result in your vehicle being towed at your expense and/or fines being levied against the homeowner. Currently, the cost of towing is \$125 plus storage. Sheffield Towne is not responsible for damage or loss to vehicles.

If an unauthorized vehicle is parked in your assigned space, call Northwest Recovery at 847-255-7360. Guest parking passes are available from the association office and from our web site – [sheffieldtowne.com](http://sheffieldtowne.com). If you have questions about these parking rules, contact the association.

## **TRASH REMOVAL GUIDELINES**

Trash collection day for Sheffield Towne is Thursday. Collection will be delayed by one day if one of the following holidays falls on or before the regular pickup day:

**New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day or Christmas Day.**

Set trash out after 6:00 p.m. the night before pickup but not later than 7:00 a.m. the morning of the collection. BFI will not return to pick up late set outs. If your garbage is not picked up, you are responsible for taking it back in and contacting BFI at 1-800-650-0303. If your trash is left out, it will be picked up by Sheffield Towne's staff and you will be fined.

The Village of Schaumburg Ordinance dictates that trash (including yard waste) may not be put out earlier than 6:00 p.m. on the day before pickup. Residents who put garbage out earlier than 6:00 p.m. Wednesday may be fined \$100 by the Village of Schaumburg and are also subject to a \$25 fine from the association.

### **CONTAINERS & PREPARATION**

Durable plastic cans with handles or sealed impenetrable bags may be used to place your trash at curbside. Containers and/or bags may not exceed 33 gallons in capacity and may not exceed 50 pounds in weight.

### **DO IT YOURSELF REMODELING DEBRIS**

Up to two cubic yards from remodeling projects such as lumber, drywall, paneling, and the like will be collected each week. Loose materials must be placed in bags or boxes like other garbage or securely tied in bundles not exceeding four feet in length or 50 pounds in weight. Quantities of remodeling debris exceeding two cubic yards and large or heavy items such as swing sets, basketball hoops, landscape timbers or other like items are subject to special pickup charges. Please call BFI for specific instructions.

Carpeting and padding must be cut into widths not exceeding 4 feet and rolled and tied into bundles. Window and patio door glass must be broken out and placed in a box labeled "Broken Glass." The window or door frame must be disassembled and placed in a box or with other garbage. Grills and gas powered equipment must have fuel tanks removed. Empty tanks are to be placed in the trash.

### **ITEMS NOT COLLECTED**

...include tires, automobile batteries, explosive and volatile waste, flammable waste, gasoline, motor oil and antifreeze, unhardened paint, pesticides, and pressurized tanks, lawn mowers and snow blowers. Contact BFI for specific instructions. Household hazardous wastes such as insecticides, herbicides, fertilizers, oil, paint, varnishes, strippers, solvents and similar items should be used completely. The empty container may then be disposed of as refuse. Do not put these containers in recycling bins.

### **APPLIANCE PICK-UP**

Major appliances such as stoves, refrigerators, freezers, washers and dryers will be picked up by a special truck on Wednesdays only. A 24-hour notice is required. BFI

will charge you \$30 for each appliance picked up. Call the BFI dispatcher at 1-800-650-0303 so that they can plan for proper collection.

Some stores will take your old appliance (at no additional charge) when your new appliance is delivered. You must tell them at the time you make your purchase that you live in a townhouse community and you will be fined for leaving an old appliance at the curb for an extended period of time.

### **RECYCLABLES**

Place all glass, aluminum, plastic and steel containers in the bottom of the recycling bin. Separation or bagging is not required. Containers must be rinsed or washed free of food. Labels and rings may be left on containers. Throw away caps and nozzles. Flatten aluminum cans and thin walled plastic containers. Please do not mix plastic items with paper products and do not put loose items outside of the bins.

Paper products should be separated into two groups in different sacks. Place untied newspapers and inserts into one bag and chipboard, magazines, mail and other mixed paper into another. Place on top of or alongside the bin. Flatten all corrugated cardboard boxes and dispose of any packing material. Cut into pieces no more than two feet by two feet in size and tie with string.

**HELPFUL REMINDERS:** Please do not place recyclables at the curb if severe weather is predicted! Put your address on your bins! Residents may request one additional free bin for overflow recycling. Additional recycling bins are available for \$5.00.

### **LANDSCAPE WASTE**

Landscape waste including grass trimmings and tree branches is picked up by Sheffield Towne's maintenance department every Monday. Place landscape waste in approved brown (Kraft) paper bags available at grocery and hardware stores. Do not use plastic bags. Large branches may be neatly stacked at the curb.

### **STORING GARBAGE**

Garbage stored outside your house must be stored in tightly covered containers and only within the confines of the fence in your back yard. Do not store garbage on any balcony or in the front or side of any residence or outside the rear yard fence or fence line. Do not store recycling bins in front of your house or on your balcony. Improperly stored trash will be removed by Sheffield Towne staff and fines will be imposed for violations of this rule.

## **HOUSEHOLD RECYCLING PROGRAM**

### **Sort #1 – NEWSPAPER ONLY**

**ACCEPTABLE:** Any paper inserts that come inside newspaper are acceptable.

**PREPARATION:** Place in brown paper bag and place on top or next to bin. You may also purchase an additional bin to place your newspaper in.

**UNACCEPTABLE:** Plastic bags, Gift wrap and non-paper items that come with newspaper.

### **SORT #2 – MIXED PAPER & CARDBOARD**

**ACCEPTABLE:** Paperboard, both regular (cereal boxes and paper tubes) and wet-strength such as soda/beer cartons); frozen food paper packages; telephone books, magazines, catalogs and junk mail, paper grocery bags and corrugated cardboard; stationery, letterhead, copy paper, envelopes, note paper and computer paper.

**PREPARATION:** Place all mixed paper, and paperboard into brown paper bags (do not mix with newspaper). Cardboard must be flattened. Cardboard must also be bundled with string or twine. Bundles should be no larger than 2' x 2'. Cardboard can also be cut up and placed in brown paper bags along with mixed paper.

**UNACCEPTABLE:** Paper with waxed surfaces, or plastic liners, Gift wrap and unflattened cardboard. All papers and cardboard must be free of food debris and grease.

### **SORT #3 – CONTAINERS AND OTHER RECYCLABLES**

All items listed below should be placed loose in your bin.

**PREPARATION:** All materials should be rinsed and free of any food debris. Food contaminated products will not be accepted. Lids should be removed (metal lids can be recycled, but plastic lids should be discarded). Flatten all material except aerosol cans.

### **GLASS BOTTLES AND JARS**

ACCEPTABLE: Clear, green and brown bottles and jars.

UNACCEPTABLE: Window glass, ceramics, ovenware, crystal, mirrors and Pyrex.

#### FOOD AND DRINK CANS

ACCEPTABLE: All beverage cans and food cans (aluminum, steel, and bi-metal).

UNACCEPTABLE: Chemical pain thinner solvent or non-aerosol pesticide cans.

#### JUICE BOXES AND MILK CARTONS

ACCEPTABLE: Paperboard milk and juice cartons and drink boxes.

#### EMPTY PAINT CANS

ACCEPTABLE: Latex and oil based paint cans that have been thoroughly cleaned.

UNACCEPTABLE: Empty gasoline cans and chemical cans are all unacceptable.

#### EMPTY AEROSOL CANS

ACCEPTABLE: Metal aerosol cans.

UNACCEPTABLE: Unemptied cans (hazardous).

#### ALUMINUM FOIL

ACCEPTABLE: Disposable pie pans, aluminum foil, pastry trays.

UNACCEPTABLE: Aluminum siding, lawn chairs.

#### PLASTICS

ACCEPTABLE: Coded plastics #'s 1, 2, 3, 4, 5, 6, 7. Six pack and twelve pack rings. Please note exceptions below.

UNACCEPTABLE: Any uncoded plastics. Oil containers, plastic buckets, plastic grocery bags. Food contaminated plastics and oversized plastic such as 5 and 10 gallon paint containers.

Should you move, leave this bin for the next homeowner. If you have any questions please call 800-344-5600

**PLEASE KEEP THESE GUIDELINES HANDY FOR QUICK REFERENCE.**