

To: All Members of Westlake Townhomes

From: The Board of Directors

Date: October 3, 2022

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The October Board of Directors meeting will take place on the 19<sup>th</sup> of October at 7pm in the lounge of the clubhouse. All members are welcome to attend. The lounge is set up in a way that social distancing can be achieved.

As a reminder, your assessment account must be current to use the Westlake facilities. This includes use of the pool, game room and the use of the clubhouse parking lot. No parking permits will be issued if your account is delinquent. If you would like to check if you have a balance on your account, please feel free to call the clubhouse at 630-529-5164 and we will provide that information.

October means it is time for gutter cleaning to start. As we near the end of the month Jim and his crew from J&L will begin cleaning all unit gutters. This project normally takes approximately one month to complete. The crews move around the area and clean buildings when the trees are clear of leaves around that building. If you see the crew on your street that does not always mean you will be next. If your rear garage gutter needs to be cleaned, please call or email the clubhouse and we will write up a work order for you. If you need to have your front garage gutter cleaned, you can contact Jim from J&L at 331-999-5513. Front garage gutters are the homeowner's responsibility to maintain.

With winter just around the corner, please make sure to take steps to ensure you will not have any problems. Make sure outside hoses are disconnected and drained. Please remove any landscape decorations that are placed along areas that snow removal crews need to service. Make sure to have your furnace cleaned and checked. Having a working Carbon Monoxide Detector is the law in Illinois. Batteries in smoke detectors should also be replaced. It is also a good idea to have your vehicle serviced before the snow and cold arrive.

Please remember that holiday decorations that are displayed outside the home must be done so in a manner which does not damage the siding, trim or roofing of the unit. No nails, staples or hooks are to be used when decorating. These items cause premature failure of the building components.

With the cooler weather beginning, plants and flowers will begin to die off. As a reminder, you may place landscape debris at the curb the day your unit is scheduled for landscaping. At the end of the day, crews will pick-up landscape debris and remove it at no charge to the homeowner. Please place debris in paper bags or landscape bins. Plastic bags filled with landscape material will not be picked up.

Have a Happy and Safe October!!