

Mutual Maintenance Agreement Committee Operating Charter
Between
Hidden Lake Estates, Waterfront Estates and Palos Lakeview

Approved: as of May 20, 2010

1. Subordination:
 - a. This operating charter is subordinate to all provisions in the original document, and all amendments, duly signed and recorded as Document #0812346210 on May 2, 2008 establishing the mutual maintenance agreement between the three (3) Associations. Herein after called the “agreement”.

2. Organization:
 - a. The Committee will select a single Chairperson from the 6 members (two from each Association) as a main point of contact and communication. All members act as liaisons to the three (3) Associations regarding Lake concerns and as representatives for this Committee regarding Association concerns. Some members may take on special duties such as treasurer, secretary, etc.
 - b. The Chairperson maintains primary records and organizes events and activities. At least one other Committee member, if not all, maintains copies of at least key documents, if not all, for continuity after any change of Committee members. Vacant Committee seats can be filled from all members of an Association, but at least one Association Board member will be on this Committee of the two member total allowed from each Association.
 - c. Every 2 years the Committee will put all appointments to a vote by the Committee following the annual budget approval.

3. Funding:
 - a. Each of the three (3) Associations will make monthly contributions per the Committee annual budget in proportions as set forth by the “agreement”, or as amended in agreement by all parties, effective September 1, 2008.
 - b. These monthly contributions will be sent to the management company of the Hidden Lake Condominium Association (HLA) no later than the 10th day of each month.
 - c. Periodic adjustments to the amount of monthly contributions may occur through the process of the annual budget review defined below.
 - d. In the event of unforeseen or exceptional expenses deemed necessary by vote of the Committee each Association will pay their prorated share within the time frame set by the Committee.

4. Annual Budget:
 - a. Each year the Committee will prepare a projected annual budget for the following year based on prior actual expenses and any forecasted expenses. This budget will run a 12 month period beginning September of each year.
 - b. The Committee will meet to formally approve the annual budget no later than September 30 of each year.
 - c. A copy of the proposed annual budget will be sent to the three (3) Associations at least 30 days prior to the Committee meeting date planned to finalize and approve said budget. The Chairperson will present the proposed budget to the Committee at least 60 days prior to the Committee meeting date. (i.e. A first draft each July from the Chairperson.)

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5. Day-to-Day Operations:
 - a. The Committee is only an ad hoc committee of the three (3) Associations. Individual Association legal concerns, insurance concerns, and perhaps others, require all actions from Association volunteer workers (as permitted by each Association) and Association Board members only as to their individual determination.
 - b. The Committee will identify vendors and solicit bids directly or through an Association as needed to fulfill the “agreement”. This may include services agree to by, and directed by, the Committee as deemed reasonable and necessary. The actual hiring and payment of vendors will be through the Board members of HLA from the fund held specifically for the Committee.
 - c. Association volunteer workers will be reimbursed for out-of-pocket expenses only.
 - d. The Chairperson will maintain records of expenses against planned income.
 - e. The President, Treasurer or other Board member of HLA or its management company will provide monthly financial statements to the Committee as is most easily conveyed.
 - f. At least once per year the Committee Chairperson and HLA treasurer will audit and confirm a current standing balance for Committee funds.
 - g. The annual budget as well as actions to uphold the “agreement” and this Operating Charter will be put to vote by the Committee with four (4) affirmative votes necessary for approval.

6. Responsibilities Undertaken by the Committee.
 - a. Electricity costs for bubblers and aerator fountains.
 - b. Maintenance, repair and replacement of bubblers, aerator fountains, and appurtenances.
 - c. Removal, storage, and re-installation of bubblers, aerator fountains seasonally.
 - d. Water monitoring/testing and treatment.
 - e. Clean-up costs of refuse affecting water quality, not as a result of any single Associations’ or individuals’ actions.
 - f. Notifying the Metropolitan Water Reclamation District (MWRD) requesting removal of trees fallen from their property into Hidden Lake. Should such service be denied, the fallen tree shall remain and will only be removed at the expense of the Committee after becoming dislodged and floating freely.
 - g. Legal fees, with prior approval by the Committee, for matters pertaining specifically to the lake itself independent of any single Association.
 - h. Work specifically required or ordered by the City of Palos Hills Pond Ordinance not already specified herein or any other ordinance that may apply.
 - i. Restocking fish and removing dead fish as necessary and required.
 - j. Lake Bottom deposit cleaning (dredging).

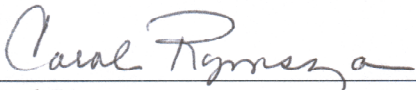
7. Responsibilities Undertaken by the three (3) Associations individually and not part of the Committee responsibilities:
 - a. Installation, maintenance, and repair of piers, bridges, or other structures.
 - b. Rip-Wrap rock at shore line.
 - c. Removal of non-dislodged fallen trees in the lake.
 - d. Retrieval, repair, or replacement of anything owned by an individual Association or unit owner for use on the lake.

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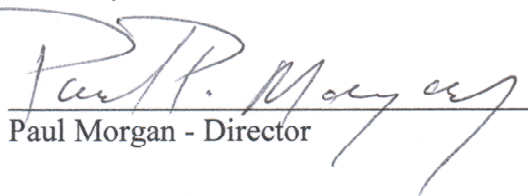
The individuals signing below hereby warrant and represent that they have by properly adopted resolution of the respective Associations the power and authority to sign this Operating Charter on behalf of the respective parties hereto and to bind them to the terms and conditions of this Operating Charter.

AGREED TO AS WITNESSED BELOW THIS 20th DAY OF May, 20 10:

Hidden Lake Estates:



Carol Rymysz

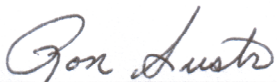


Paul Morgan - Director

Waterfront Estates:




Anne Benda - Treasurer




Ron Sustr

Palos Lakeview:



Carol Super - Treasurer



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