



Welcome to the Courtyards at Prairie Fields Condominium Association. Below is a summary of important items that you should familiarize yourself with to keep our association running smoothly.

*Any questions or concerns should be forwarded to the association email: courtyardscondos@gmail.com

*Notify the board if your contact information (including tenant info) has changed. This information should include names, phone numbers, email addresses and billing address.

*The association has a simple website: <http://www.courtyardsatprairiefields.com>. You can find a copy of the condo declarations and covenants as well as the current budget for the association and meeting minutes.

*You can request at any time a copy of the current financial statement for the association

*Current Board Members: 2 Year Term Ending September 30, 2025 (meet once each quarter plus annual meeting every fall)

President: Kate Hewerdine

Vice President: Dale Hanson

Secretary: Teresa Morgan

Member: Teresa Wang

Member: Phoebe Mbuvi

*Dues are billed quarterly at \$420 (starting 1/1/2024). A portion of this amount is saved in a separate reserve fund for future capital repairs. You will receive an invoice in the mail each quarter. Payments need to be addressed to The Courtyards at Prairie Fields Condo Association and should be mailed to or dropped off at 4110 Fieldstone Road, Champaign IL 61822. Debit/credit cards are not accepted currently. The board will enforce late payments and file a lien if necessary.

*Review of important rules. Make sure that your tenants are informed.

1. Trash pickup with Illini Recycling is every Friday. All garbage and recycling containers must be stored in the garage. A \$25 fine will be assessed on your quarter dues statement if your container has been left out.
2. Pet waste must be picked up and disposed of immediately. Pets are required to be leashed.
3. Quiet hours are from 11pm to 6am daily.
4. Smoking inside of your condominium is discouraged. Secondhand smoke can cause harm to your neighbors.
5. No Parking on the street. Use your garage, driveway, and designated overflow/guest parking spots. Compact car parking spots are marked.
6. Long term parking (more than 30 days) in any guest parking spot is not permitted without board approval. Towing and Fines may apply.
7. Signs are not permitted anywhere on the grounds (except those posted by the association like speed limit, parking and informational signs).
8. Do not use your personal social media accounts to post any Courtyards Condo activity.
9. Snow removal is eminent during winter months. Keep all street and visitor parking areas clear.

*Selling Your Condo...

The board must be notified of any condo being put on the market for sale. Once the condo is under contract the board must again be notified of the anticipated closing date and the new owner contact information. Investor bought properties are highly discouraged. Real Estate signs are not permitted anywhere on The Courtyards grounds.

*Insurance...

1. The Condo Association is insured by GTPS, Patrick Rouse, 217-359-9000. If you need proof of this insurance, call GTPS directly.
2. You are responsible for insuring your condo from the drywall in.

Thank you for your time!