

TOWNHOME RULES, REGULATIONS AND RESIDENT INFORMATION

Air Conditioning/Heating/Humidifier

Each owner is responsible for the repair and maintenance of the air conditioner/heater/humidifier in his or her unit. It is recommended that the air filter be changed and the unit serviced each spring and fall. Please contact management for names of service companies utilized in the past.

Annual Meeting

See the Declaration and by-laws for detailed information on this subject

The Board of Directors meet as needed throughout the year. The annual meeting and election of Board officers is held each January.

Assessments

Each month, the Management Company sends a statement to each owner detailing amounts due. The management company must receive the monthly assessment (and any other fees charged or previous balances shown on your statement) by the 15th of each month. After the 15th of the month, a late fee of \$50.00 will be automatically applied to your account. Any past due assessments will be brought to the attention of the Board of Directors. Any delinquent assessments of 45 calendar days or longer will automatically be forwarded to the Association's Attorney for collections.

Bicycles

Townhouse residents are permitted to store bikes on their patios; locks are strongly recommended. If you would prefer to store your non-motorized bike indoors but not in your home, the Condominium Association has made their bike room available to townhouse residents at a fee of \$50.00 per bike per year. Fees should be paid to the Management Company and all bikes must be registered with management before being placed in the bike room.

Board Meetings

See Declaration and by-laws for detailed information on this subject

Board meetings are held in the 801 building's party room and occur as needed to discuss various topics ranging from the Association's budget, maintenance projects, service contracts,

etc. All owners are notified in advance of the meetings and are encouraged to attend and participate.

Budget

Each year the Management Company produces a preliminary budget for the Board of Directors to review. The Board formally meets to discuss and accept the proposed budget, which is then distributed to all unit owners. The final draft of the budget is formally adopted after a 30-day owner review period at the Board's Annual Meeting. Note that a copy of the budget is always available in the management office for any unit owner to review.

Cable Television

Part of the monthly assessment includes bulk cable service wired to each unit. See the management office for a current channel line-up and details on additional features and options available for an additional fee.

Directory

The management office produces a Resident Directory listing all owners (and any renters, if applicable) and their home phone numbers. Work phone numbers are listed as an option. Please update the office on any name or number changes for the directory. Note that resident names and unit numbers are also listed in the 801-lobby directory.

Doorperson

A front doorperson is on duty from 4:00 p.m. to midnight daily at the employ of the Condominium Association. All packages will be received by the doorperson and/or maintenance person on duty and held in the 801 building.

Driveway

(See "Parking" for more information)

The circular driveway is available for loading/unloading, not for parking. Please limit the time a car is left in the circle to a 20 minute maximum. Security will ticket and tow cars left unattended in circle beyond the allotted time period.

Election of Board of Directors

See Declaration and by-laws for detailed information on this subject

Five unit owners make up the Board of Directors for the Association. The terms of office are staggered so that newly elected Directors are rotated in each year and so that at no one time an entirely new Board is elected.

Each owner is encouraged to attend Board meetings and become involved in the Association by serving as a Director. Candidate information sheets are distributed each year and each owner who intends to “run” for an open office may return a completed sheet. A vote will then be taken from all unit owners at the annual meeting.

Exhaust (kitchen and bath)

Each unit owner is responsible for maintenance and repair costs to their exhaust systems. Maintenance staff members can address some repairs for a fee, contact the management office to schedule an appointment.

Extermination

Basic interior and exterior extermination is included in the assessments, contact the management office to schedule an appointment.

Exterior of Unit

No color or fixture changes are permitted without the Board of Director’s approval (i.e. color of front door, type of screen door, color of front gate, etc.). No “for sale” signs, advertisement of any kind or political poster endorsements are permitted.

Gratuities/Holiday Fund

Each December, unit owners are asked to contribute individually to a holiday fund for the maintenance and doorman staffs. The Board President or other designated Board member will distribute collected contributions to the staff.

An amount is budgeted for a gift to be given to the Management Company’s Account Supervisor and on-site Manager.

Hospitality Room

The Condominium Association makes available to Townhouse Owners use of their party room. There is a \$50.00 usage fee and a \$100.00 deposit required. The deposit is refunded after the user has cleaned the room and management has done an inspection. Please contact the management office to reserve use of this facility.

Lock Outs

The doorperson and/or maintenance person on duty has access to keys left by unit owners in case of lock out or emergency. It is imperative that you leave a copy to your front door lock(s) with management so that they may assist you in a lock out situation, or allow access in case of emergency.

Each calendar year, every owner is permitted one lockout at no charge. All subsequent lockouts will be charged to the unit owner at the following rates:

7:00 a.m. to midnight - \$25.00 per occurrence
Midnight to 7:00 a.m. - \$50.00 per occurrence

Maintenance

General maintenance of the common areas are provided and included in your monthly assessments (i.e. snow removal, leaf raking, light bulbs on deck, etc.).

Other minor electrical, plumbing and general maintenance and repairs needed in your unit can be performed by the maintenance staff for a fee and *must be scheduled through the management office in advance*.

Management Office

The management office is staffed Monday – Friday from 9:00 a.m. to 5:00 p.m. An answering service will respond after the hours and will provide emergency contact numbers if needed.

The office should be notified of furniture deliveries, moves, etc. so that necessary arrangements can be made for parking access to your unit, etc.

The on-sight management office is available to address our specific property issues; please do not hesitate to contact them with questions, comments or concerns relating to your unit or the property in general.

Move in/Move out procedures

Management must be notified and all moves must be scheduled in advance to insure proper security, etc. of your move. Delivery and/or moving trucks will not be permitted to park in the circle drive without previous approval.

A \$100.00 fee will be charged for all move ins to cover costs relating to directory changes, completion of necessary forms (see detailed forms attached), etc.

Please be considerate of your neighbors and move items at appropriate times of the day (not late into the evening), making sure all walkways, stairways and trash chutes are kept free of furniture and/or debris.

Parking

Residents who have purchased or leased a parking space should see management regarding the separate *Parking Association* and to obtain a listing of current rules regarding the garage.

Residents wishing to park in the neighborhood should call the City of Chicago to obtain a Resident Parking Permit, which allows only residents of the neighborhood to park along the street. Guest passes may be purchased from the City of Chicago so that guests may park in these areas.

Should you require parking in the circular drive for any delivery or service trucks, please be sure to notify management in advance so that proper arrangements can be made. If parking for such vendors is needed for more than one day or longer, please make other parking arrangements in one of the hourly lots located in the neighborhood.

Patios

No permanent fixtures may be placed or attached to patios. No alterations to color of front door or patio gate may be made without the Master Board's approval. Also, no fire works are permitted on patios or plaza deck.

It is important that residents not place any birdfeeders and/or seed on or around their patio; rodents and weeds are a certain result.

Please see "quiet hours" for details regarding patio parties.

Pets

All pets must be kept on a short leash at all times while on the plaza deck. Pet relief is NOT permitted on any landscaping or anywhere on the 801 property. If an accident occurs, please clean it up immediately.

All pet owners are urged to become familiar with the City of Chicago's Ordinance regarding mandatory leashing and clean up throughout the city's parks and neighborhoods.

Polling Location

Registered residents may vote at the 901 S. Plymouth Court building polling location.

Pool

The 1151 S. Plymouth Court buildings offer summer memberships to their facilities. Please contact these associations for further information.

Quiet Hours

Please limit patio parties to 10:00 p.m. weeknights and 11:00 p.m. weekends. Parties should, at no time during the day or night, disrupt other residents.

Construction (indoor or outdoor) may only be performed between 8:00 a.m. and 5:00 p.m. Please be considerate of your neighbors and advise them of any long-term or unusually noisy work in advance and limit the materials stored on your patio.

Receiving Room

See Doorperson

Re-sale of unit / Rental of unit

See attached forms required to Board and management for re-sale or rental of your unit.

Roofs

Only members of the maintenance staff, or other authorized service personnel, are permitted on the roof at any time. No items (such as antennas, vents, etc.) may be placed on the roof, or the roof altered in any way, without the Master Board's approval.

Security

24 hour roaming security is provided and paid for by all of the Associations in Dearborn Park.

Please contact the management office for an updated listing of the security personnel's car phone number and pager number.

Security personnel are responsible for monitoring parking as well, and are authorized to sticker cars and alert management of any cars in violation.

For safety reasons, it is suggested that you keep your outside front door light on during the evening and alert a neighbor if you will be out of town so that newspapers, etc. can be collected.

In case of emergency, call 9-1-1 first, then the security officer.

Trash Disposal

The trash chute, located just north of the stairwell to the garage on the plaza deck, should be used for daily trash disposal. Any boxes or large-sized items should be broken down and taken down to dumpsters on the ground level of the parking garage. **Do not dispose of charcoal from fireplaces or grills in the chute.** Disposal of appliances, carpeting, furniture, mattresses, etc. is strictly prohibited. You must make other arrangements to have these items removed; contact management for suggestions.

Windows

The exterior washing of all windows is performed three times per year and is included in the budget. Management will alert owners of the washing schedule.

All repairs and maintenance of the windows (inside and out) are the responsibility of each owner unless otherwise deemed by the Board of Directors.

Resale and Lease Information

Please contact the management office for assistance when you sell or lease your unit. The current owner, prospective owner or tenant must provide the following to management:

- A copy of the executed lease or real estate sales contract. The lease should be a Condominium Unit Apartment Lease (found in most office supply stores).
- A credit report on the prospective owner(s) or tenant(s) from a recognized Chicago credit bureau agency.
- Three letters of reference for the prospective owner(s) or tenant(s) on business stationary (from attorney, accountant, banker, employer, etc.)
- A letter of reference for the prospective owner(s) or tenant(s) from current landlord or mortgage agent.
- A completed Unit Data Sheet (see management for a copy) detailing all residents' names, work phone numbers, emergency contacts, etc.
- A check in the amount of \$100.00 made payable to the management company to cover administrative costs.

You must submit all documents to management prior to closing of the new owner or move-in of your tenant. This should be done at least 14 days in advance.

Current owners should inform new owners/tenants, or his/her real estate agent, of copies of the Declaration and by-laws, Rules and Regulations, etc. that are available in the management office. Any other documents needed for closing (i.e. budget, audit, and paid assessment letter, certificates of insurance) are also available through the management office.