

**Paulina Court Condominium Association**

5912-24 North Paulina Street

Chicago, Illinois

Website: [www.paulinacourt.org](http://www.paulinacourt.org)

Rules, Regulations and Policies  
Resident Information Package

Amended August 2017

**Table of Contents:**

Authority..... 1

Statement of Understanding of the Rules of Paulina Court..... 1

Our Home ..... 1

A. Building Emergencies..... 2

B. Building Security..... 2

C. Entry System Operation ..... 3

D. Insurance Information ..... 3

E. Building Maintenance ..... 4

F. Garbage Disposal..... 4

G. Assessment Collection..... 4

H. Common Element Use and Maintenance ..... 5

I. Pets..... 6

J. Unit Use and Maintenance..... 6

K. Leasing/Renting of a Unit..... 7

L. Parking lot..... 7

M. Remodeling & Structural Changes to a Unit..... 8

N. Children ..... 9

O. Dangerous Furniture and Exercise Machines..... 9

P. Noise ..... 9

Q. Roof Access..... 9

R. Satellite Dishes..... 9

S. Roof Construction..... 10

T. Bicycles / Roller-blades ..... 10

U. Heating and Air Conditioning..... 10

V. Miscellaneous..... 11

W. Enforcement Policies..... 11

X. Sale and Moving Policies ..... 12

Exhibit A: Management..... 13

Exhibit B: Emergency Contact Information ..... 14

Contact..... 14

## **Authority**

The Board of Directors (collectively the "Board") of Paulina Court Condominium Association, a not-for-profit corporation, ("Paulina Court" or the "Association") is authorized and has adopted these Rules, Regulations, and Policies in accordance with the Illinois Condominium Act and the Declaration of Condominium.

## **Statement of Understanding of the Rules of Paulina Court**

Prior to moving into the building, Occupants shall complete and return the Statement of Understanding. They must evidence that they have received a copy of the Rules, Regulations and Policies of Paulina Court Condominium Association and understand that they are subject to them, as well as to the fines for violation of the Rules. A copy of the rules is available from the Management Company. The Management Company name, address, office hours are listed on Exhibit A, which is attached to the rules.

## **Our Home**

### **Your home...My home...Our home...**

Welcome to Paulina Court! This Condominium is owned and operated by the people who live here. Living in a condominium, whether you are a unit owner or a renter, requires a greater cooperative effort than is customary in an apartment or house. We try to be considerate of our neighbors. If we do our job well, the building will be more comfortable to live in, will be run more smoothly and efficiently, and the value of our property will be enhanced.

One step in this direction is these Rules and Regulations. They describe many of the mutual obligations and responsibilities of the unit owners and the renters. Other basic rules are set forth in the Declaration of Condominium Ownership and the by-laws that you received when you purchased your unit and in the Illinois Condominium Act (the "Act"). These documents provide that the Board of Directors of the Condominium may adopt reasonable rules and regulations to maintain the building and to promote health, comfort, safety and general welfare of the Occupants. The letter and spirit of these rules are intended to further these ends. The Board will decide any disputes over the interpretation of this document.

Throughout these Rules and Regulations we refer to "residents" or "occupants". It should be made more clear that "residents" and "occupants" include owners, renters, their children, other family members, pets, guests, business owners, and household help.

Your cooperation in promoting these rules will help everyone enjoy living at Paulina Court and make our building one of the most desirable in the area. Please feel free to suggest additions or revisions in writing to the Board or the Management Company.

## A. Building Emergencies

The following are considered building emergencies, where appropriate, necessary action to be taken by the residents is listed:

- |   |  |
|---|--|
| • Fire and/or Smoke                                   | Call Fire Department                             |
| • Strong Gas Odor/Carbon Monoxide Alarm               | Call Peoples Gas<br>Call Fire Department         |
| • Flood (Broken water pipe, sink, toilet, shower/tub) | Call Management Company                          |
| • Flood (storage rooms, furnace rooms, or roof leaks) | Call Management Company                          |
| • Loss of electrical supply in a unit                 | Call Commonwealth Edison &<br>Management Company |
| • Loss of Heat  | Call Management Company                          |
| • Roof Leak   | Call Management Company                          |
| • Sewage / Draining Problems                          | Call Management Company                          |

Except where otherwise noted, call the Fire Department or Chicago Police Department first, and then call the Management Company. Call the Chicago Police Department for security problems. Exhibit B, attached to the Rules and Regulations, includes a listing of the emergency contact information.

Note: The responsibility and liability for an emergency, whether it is the Association's or a resident, shall be determined in accordance with the Condominium Declaration and the Act and will be billed accordingly.

## B. Building Security

1. Building security is extremely important. Each unit owner and occupant should take precautions to maintain security within the building. Please use common sense. Never allow someone to follow you into the building unless you know him or her or unless the individual has a key. If in doubt, ask to see a door key to verify that they are a resident. Do not passively let people slip by. It is better to ask than to let an intruder into our building. Any suspicious persons or activity should be reported to the police at once.
2. The entry of any visitor or deliveryman must be announced via the front gateway phone. If your unit is called on the front gateway phone, do not press the number 9, releasing the door to the lobby, unless you have identified the individual wanting to gain access. It is also important to watch as delivery persons, repairmen, and others exit the building.
3. Never prop a door open to circumvent our security system – anyone could come in. If you see a door propped open or not latched, close it by pulling or pushing on it until it latches in a locked position. If the latch is broken or not working properly, inform the Management Company so that they are aware and they can address the problem.
4. If you plan to be away from your unit for some length of time, it is advisable to arrange with a neighbor or friend to run water in your sinks, bath, and showers to maintain the seals in the drain lines. Be sure to stop delivery of newspapers and mail. It is not a bad idea to leave with the person tending to your unit a number where you could be reached in case of an emergency. If possible, it is recommended that a consistent neighbor be established as an emergency contact and that you inform the Management Company of their name & number. In case of emergency, particularly instances of flood or fire, it may become necessary to gain access to your unit.
5. You are required to give a copy of the unit keys to the Management Company for emergency use. These keys will be kept in a safe, on-site, which only the Management Company and the President of the Board will have the combination.
6. It is the responsibility of all Occupants to report vandalism to the Management Company. Damage to the exterior of the building will be cleaned or removed as soon as possible. The best protection against graffiti to the building is to have it removed in a timely fashion. Repairs due to damage to common elements caused by Occupant action will be charged to those responsible. Unit owners

are liable for damage caused by them, their pets, guests, tenants or tenants' guests.

### **C. Entry System Operation**

1. The front gateway security system utilizes the phone line. As soon as you have received or know your phone number, or if you are changing your phone number, call the Management Company to specify how you wish to be listed and to have the number entered into the system.
2. When someone visits, they dial a four-digit code and your phone will ring. Answer your phone. If you wish to allow entry, simply push the number 9 on your phone. Difficulty may be encountered when using a portable phone.
3. Your code for the call box system should be issued on the day of move in, or as soon as telephone service to your unit is available. Establishing a code for the call box should be coordinated through the Management Company.

### **D. Moving in / Moving out**

1. All moves are to be scheduled with the management office. Additionally, a fine of \$300.00 will be assessed for moving without notice to the Association's management office.
2. The Association must be notified (via the management office) of moving dates and provided with either a \$250 non-refundable move in fee or a \$250 non-refundable move out fee.
3. Should any damage occur during the move, the Association has the right to repair the damage and bill the Owner for the actual repair costs. Owner is responsible for recovering that cost from the movers.
4. Do not leave outer doors to common areas unlocked or open during the move unless someone is continuously watching the door.
5. Moving boxes should be broken down and placed in the dumpsters or the recycling bins. If the addition of the moving boxes will cause the bin(s) to overflow, please wait until the bins are emptied before placing the boxes in the bins. Do not cause an overflow of the bins, or you may be fined.

### **E. Insurance Information**

1. Association Insurance Information:  
Paulina Court Condominium Association has insurance coverage for all of the common areas of the building. This insurance includes coverage for fire and other damage, as well as liability insurance. Each unit owner is responsible for securing appropriate insurance coverage for his/her unit and personal property. For a certificate of insurance, please contact the Management Company.
2. Owner Insurance:  
Please remember that each owner is required to obtain homeowner's insurance. Each owner is required to present the Condo Association with proof of that homeowner's insurance. It is important to have insurance not only for belongings, but to protect liability for damage to another unit, caused by something within the owner's own unit. You can contact the Association's insurance agent to find out what is covered by the Association and what your individual insurance coverage needs to include.

The insurance carried by the Association does not cover the following:

- Additions within and /or improvements to any unit; including decorating, painting, and floor covering.

- Appliances, individual heating and cooling units, electrical fixtures, or other equipment exclusively servicing a unit.
- Personal property such as furniture, clothing or other items located within a unit or within the common areas.
- Damage caused to another unit or common area due to negligence or actions of a unit owner or occupant.
- Breakage of a window exclusively servicing one unit.

For more specific information regarding the condo Association's insurance coverage, please contact the Management Company.

### 3. Examples of Insurance Coverage and Responsibility

The following examples are given to better detail possible insurance scenarios:

- A dishwasher overflows and water leaks through the floor to the unit below. Repair of the damage to both units is the responsibility of the unit owner of the condo where the dishwasher is located.
- A main pipe breaks in the building wall and there is water damage to the wall, including to the inside wall in a unit. The Association has responsibility for repair of the pipes and for plastering the inside wall. The painting, papering, or decorating of the inside walls is the responsibility of the unit owner.
- A unit owner leaves town during the winter and leaves a window open. A pipe breaks in the cold, and there is damage to the unit owners unit and to other units. All costs of repairs are the responsibility of the owner who left the window open.

## **F. Building Maintenance**

1. On-site maintenance is overseen by the Management Company on the behalf of the Association. The Management Company is responsible for the daily upkeep of the common areas. If you notice general building repairs or maintenance needing attention, contact the Management Company. The Management Company is not responsible for repairs within individual units. It is the unit owner's responsibility to contact an outside contractor for repairs. See Remodeling and Structure Changes to a Unit section for more information.

## **G. Garbage Disposal**

1. Garbage disposal is the responsibility of the individual owners and occupants. Garbage must be adequately bagged in a tied plastic bag and deposited in the dumpsters behind the parking lot. Oversized items not fitting in the dumpsters must not be left near or on top of the dumpsters. Individuals who want to dispose of large sized objects must make arrangements to have them removed.
2. Garbage bags must not be left in common or limited common areas. Leaving garbage out can cause both a fire and health safety hazards.

## **H. Assessment Collection**

1. Assessments are due and payable on the first day of each month and should be made payable to Paulina Court Condominium Association. Any mailed notification for regular assessments should be considered a courtesy. Failure to receive such mailing does not constitute the allowance of a late payment or non-payment.
2. A grace period of 15 days will be granted to each unit owner to allow for mailing and posting of the assessment or special assessment. Prompt payment of assessment or special assessments insures that the Management Company and Association have the necessary funds to properly operate and maintain the property.

3. **Procedures in the case of default or missed payments will follow the following guidelines.** The Board reserves the right to change this structure at any time for the continued fiscal health of the association.

For every month there is a balance due on the 15<sup>th</sup>, the unit owner will be charged a \$45 late fee. The owner may receive written notification that his/her account is in arrears.

If payment arrangements have not been made by the 15<sup>th</sup> of the month following the first month of late payment, the owner may receive a second notice, instructing the owner to make payment arrangements immediately. If no payment has been made after 60 days following the first notification of late payment, legal action will be taken.

**Non-payment of unit owner assessments will subject that unit owner to a legal eviction process with all costs and attorney's fees to be paid by the unit owner.**

#### **I. Common Element Use and Maintenance**

1. Unit owners and tenants are responsible for helping keep all common areas litter free and in good operational condition. Report any housekeeping problems to the Management Company.
2. Signs (including real estate signs), awnings, antennas, alarms or other projects are prohibited from being displayed in or attached to any common area wall, door, window, roof or gate. Any alteration in appearance to common or limited common elements is prohibited without the approval of the Association Board.
3. Any expense resulting from damage to a common element caused by a resident or guest of a resident will be charged to the primary unit owner.
4. Any activity or substance kept in or on common elements, common areas or units, which may result in the alteration of the insurance policy issued to the Paulina Court Condominium Association, is prohibited.
5. All Holiday (Christmas, Easter, Halloween, etc.) lights and decorations that are publicly visible may be displayed one month prior to the holiday and 15 days after. Any decorations that exceed this time limitation will be subject to warnings and fines as with any other violation of the by-laws.
6. Window coverings that are visible from the outside of the unit are technically a limited common element and as such must be a tasteful neutral color. (e.g. no tie-died sheets for window coverings)
7. Residents and/or vendors are not allowed to distribute handbills or literature of any kind by means of slipping such material under unit doors. If you feel the information would be beneficial to all owners, please provide information to the Board or Management Company.
8. Food and beverages may not be consumed in the corridors or stairways. Food and beverage refuse should not be left in any of these areas, including ashtrays.
9. Residents are reminded that the city fire code requires that all hallways and stairways are kept free of debris and obstructions. Bikes, grills, lounge chairs, furniture, storage containers, and other such items should not be stored or left in the hallways, stairways or outside of storage lockers in the basement.
10. **Smoking is prohibited in indoor common areas.**

## **J. Pets**

1. Unit owners and residents may only have pets as allowed by the by-laws and the Condo Association rules and regulations. This includes dogs, cats, fish, and birds. Such allowed pets, if they cause a nuisance or unreasonable disturbance, (which includes, without limitation, noise, smell and inappropriate behavior), or are deemed to be dangerous, may be removed from the property.
2. Exotic or deadly pets are prohibited.
3. All pets must be registered with the Management Company and, when required, licensed by the City of Chicago. License information must be provided to the Management Company when applicable. In addition, it is the pet owners responsibility to obtain any liability insurance coverage that may be required for ownership of the pet.
4. Pets will be limited to no larger than 70 pounds each and no more than 2 per unit.
5. Pets are the total responsibility of their owners. Any damage to the building or its adjoining premises caused by pets will be assessed to the owner. **All dogs must be on a leash at all times when within the building, courtyard, or parking lot.**
6. Dog owners must remove their dogs from the premises before permitting the dogs to perform their functions in any landscaped area. Owners are responsible for clean up of any waste material left by their animals. Please report, in writing to the Board or the Management Company, instances of owner's negligence to clean up after their pet.
7. All violations to the regulations concerning pets will be enforced as follows. For non-emergency complaints, a warning will be issued for the first two written complaints. Upon the third complaint of a violation, a hearing will be called and the owner of the pet will be responsible to present to the Board a proposal outlining how to remedy the situation. For repetitive or unresolved problems or in the case of emergency or health threatening circumstances, the Board will take action to remove the pet from the building.
8. In the event of any violation to the regulations concerning pets please notify the responsible Owner prior to reporting the violation. All violations must be reported to the Board in writing. **Please note that the Board and the Association cannot take a passive stance towards any pet that attacks or threatens the health and well being of an occupant.** Pet owners must take a proactive approach to prevent any such situation before it occurs. A zero tolerance policy will be taken in cases of aggressive or unprovoked attack by a pet.

## **K. Unit Use and Maintenance**

1. Unit owners and tenants must be responsible for keeping their units in such a manner as not to pose any safety or health hazard and in good operational order. Unit owners must notify the Management Company and the Board when a proposed unit repair will interfere with any common element.
2. Unit owners must provide adequate security at unit entrances (Do not let in any unknown people)
3. Prolonged nuisances from within a unit are prohibited and should be reported to the property Management Company. Unless circumstances warrant, nuisances should be taken up with the unit owner directly prior to filling a complaint to the Board or the Management Company.
4. Unit owners must be responsible when providing renters with appropriate building keys.
5. Smoke and carbon monoxide detectors must be maintained, tested and replaced per Chicago Ordinances.
6. If a unit will be unoccupied for at least two weeks, occupant should notify the Management Company.



7. Unit owners and tenants should provide a list of emergency contact telephone numbers to the Association Board and to the Management Company.

#### **L. Leasing/Renting of a Unit**

Leasing a unit is permitted by the unit owner as set forth in the Declaration of Condominium and the By-Laws. In addition to those guidelines, the following rules are in place to allow all owners the same opportunity to rent their unit on a limited time basis.

1. A fee will be assessed to a rental unit owner to cover the cost of providing new front door/mailbox nameplates and the cost of reprogramming the front gate security system to accommodate renters who are leasing the unit for each lease agreement. This fee must be paid in advance of the renter moving into the unit. Please contact the management company for more information.
2. Rental of a unit will be allowed to the extent that 80% or more of the units are owner occupied. The board has set forth the following guidelines for maximum number of consecutive months allowed and process for a rental waiting list:
  - a. An owner must have lived in their unit for 24 consecutive months to be eligible for consideration to lease their unit.
  - b. A 36 consecutive month cap will be in place for renting a unit by a homeowner and the 36-month period will begin on the first day that the lease takes effect. At the end of the 36-month cycle, any owner that wishes to be placed onto the waiting list for renting may do so. If an owner changes tenants during their 36-month cycle, the cycle does not start over but continues with a new tenant. If the unit is unoccupied for a given time between tenants, that unoccupied time is considered part of the 36-month cap. Any new tenant must meet requirements for renting listed prior. The 36-month period is terminated if the owner moves back into the unit.
  - c. A waiting list is in place for owners who wish to rent their unit once the 20% rental cap is reached. This list will be used as rental spaces open up on a first come, first serve basis for those who indicate in writing of their wish to rent their unit. An owner who is renting and reaches the 36-month cap may move to the waiting list if the Board and Management Company are notified at the end of their 36-month term/cap. The board secretary will assume the responsibility for maintaining the waiting list.
  - d. The Board reserves the right to grant a variance. A variance must pass with a majority vote by the Board. A variance must outline the starting and ending point to the variance. Failure to follow these rules may result in the eviction of the renter.

#### **M. Parking lot**

1. Please park in your own space. All spaces are assigned. No parking is allowed in any area that is not designated as an official parking space. Please be considerate of those with parking spaces adjoining yours, leaving as much space as possible for everyone to park easily. The Management Company will keep a record of all vehicles registered to park within a spot. It is the responsibility of the parking space unit owner to update the management companies records of vehicle changes.
2. You may not use the parking lot for storage. Parking spots are for motor vehicles and bicycles only, not for storage. The storage of hazardous materials in the parking spots will not be permitted. Any violation associated with the storage of hazardous materials will be assessed a fine of \$100.00 by decision of the Board. Any fines issued to the Association from a city inspector's offices due to storage in the garage (excessive storage, storage of hazardous material, storage of fire wood, etc.) will be posted to the account of the unit owner responsible.

3. The Association and the Management Company do not assume responsibility for damage, losses or vandalism to any vehicles in the parking lot.
4. Please take care not to lose or loan out your parking lot gate remote control. To replace of the parking lot remote control by the Management Company will cost \$50.00 per remote.
5. The parking lot is not a work area. Please do not use it for oil changes or repairing your car.
6. Please report any violations to the Board in writing.
7. Rental or loaning of parking spaces to individuals outside of the building (non-occupants) is not permitted without the prior approval of the Board.

#### **N. Remodeling & Structural Changes to a Unit**

1. Plans for remodeling within a unit that include any structural or mechanical change to the unit or the surrounding common elements must be submitted to the Board for approval 60 days prior to the beginning of any work. This procedure is to ensure that the following procedures must be complied with. Given the age and the type of the building, remodeling must be done with great care. Damage to common elements during construction is the responsibility of the unit owner. Cost of repairs will be billed to the unit owner involved. All sums payable by a unit owner as a result of damage in connection with any structural or mechanical change shall be an additional charge to the assessments attributable to such unit owner due within 30 days of being assessed.
2. Contractors/Workmen. When contractors or workman are scheduled, the unit owner should be present to admit the entry to the building. If not, arrangements should be made with someone to admit them.
3. Work is permitted in a unit Monday through Friday 8:00 AM - 6:00 PM, Saturday and Sunday 10:00 am - 5:00 PM. Written notice shall be given to adjacent units prior to starting the work, so that they are aware of what is to take place.
4. The unit owner is responsible to remove all debris from the building property. The maintenance staff can not be responsible for any such removal. Any charges incurred by the Association for debris removal not accomplished by the unit owner will be charged to the unit owner's assessment account due within 30 days.
5. All contractors hired must be properly certified for the work they are being paid to complete. All certifications must be presented to the Condo Association before work begins. Evidence of certification must be provided 60 days prior to beginning work.
6. All contractors hired must be properly insured for general liability, property damage and workman's compensation. A certificate of insurance must be provided to the Management Company, which names the Condo Association as an additional insured. Evidence of insurance must be provided 60 days prior to beginning work.
7. Building keys must not be given to workmen. Cost incurred to change security door locks as a result of keys given to contractors or workmen will be charged to the unit owner's assessment account due within 30 days.
8. Screen Door Installation Guidelines:
  - The screen door must fit the existing doorframe. The doorframe, door jam, or other existing building structures may not be modified to fit the screen door. The screen door must be modified to fit the existing door opening.
  - The screen door must be white in color, or must match the current existing color of the building trim.
  - The cost of screen door installation, maintenance, and replacement is the responsibility of the individual owner. If a screen door is determined by the board to be in need of repair, painting, or other maintenance, the board has the option to require the owner to perform the

maintenance needed. If the owner fails to perform the maintenance in a timely manner, the board has the right to contract for maintenance and bill the owner for the maintenance cost.

- The board reserves the right to require an owner to remove an installed screen door that does not meet the above guidelines.

#### **O. Children**

1. Children are not permitted to loiter or play in the stairwells, hallways, vestibules, courtyard, or parking lot. Young children must be accompanied by an adult in all common areas.

#### **P. Dangerous Furniture and Exercise Machines**

1. Water furniture, including any bed, mattress, chair, sofa, or other item of furniture that contains as a part of its elements or any other substance in a liquid state, is prohibited. The Board must approve any aquariums over 20 gallons in capacity prior to installation.
2. Exercise machines, especially treadmills, may only be used in basement areas (common or private). There is a high potential these units will violate the condo Association by-law regarding excessive noise.

#### **Q. Noise**

1. Sound transmission from one unit to another is a problem in the building of this nature. In consideration of your neighbors, loud noises such as pounding, drilling, loud television, music or other loud noises are prohibited between 10:00 p.m. and 8:00 a.m. Friday and Saturday nights, the hours are 12:00 a.m. to 9:00 a.m. Noise should be moderated at all times. Considering the hardwood flooring and construction of our building, Unit owners & residents should be especially mindful of this matter.
2. If you are planning a party or having a large group in your condo, please notify you neighbors ahead of time.
3. If a unit owner or resident experiences noise difficulties with another owner or resident, he/she should first bring it to the attention of the unit owner/resident. Any violations to these regulations should be reported to the Board in writing. Violations will be enforced as follows: Two written warnings will be issued, followed by a Board review and fines upon the third violation.

#### **R. Roof Access**

1. The roof is a limited common element deeded to the units (third floor) directly below it.

#### **S. Satellite Dishes**

1. Satellite dishes may be placed on the roof by the third floor unit owners as long as they are not visible from the surrounding street or neighborhood. All such installations will be in compliance with the roof warranty. Failure to do installation in compliance with the roof warranty will result of the removal of the installation and unit owner being responsible for all damage to integrity of the roof.
2. Unit owners with roof rights may choose to allow other unit owners to place satellite dishes on their property. Each agreement must be made in writing between the two unit owners and a copy of the agreement must be submitted to the Board 30 days before installation for approval.

## **T. Roof Construction**

1. Plans to build on the roof will be handled the same as any remodeling or structural changes to a unit with the additional requirement that all building meets the requirements of the roof warranty and maintenance. Plans for remodeling within a unit that include any structural or mechanical change to the unit or the surrounding common elements must be submitted to the Board for approval prior to the beginning of any work. See page 17 for more details.
2. Roof access hatches are for emergency and maintenance use only. Residents are not permitted to access the roof via the roof hatches for recreational use.

## **U. Bicycles / Roller-blades**

1. It is recommended that bicycles be brought in through the outer entryways into the basement or up to the unit owners unit by way of the rear stairwells. Bicycles should NOT be carried or ridden through the courtyard or courtyard facing stairwells unless no other alternative is available. Bicycle owners should be mindful of resident and commercial traffic while moving the bicycle through any common areas. **Special care should be taken not to mark or discolor the common areas while tracking the bicycle into the building.** Bicycles must not be stored in the hallways or stairways, including the rear stairwell. Such storage represents a fire hazard. Any Damage caused by the moving of a bicycle inside the building is the responsibility of the unit who causes or whose guest causes the damage.
2. Roller-blades, ice skates and cleated shoes may not be worn in carpeted common areas of the building.

## **V. Heating and Air Conditioning**

1. The two halves of the Paulina Court Condominiums are heated via separate steam furnaces. Each furnace is attached to a computer that monitors the temperature in the different units, heating when an average temperature falls below a set number. It is for this reason that all radiators should be left open in every unit. Closing a radiator in one unit can force the temperature up in another. Unit owners should also understand that a radiator has two settings, on and off. Leaving a valve halfway open can cause expensive damage to the heating system.
2. Owners are not allowed to adjust the master control for the heating system. Concerns about unit temperature or radiator function should be forwarded to the Management Company.
3. The installation, removal and storage of window air conditioning units are the responsibility of the owners.
4. The installation of air conditioning units in windows or other areas that will allow water condensation from the AC units to drain onto concrete balcony floors is strictly prohibited.
5. Owners are required to remove all window air conditioning units by October 31<sup>st</sup>, unless the AC units have been properly secured and insulated for the winter or have otherwise been granted exception by the board. Proof of proper AC unit insulation must be submitted to the board via electronic photograph (e.g. digital camera, phone camera) no later than October 31. Failure to remove the AC units or provide proof of proper AC insulation will result in a \$250 fine assessed to the owner for each heating season (approximately October 15 – May 15) that they are noncompliant.

## **W. Miscellaneous**

1. Artwork, posters, seasonal decorations or other decorations placed on the walls of the hallways, stairways, or common areas shall be with the prior approval of the Board. General notices for resident information can be placed on the corkboard located in the entryways. This includes notices of charity events, garage or condo sales, or information about parties to be held in the building.
2. These rules and regulations are to be used in conjunction with the State of Illinois Condominium Property Act, Cook County and City of Chicago zoning regulations and the Paulina Court Condominium Association Declaration and bylaws.

## **X. Enforcement Policies**

Please report any violations of the Rules and Regulations to the Management Company as soon as possible after the occurrence, ideally during the same day. Provide as much information as possible, including name, floor, unit #, description of the violation and description of the pet (if applicable). A letter from the complainant to the Management Company and Board regarding the details of the offense will need to document all violations. This document will be required to validate the nature of the complaint. More serious violations include the following:

- Pet Incidents
- Persistent Noise Problems
- Violations of Personal Safety or the Safety Of Others
- Criminal Activity

1. The fine for violations of any rule is \$25.00 for the first offense, \$50.00 for the second offense and \$100.00 for the third and subsequent offenses. Larger fines may be associated with more serious offenses and as where noted in the Rules and Regulations. In general, any violation that threatens personal safety will merit a \$100.00 fine for the first offense. In addition to the fines for a violation, a separate charge may be assessed reflecting each cost associated with repairing any damage to the building caused as a result of the violation. If any dispute is escalated to arbitration, the arbitration fees shall be the responsibility of the losing party.
2. Before the imposition of any fine or charge, the Management Company may choose to send a warning letter to the offender and/or the unit owner to desist from further misconduct. Should the problem continue the offender and/or the unit owner will be given written notice and an opportunity to be heard at a hearing before the Board. The responsibility shall lay with the offender to present to the Board a path for resolution or correction of the problem that is acceptable to the Association. An appropriate fine will be levied if the violation is confirmed or if the offender fails to appear without valid reason. Procedures for subsequent offenses are the same, except that the fines will be incremental. Please note that any violation that continues for more than one day shall be considered as a separate violation each day, except as otherwise noted herein.
3. Please be fair and objective when levying complaints to both residents and to the Board / Management Company. The Board is working in a voluntary capacity. Please do not waste time with complaints that are petty, unjust or motivated by bias, discrimination or disrespect other individuals' lifestyles and life choices.
4. In nuisance and neighbor disputes, please attempt to reasonably resolve the issue prior to contacting the Board or Management Company. In many instances, people do not realize that they are creating a disturbance unless you let them know (e.g. sound transmission). Let the other person know what is disturbing you and request their assistance in resolving the problem. Most people are reasonable and will comply with reasonable requests.
5. In the event of any violation of the Declaration, by-laws, or Rules and Regulations of the Association by a Lessee, the Board, shall determine what action or actions are necessary against the Unit Owner or Lessee, as the case may be. When the Board, in its discretion, determines that

a violation or series of violation warrant the termination of a lease, the Board may taken whatever actions are necessary to terminate the lease without liability or the potential of repercussion.

6. All expenses of the Association, in connection with any violations under these Rules, shall be assessed to the account of the unit owner responsible, due in 30 days.

**Y. Sale and Moving Policies**

1. Moving is allowed between 9:00 a.m. and 8:00 p.m.
2. Moving should be conducted through the back stairways.
3. Any expense resulting from damage to a common element caused by the act of moving will be charged to the primary unit owner and is due within 30 days of assessment.

**Exhibit A: Management**

All daily inquiries:

TriView Property Management  
Attn: Brawley Reishman  
2211 N Elston St, Suite 301  
Chicago, IL 60614

Phone: 773-572-0880  
After hours/Weekends: 773-572-0880  
Fax: 773-572-0901  
Email: [brawley@triviewproperty.com](mailto:brawley@triviewproperty.com)  
Website: [www.triviewproperty.com](http://www.triviewproperty.com)

Office Hours: Monday–Friday 9:00 a.m. to 5:00 p.m.

Should you need to get in touch with the Management Company after office hours, call 773-572-0880. Listen to the voicemail prompts to either leave a message or to be connected to an emergency paging service.

All assessment payments will be handled by the management office.

## Exhibit B: Emergency Contact Information

### Emergency Phone Numbers

#### Contact

Fire Department (Emergency)	911	
(Non-Emergency)	311	
Police Department (Emergency)	911	
(Non-Emergency)	311	
Medical Emergency	911	
Poison Control Center	800-222-1222	
Maintenance (Emergency)	773-935-9309	
Management Company Office	773-572-0880	<a href="http://www.triviewproperty.com">www.triviewproperty.com</a>
After Hours Answering Service	773-572-0880	
Commonwealth Edison	800-334-7661	<a href="http://www.comed.com">www.comed.com</a>
Peoples Gas (Emergency)	866-556-6002	<a href="http://www.peoplesenergy.com">www.peoplesenergy.com</a>
ATT Repair	888-611-4466	<a href="http://www.att.com">www.att.com</a>
Cable TV (Comcast)	866-594-1234	<a href="http://www.comcast.com">www.comcast.com</a>

#### Area Hospitals:

Swedish Covenant Hospital	773-878-8200
Bethany Methodist Hospital	773-271-9040
Northwestern Memorial Hospital	312-926-2000
Rush University Medical Center	312-942-5000
Evanston Northwestern Healthcare	847-570-5020
Saint Joseph Hospital	773-665-3000
Saint Francis Hospital (Evanston)	847-316-4000
Advocate Illinois Masonic Hospital	773-975-1600

#### Other Contact Information:

The following information regarding the building and the surrounding area is provided for your convenience:

#### Transportation:

CTA Information	<a href="http://www.transitchicago.com">www.transitchicago.com</a>
	<a href="http://www.ctabustracker.com">www.ctabustracker.com</a>
Department of Motor Vehicles	<a href="http://www.cyberdriveillinois.com">www.cyberdriveillinois.com</a>

#### Real Estate Tax:

Cook County Assessors Office	<a href="http://www.cookcountyassessor.com">www.cookcountyassessor.com</a>
Homestead Exemption	<a href="http://www.cookcountyassessor.com">www.cookcountyassessor.com</a>

#### Mail and Postal Service:

Local Post Office:	<a href="http://www.usps.com">www.usps.com</a>
1723 West Devon Avenue	773-742-2650

#### Federal Express

[www.fedex.com](http://www.fedex.com)

#### UPS

[www.ups.com](http://www.ups.com)