

**30 E. HURON  
 CONDOMINIUM ASSOCIATION  
 OWNER'S HANDBOOK  
 Enacted July 1, 2016  
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## Introduction

The Board of Directors of the 30 East Huron Condominium Association established these Rules to supplement the Condominium Instruments, comprised of the Declaration and By-Laws. Condominiums are a form of real estate ownership in which people own their individual property, called "Units", and also share ownership in common or other property which is related to their Units, otherwise known as "Common Elements". All Unit Owners ("Owners") belong to the 30 East Huron Condominium Association (the "Association". The affairs of the Association are administered by its Board of Directors and are assisted by a Property Manager to assist in the day to day operations of the Association.

ALL Owners, tenants, guests and other invitees must abide by these Rules at all times. Failure to do so may result in fines being assessed against the Owner, tenant, or both, as they are responsible for the conduct of anyone visiting the property. These Rules are put in place for the safety and welfare of the Residents of the building. Residents are held to knowledge of the rules and they are expected to communicate to others for whom they are responsible, including guests, and visitors, what constitutes acceptable behavior and the contents of such rules as may be pertinent. For purposes of these rules "Residents" means owners and tenants.

All covenants, restrictions, and rules contained in the Condominium Declaration (see Property Report) and By-Laws are incorporated as part of these Rules and any violation thereof constitutes a violation of these Rules and is subject to the enforcement policies and procedures set forth in these Rules. To the extent that the provisions of applicable law, the Condominium Declaration and/or the Rules are in conflict, the provisions of applicable law shall first control, followed

by the provisions of the Declaration of Condominium Ownership and By Laws and then the Rules.

The Management Office is located on the 1st floor of the lobby. Hours of operation are posted and subject to change. The direct number to the Management Office is (312) 951-9000. This number can be used during normal business hours. If the office is closed, the staff is not on the property, or there is an emergency, please call the doorman's station by dialing (312) 951-9048 for further assistance.

### ASSESSMENTS/SERVICE CHARGES

In order to meet monthly operating expenses, assessment fees and miscellaneous charges are due on or before the first (1st) day of each and every month. The timely receipt of assessment fees and miscellaneous charges is essential for the Association, in turn, to promptly fund and pay operating expenses, reserves, and other obligations.

A late fee of \$50.00 will be assessed for assessment (including parking) payments received after the tenth (10th) day of the month. An NSF fee of \$50.00 will be charged for any returned check. Automatic payment for assessments is possible; please see the Management Office for additional information.

All delinquent accounts over 60 days may be turned over to the Association's attorney for collection. All late fees and costs (including legal fees) incurred by the collection process will be the delinquent owner's responsibility and added to their outstanding assessments. Automatic payment for assessments is possible; please see the Property Manager for additional information.

## AUTHORIZATION TO ENTER ACCESS CONSENT

All guests must have authorization, either verbally upon arriving or in advance in writing, for access to be granted into the building. Written authorization in the form of an Access Consent form can be provided to the Management Office or Door Staff. The Door Staff may deny access to any guests who do not have verbal or written authorization.

## BICYCLES

All bicycles stored in bike rooms must be registered. The fee is \$100 per year which will be added once annually to assessments. Registrations shall automatically renew each year unless the registrant notifies the Management Office to cancel the registrations.

Any Bicycles not having been properly registered, in an unassigned space, are subject to removal without notice and any fees paid year to date will be waived.

Residents are to furnish their own locks for storing their bicycles. Although the bike rooms are locked, the Association is not responsible for any damaged or stolen property.

The Association requests that Residents who do not use their bicycles de-register them and remove them from the bike rooms so that others may use the space.

No other items will be permitted to be stored in the bike rooms including but not limited to carts, mopeds, strollers, tools, etc.

If a bicycle is illegally parked in your assigned space, you should report it to the Management Office immediately so that the proper action can be taken.

Bikes are ONLY permitted to be wheeled through the lobby during the hours of 11:00 p.m. until 6:00 a.m.

All storage is not transferrable and may be revoked by the Management Office at any time for violation of the rules without reimbursement.

## BULLETIN BOARD INFORMATION

The bulletin boards located on the first floor and laundry room are for posting Association notices. An electronic bulletin board is available via the Habitat Home app and is available for residents. Residents may make a request to the Management Office for posting. The Board of Directors and the Management Office reserve the right and have discretion, to refuse posting notices that are not within the spirit of a first class residential property. The Management Office reserves the right to remove any sign or electronic posting remaining on the board for 30 days unless agreed by management to allow another 30 days of posting.

## BUILDING MANAGEMENT AND MAINTENANCE

The Building Engineer and the maintenance staff are employed to operate and maintain the mechanical systems and common elements of the building. Unless an emergency exists, no work will be performed within individual Units by building maintenance staff without a Service Request Order. Only the work itemized on the order will be performed. Service Request Orders must be placed through the Management Office or the online portal. Owners will be charged for all in Unit maintenance requested by Unit Owners or required to be done as a result of neglect or actions by Residents or their guests or invitees, including labor and parts. A price schedule will be

available upon request to the Management Office. Service Request Orders will be charged to the Owner's monthly assessment invoice.

Renters must get authorization and approval for payment to the Association from the Owner before any work will be completed within a condominium unit. The Owner must contact the Management Office or approve the work order through the portal to place a Service Request Order and no work tickets will be completed without owner authorization.

Owners who are in arrears in paying monthly assessments (and tenants of such Owners), will not be allowed to place any Service Request Orders until their monthly assessments are paid in full unless it affects other owners.

CARTS

Small black carts are located near the doorman station for the convenience of the Residents; these carts are available 24 hours a day.

Large luggage carts are kept in the Maintenance shop. They are available for use by Residents upon availability and reasonable notice. Restrictions and availability to use the large carts may apply during busy elevator periods and on weekends.

All carts must be signed out at the doorman station and should be returned to the front desk immediately after use for the convenience of others. When signing out a cart, the user agrees to abide by these Rules. The cost of any damaged property, such as walls, elevators or tile, shall be the responsibility of and assessed to the owner and/or tenant of the Unit. Failure to return the cart within two (2) hours will result in a fee of \$50.00.

At no time are children or adults permitted to ride on, hang on, or sit upon any cart at any time.

Luggage carts are not designed to move any person or belongings in and out of the building. When signing out a luggage cart, you will be denied a cart if it is for the purpose of moving in and out of the building. A luggage cart can only be used for a single trip up or down the elevator, not for the purpose of moving in and out of the building. Carts are not to be used for construction materials.

COMMON ELEMENT/ LOBBY GUIDELINES

The term "Common Elements" is clearly defined in the Declaration of Condominium Ownership and includes all areas other than the Units. No one will be permitted to play in the halls, stairways, lobby, entrances, elevators, garage, or anywhere in or around the building where they may endanger themselves or unnecessarily disturb Residents.

Smokers are responsible for ensuring that their smoke does not enter other Units.

Smoking is NOT ALLOWED anywhere in the indoor or outdoor Common Elements.

SMOKING is prohibited by law in the common elements which include but not limited to the lobby, mailroom, elevators, halls, stairwells, loading dock, exercise room, basement, public bathrooms, parking garage, and within 15 feet of any entrance to the building.

No smoking is allowed on the sundeck, pool area, or on the landing between the pool and deck.

## CONSTRUCTION

Remodeling Agreement is available in the management office or at [www.30EastHuronCondo.com](http://www.30EastHuronCondo.com).

## CONTROLLED ACCESS BUILDING

The Association has installed a controlled access system in the building. Access is granted by use of a fob. Fobs are provided by Management only to Residents in the building. The transfer or loaning of fobs to persons other than tenants or guests (for a limited period) is prohibited. For this purpose, guests are intended to be people who are visiting and are personally known socially to an Owner or tenant and do not include people such as contractors, realtors or service personnel. The Management Office must be notified immediately if any fob is lost or stolen. Key fobs are available as follows, two (2) fobs for one bedroom units, four (4) fobs for one + den units and two bedroom units. All fobs must be registered with the management office upon transfer of ownership and tenants.

## COOPERATION FOR ROUTINE MAINTENANCE

Owners will be notified in advance whenever routine maintenance must be done within the building which could affect their Unit. Building staff will need access to individual Units from time to time as may be necessary for the maintenance repair or replacement of any common elements or for making emergency repairs necessary to prevent damage to the common elements or other Units. Owners will cooperate in giving Building staff access for maintenance. If the building staff is not allowed access to the Unit, any charges incurred by the Association or other Unit Owners for repairs which could not be made as a result of the inaccessibility of the Unit, as well as any

legal fees or costs the Association incurs as a result of the denial, will be the responsibility of, and will be added to the assessments of the Unit Owner.

Building management will attempt to provide Owners with at least 48 notice hours prior to commencement of work whenever possible, unless an emergency situation exists. In case of emergency, the staff will enter regardless.

## CORRESPONDENCE

Official correspondence to the property management should be sent to the following address:

The 30 East Huron Condominium Association  
Attn: Management Office  
30 East Huron Street, Chicago, Illinois 60611

The Board of Directors may require other information deemed pertinent or as required by the Illinois Condominium Act including summaries of any actions it takes, to be mailed, delivered electronically (pursuant to the requirements of the Illinois Condominium Property Act), posted or any combination thereof. Otherwise, Minutes of the Board Meetings are available from the Management Office or online at the Association's discretion.

All Owners who do not reside in a Unit owned by them, shall provide the Board and Management Office with their permanent residence address, phone numbers and e-mails addresses where they may be reached in an emergency, both at home and at work. Additionally, the information of the Resident in the Unit shall also be provided to the Board and the Management Office. Unless otherwise provided by law any Owner who fails to provide such information shall be deemed to

have waived the right to receive notices at any address other than the address of the Unit and the Board shall not be liable for any loss, damage, injury or prejudice to the rights of said Owner caused by any delay in receiving notice resulting therefrom.

CORRIDOR AND STAIRWELLS

Resident corridors must be kept clear at all times.

Unit entrance doors must be kept closed at all times when not in use.

Boots, umbrellas, strollers, doormats and other such items must be kept inside the unit. Building staff will be authorized to remove articles left in common areas without notice.

Eating and the consumption of alcohol are prohibited in the corridors and lobby.

Smoking is prohibited in the stairwells.

DELIVERIES

The use of the elevator must be scheduled through the Management Office at least 24 hours in advance and will be on a first come first served basis. The Management Office will make arrangements to have padding installed to protect the service elevator cab. If there is no elevator time for the delivery, because the delivery was not scheduled, the delivery will be denied.

The Condominium Association shall not be responsible for the loss or damage of any such property and shall not be responsible for any property delivered to or left with any employee of the building. The

Owner is responsible for any damage to the common elements as a result of any delivery.

In the event that a Resident cannot be in attendance when an outside supplier or vendor needs to gain entry to their Unit (i.e. furniture movers, cable installers, phone technicians, etc.), the Resident may sign and provide the Management Office with an Access Consent Form and a set of keys authorizing the Management Office to issue the keys for unaccompanied entry to their Unit.

Food and grocery deliveries will typically be permitted. The door staff is instructed to call you before access is granted for this type of delivery, and they reserve the right to deny access without your verbal authorization.

DOOR STAFF

If an Owner or tenant has a visitor who does not possess a fob (or even if possessing a fob, arouses the suspicion of the door staff) the door staff may attempt to contact the owner or tenant to verify that the visitor has permission to enter the building. If the Owner or tenant does not authorize entry, the door staff reserves the right to deny entry.

If the door staff is not familiar with a person attempting to gain entrance to the building, the door staff may request identification from that individual before allowing the person to enter the building.

Owners and tenants are asked to cooperate and be vigilant in the avoidance of allowing strangers to follow them into the building from all entrances including the garage. Please be sure that an individual to whom you are giving access is an owner or tenant or has authority to enter before allowing them to gain access to the building. However,

you should not interfere with the Door Staff in making decisions about who may enter. If you believe that with the Door Staff is making improper decisions, please report it to the Management Office.

Please immediately report any suspicious persons or activities to the Door Staff or to the Management Office. If a Resident is expecting guests to attend a function in the common elements, the Management Office must have a guest list 24 hours in advance of the function. If a guest is not on the list, the Door Staff may deny entry at their discretion.

Contractors who have appointments with Owners for such tasks as measuring, giving quotations for proposed work, or simply reviewing areas in a Unit for proposed work, shall be allowed to enter through the main entrance to the building provided that they are not carrying any tools with them. Contractors with samples or sample books are permitted to enter through the main entrance provided that the samples can be easily carried. Otherwise, they shall enter through the service entrance.

ELECTRIC SCOOTERS

All mobility scooters must be registered with the Management Office, including make and model. No fee should be charged for such registration. An "ABC rated" fire extinguisher (that is, a fire extinguisher rated for electrical fires) must be present in any room in which a scooter is parked while charging. Residents must be home while the device is charging.

ELEVATORS

The use of the service elevator must be scheduled with the Management Office for moves or transporting furniture or large items. All workmen and trades people delivering materials and equipment or rendering services to Residents must use the service elevators and must contact the Management Office in advance to schedule and ensure that the required certificate of insurance is on file.

FACE COVERINGS

In order to limit the transmission of the COVID-19 virus with the Association, the Board requires all persons wear a face mask (in compliance with best practices as established by the Centers for Disease Control and Prevention) while in the Association's common elements in order to protect the health, safety, and welfare of residents and employees.

This rule may be modified by the Board based on recommendations and orders of public health officials, including the City of Chicago and the State of Illinois.

This rule provides an exception for persons under the age of two (2) or whose age or medical condition makes it otherwise difficult or unsafe to wear such a mask.

To the extent the Association can verify an individual's failure to adhere to this rule, the responsible Unit Owner shall be subject to a fine levied by the Board in its sole discretion.

FITNESS CENTER

The fitness room is located on the P Level.

A guest is permitted when accompanied by a Resident. It is expressly understood and agreed to by anyone entering the fitness room that use of the room or any equipment is at the person's own risk.

It is recommended that the exercise equipment not be used without first consulting a physician.

30 E. Huron Condominium Association, the Board, the Management Company and their employees are not responsible for injuries or accidents incurred through use of the fitness room, nor are they liable for any losses or injuries arising out of the use of the fitness room, or for lost or stolen articles from the fitness room.

Fitness equipment is never to be moved by a Resident or guest.

The following rules apply to the fitness room:

- All owners, renters and guests must register and sign an Agreement to access the fitness room; available at Management Office.
- All fitness trainers must register with the Management Office and provide proof of liability insurance including signing a hold-harmless Agreement
- Children under the age of 18 must be accompanied by an adult.
- Children under the age of 15 may not use the Fitness Room unless accompanied by an adult responsible for their safety.
- Children under the age of 12 are not permitted in the Fitness Room.
- Pets are not permitted in the fitness room.
- Proper gym attire is required.
- No smoking, food or beverages are allowed, except for water/fitness beverages in plastic bottles.
- Equipment should be wiped down after each use.

- If someone is waiting to use the equipment, use is restricted to a 30-minute workout.
- Free weights must be carefully lowered to the floor and not dropped.
- When finished, all the weights should be placed back on the storage holder.
- TVs, radios, etc. should be lowered to levels so that others using the exercise equipment and neighboring units will not be disturbed.
- Malfunctioning equipment should be reported to the doorperson or Management immediately.
- TV should be turned off by the last person using the equipment.
- Fitness room hours of operation will be posted by management and can be changed without notice (currently the fitness center is open 24 hours a day)

## GARAGE

The Condominium Association or Property Manager is not responsible for any damage or loss from vehicles that are parked in the garage.

The Association retains the right to levy fines and/or tow certain vehicles from the Garage pursuant to Section 11(t) of the Declaration.

Nothing can be stored in a garage space. Anything stored or causing clutter in the garage will be removed and discarded without notice.

All parkers are to ensure their vehicle fits between the yellow lines and does not permeate beyond the yellow lines into their neighbors parking space or into the driving lanes. The Association has the right to tow a vehicle that causes a driving hazard to others.



There are two (2) compact parking spaces on floors 2-8 and four (4) compact spaces on the 9<sup>th</sup> floor, p29, p34, p63, p68, p97, p102, p131, p136, p165, p170, p199, p204, p233, p238, p268, p269, p270, p275, these spaces must be occupied by a vehicle that does not impede the driving lane. It is the responsibility of the parking space owner to share this information with his/her tenant or with a purchaser.

Parking garage owners are not entitled to key fobs, only parking transponders. Parking space owners will need to check in with the doorman after hours to gain entry to the garage.

GRILLING RULES ON THE SUNDECK

Residents and their guests are responsible for leaving grills in the same condition or better than when they used them. If anything is clearly in need of management or maintenance attention, Residents should immediately alert the door staff or building Management Office.

The grills are available on a first come basis and cannot be reserved for private parties.

Anyone wishing to use a grill and/or eat must bring food in an enclosed, leak proof container.

The sun deck area is for the exclusive use of the Residents of the building and their guests.

Smoking and vaping are not permitted in the pool area or sundeck. Residents are allowed six (6) guests maximum on the sundeck on Saturday, Sunday, National Holidays and Special Events as determined and posted by the Board of Directors.

Residents are allowed ten (10) guests maximum on the sundeck Monday through Friday.

All guest lists must be provided to the door staff for any visitors joining you on the sundeck.

No pets are allowed on the sundeck.

No glass is ever allowed on the sundeck.

When cooking is complete, please turn off the gas and clean the grill thoroughly with the brush provided. Residents must provide their own cooking utensils.

Mesquite and hickory chips etc. should not be placed directly on the grill or gas burners. Metal containers (i.e., smoke box) made for this purpose must be provided by the Resident.

INSURANCE

The Condominium Association has a master insurance policy which insures the common elements. Residents are responsible for insuring their own personal property and the interiors of their Units. The Condominium Association will not be held responsible for any damages incurred to the interiors of your Units or your personal property.

The owner of every Unit must obtain and maintain an insurance policy providing a minimum of FIVE HUNDRED THOUSAND (\$500,000) of insurance coverage for damage to other Units in the building. Every Owner's insurance policy must provide at least \$500,000 of coverage for (1) personal liability and compensatory damages resulting from property damage caused to another Unit that originates in the

insured's Unit, and (2) damage to another Unit caused by the negligence of the insured or his/her guest, Residents, or invitees, or greater coverage if specified in the Illinois Condominium Property Act. All insurance policies MUST name the 30 E. Huron Condominium Association as additional insured.

This Rule's requirement is not satisfied by an insurance policy obtained by a renter. Similarly, some condominium homeowner insurance policies will not satisfy the requirements of this Rule without increased coverage limits and/or special endorsements. Owners are strongly encouraged to consult their insurance professionals to ensure full compliance with this Rule and to determine whether personal liability coverage in excess of \$500,000 minimum specified in this Rule is advisable. The association reserves the right to review insurance policies to ensure compliance. It is suggested that you contact your insurance company for more information on fire, personal property, casualty, liability and theft coverage.

In order to monitor compliance with the requirements of this Rule, every Owner must provide the Management Office with a certificate of insurance confirming the existence of required insurance coverage within 10 days after management's request.

Should one owner make a claim against another, the Management Office may provide the carrier information to the owner making the claim.

Owners are required to keep their insurance certificate current during assessment delinquency and/or foreclosure actions.

KEYS

Replacement or additional door keys can be purchased through the Management Office, during regular office hours at a cost of \$10.00 per key. Replacement or additional fobs to the common areas can be purchased for \$25.00.

Each Owner must provide the Management Office with one full set of keys for their Unit to be kept in a secured key box for emergency purposes only. If locks are ever changed, it is the Owner's responsibility to provide new keys to the Management Office. If an Owner does not comply and emergency access is necessary, the Owner will be responsible for any and all charges/damages incurred to gain access to the Unit. See Controlled Access for additional information and restrictions regarding Key Fobs.

LEASES

The Association's Condominium Instruments require that all leases be submitted to the Management Office. Therefore, a copy of each lease must be submitted to the office. The copies of leases may have financial information redacted (blacked out), but each lease copy supplied to the Management Office must contain the following un-redacted and legible information: 1) the Unit number, 2) the name of the owner, 3) the name of the tenant, 4) the tenant's telephone number, 5) the term of the lease, 6) written or electronic signature of the lessor and lessee 7) any other provisions required in leases by the Declaration or By-Laws.

All leases must be for a minimum of 30 days. No subleasing or lease overlaps resulting in periods of less than 30 days. Short Term or Nightly rentals are prohibited.

All leases must contain the Owners contact information and must be signed by the owner of record unless the owner submits a proxy or power of attorney to the management office. Anyone subletting,

must turn in a copy of the sublease to the office, which must include the signature of the landlord, sublessor and sublessee, only one sublet is permitted per lease term.

If a lease is renewed or the term of a lease is extended, a copy of each renewal or extension must be submitted to the office prior to the commencement of the renewal. Renewals submitted after the expiration will result in a lease processing fee of \$75.00.

The Association will charge a one-time annual lease processing fee of \$200 to each Unit Owner leasing his/her Unit for a 12 month term and a \$300 processing fee for leases less than a 12 month period as a Common Expense. The fee shall be charged once during each calendar year upon the submission of the initial lease (subsequent leases submitted during that same calendar year will not incur any additional lease processing fees).

If a rented Unit goes into foreclosure or if the Association takes possession of a Unit, the Association shall have the right to obtain a copy of the entire un-redacted lease in order to obtain rents from the tenant.

The management and door staff may deny access to arriving tenants if a lease has not been provided to the Management Office covering the date of arrival.

Owners must provide their Tenants with a copy of these Rules. All written leases must contain a provision that the tenant agrees to be bound by and follow these Rules, as well as the requirements of all Association governing documents, including the Declaration and Bylaws. Owners are responsible for the actions and damages of their tenants.

LOCK OUTS

All Residents are required to provide the Management Office with duplicate keys for all locks on unit doors. This is required for both emergency accesses to a unit as well as to assist a Resident if he/she gets locked out.

In the event a forced entry during an emergency, the unit owner, not the Association or Management, is responsible for the costs of lock replacement and damage repair.

There will be a \$20 fee for lockout after normal hours and on weekends during non-management office hours.

During regular Management office hours, Resident-owners may sign out and return keys to the management office at no charge within a 1-hour period.

MOVE IN / MOVE OUT SCHEDULING FOR RESERVED ELEVATOR TIME

Notice must be given to the Property Management Office for reserved elevator time for all move-ins and move-outs at least (7) days prior to the move. Moving is permitted Monday through Friday, 9:00 a.m. – 4 p.m. No move-ins or move-outs entailing the moving of furniture will be permitted on Saturdays, Sundays, or holidays. Moves will not be scheduled before or after the stated hours or days, however if a move runs “overtime” a \$25.00 additional fee will be charged per hour.

If a move runs past the 4:00 p.m. cut off period, a charge of \$75 will be charged every fifteen (15) minutes that the move continues beyond 4:00 p.m.

The move-in and move out fee is \$350.00 and a refundable deposit of \$350.00 is required.

Moves are scheduled in two-hour increments.

Boxes and other packing materials must be taken down to the back-dock area and placed by the recyclable garbage bins.

Maintenance can assist in disposing of your discarded boxes and packing material for a fee. If you require assistance please call the Management Office at (312) 951.9000, or the front desk at (312) 951.9048 for assistance.

NOISE

No musical instrument shall be played, no stereo, radio or television set shall be operated, no vocal or instrumental practice, no excessive pet noise shall be permitted to cause a sound level which is intrusive to surrounding Units or corridors.

No activities shall be allowed which disturb or annoy other occupants of the Building.

If the Resident has hired a contractor to perform maintenance within the Unit, all work must take place during normal business hours except in the event of an emergency. Any noise produced while performing such work must be kept at a reasonable level. Please refer to the "Unit Alteration" section for further information.

Residents shall make every effort to provide sound deadening material on their floors such as carpet, area rugs and/or wood floors installed over a cork like material.

Entertaining must be done within the confines of the Resident's Unit at a noise level not offensive to your neighbors. Public intoxication (exhibiting alcohol/drug induced erratic behavior); loitering and loud voices are strictly prohibited in the common areas. Verbal or physical assaults of a Resident, guest or employee will not be tolerated.

Residents are encouraged to take the following steps if the Noise and Disturbances rules are violated:

- A. Call the Doorperson on duty to witness the incident and assist in restoring quiet and/or call the police.
- B. Fill out a detailed complaint to the Management Office and be prepared to act as a witness if legal action is taken.

PARTY ROOM

The Party Room is available privately by reservation only for a \$100.00 charge and a \$200.00 deposit to Residents 21 years or older. Dates can be reserved through the Management Office. Those Residents reserving the Party Room are required to complete and sign the Party Room Agreement. The use of the facilities is to be at the sole discretion of the Association.

If the Party Room is not being used by others, it may be used for small meetings of not more than 8 people for a charge of \$10/hour and a \$100.00 deposit, for a maximum of 4 hours on any date.

The Party Room is to be used in a careful, lawful and safe manner causing no damage to the facilities and no inconvenience or discomfort to any Resident. The Resident is responsible for any damage to the Party Room facility or equipment.

Residents are responsible for leaving the Party Room in the same clean condition in which it was received. If spillage occurs during the event, contact the Door Staff immediately so it can be attended to.

Trash must always be disposed of by the Resident immediately after use of the Party Room. The Management Office may be able to arrange other services for the Resident, such as cleaning, set up/take down, for additional charges. A schedule of additional charges can be obtained at the time of scheduling with the Management Office.

Anyone under the age of 18 must be accompanied by an Adult.

If a Resident is expecting guests to attend a function in the Party Room, the Door Staff must have a guest list in advance of the function. Only those persons whose names are on the list will be admitted to the Party Room. The Owner should also provide a cell phone number with the Doorman to be contacted if there is a problem with someone not on the list.

Pets are not allowed in the Party Room. Smoking is not allowed in the Party Room.

PETS
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In accordance with the Articles, each unit may have a maximum of two pets. Unless carried, pets must be leashed and enter and exit only through the rear door.

All owners will be required to register their pet(s) with the property management office. As part of the registration dog owners will be required to provide proof of vaccinations in accordance with the governmental requirements. Once the pet is registered, the

management office will issue a registration certificate within two weeks and issue a dog tag.

Any dog(s) that may reside in the building for more than 15 days annually shall provide proof of vaccinations and register with the management office.

During the hours of 11 p.m. through 6 a.m. dogs are permitted to enter and exit through the lobby.

Pet Owners must enter and exit through the rear entrance of the building unless such entrance is inaccessible, then entry and exit through the lobby. If you are entering and exiting through the lobby, never use the revolving door with your pet and always make use of the stationary exit doors.

Residents are responsible for ensuring that their pets do not have accidents in the common areas. If a pet does have an accident, the Resident must clean up immediately and notify the front desk of the occurrence.

The Association provides bags at the rear entrance. Residents are encouraged to use them.

In common elements and elevators, Residents must ensure that their pets do not threaten or cause discomfort to other Residents or their guests.

Owners, their tenants and guests are all responsible for the actions of their pets including excessive noise. Appropriate fines/penalties (up to and including requiring the removal of the pet) may be levied for pet rule violations.

## POOL AREA

The swimming pool is for the exclusive use of the Residents of the building and their guests.

All Residents and their guests swim at their own risk.

No diving or running is permitted in the pool area.

Glassware of any kind is not permitted in the pool area. Beverages are permitted only in unbreakable containers.

Any resident or guests with glass in the pool area will be subject to a fine of \$250 for the first offense.

Any resident or their guests liable for broken glass in or near the pool will be responsible for all fees associated with cleaning process, which may include, draining and refilling of the pool, pool inspections, and/or repairs, in addition to any other costs that may be incurred. A minimum fee of \$2,500 will be billed for the cleaning and reopening process.

NO food or beverages are allowed in the pool.

No one is permitted to appear in any part of the common elements (other than the swimming pool area) in dripping swimwear. Footwear and outer garments are to be worn to and from the pool and in all common areas of the building.

No children under the age of 16 shall be permitted in the pool unless accompanied by an adult responsible for their safety. Children under 2 years of age are permitted in the pool if they are wearing the proper infant swimwear.

When necessary, other policies regarding the use of the pool will be updated and posted at the entrance to the pool area.

Smoking is not permitted in the pool area.

No pets are allowed at the pool.

Residents are allowed six (6) guests maximum in the pool on Saturday, Sunday, National Holidays and Special Events as determined and posted by the Board of Directors.

Residents are allowed ten (10) guests maximum in the pool Monday through Friday.

A guest list must be provided to the door staff for any visitors that will be joining you at the pool.

## REALTORS

For security reasons, the Management Office must be notified in advance of an open house.

Open House signs are prohibited anywhere on the property including the sidewalks.

Realtors conducting an Open House must provide the Door Staff with their cell phone numbers so that they can contact them when a prospective buyer is interested in viewing the Unit.

All visitors must be escorted by their unit owner or their agent at all times while in the building.

## RECEIVING PACKAGES

Packages are accepted by the door staff seven (7) days a week.

If a package is perishable a courtesy phone call will be left whenever possible.

Furniture deliveries will not be accepted. All furniture deliveries must be scheduled with the Management Office and the elevator secured for the time frame of delivery.

No large furniture deliveries will be allowed after 4:00 p.m. Monday through Friday. No deliveries allowed on Saturday and Sunday.

The door staff will not accept packages over 50 pounds. Deliveries over 50 pounds will need to be scheduled through the office and you'll need to be home to accept your delivery.

Owners who ship or receive any deliveries are fully responsible for those items and the Association takes no responsibility for an Owners' deliveries and for packages that are stolen, vandalized, lost, or misplaced. Owners are discouraged from leaving packages within the Common Elements for more than 12 hours.

## SECURITY DOORS

All doors that require the use of a security key (FOB) to gain entrance should remain closed at all times. Please do not prop these doors open for any reason without prior authorization from the Management Office.

At all times we ask that you make sure you are aware of who is following you into the building.

Always make sure that you are closing the back doors securely when exiting through the back-dock area.

## SELLING OF UNITS

New Owners must provide a copy of a closing statement within 24 business hours after the scheduled closing to the Property Manager.

## SOLICITORS

Door to door soliciting or under door pamphlet distribution or any other solicitation is prohibited. Residents are requested to notify the Management Office if unauthorized solicitors appear in the building.

## STORAGE LOCKERS

Limited storage lockers are available. If no storage lockers are available, a first come, first served waiting list will be established in the management Office.

Locker space is rented at \$35.00 per month, per locker. All locker fees will be assessed to the condominium owner's ledger monthly. All items must be placed in the storage locker. Any item left unattended, or outside of the locker, will be removed and discarded by the Management Office. The Association is not responsible for any items in the storage room.

## SUNDECK

The sun deck area is for the exclusive use of the Residents of the building and their guests.

Residents are allowed six (6) guests maximum on the sundeck on Saturday, Sunday, National Holidays and Special Events as determined and posted by the Board of Directors. Residents are allowed ten (10) guests maximum on the sundeck Monday through Friday.

No glass is allowed on the sundeck at any time. No pets are allowed on the sundeck at any time.

Smoking and vaping are not permitted on the sundeck. All guest lists must be provided to the door staff for any visitors.

TRASH DISPOSAL AND RECYCLING

Source-separated recycling is required under Chapter 11-5 of the Municipal Code of Chicago. Please utilize the large blue bin located in your chute room for your recyclable goods. Please do not include take out containers or pizza boxes.

Helpful tips:

1. When possible clean your cans or bottles before recycling.
2. Place your recyclables directly in the blue bin or in a paper bag. Please do not use plastic bags, they are not recyclable.
3. If garbage, plastic bags or soiled items are left in the bin, this will cause everything to be contaminated and no longer recyclable.

Maintenance will collect the materials from the blue bins daily and place them in a separate recycling container that will be picked up weekly by our recycling company, Flood Brothers.

Do not force oversized objects into the trash chute. NEVER place trash on the floor of the chute room.

All trash must be securely bagged and sealed before throwing it into the trash chute.

Construction material is NEVER to be placed in the chute room, or disposed of down the chute.

UNDESIRABLE ACTIVITIES

In addition to violations of the law, there shall be no physical assault/battery, stalking and/or intimidation, verbal assault, or demeaning behavior by anyone in the building (including Residents, guest, or contractors) of employees of the Association or of the property manager (which includes office staff, maintenance persons, and door staff), board members, owners, tenants or guests or providers of goods or services in the building.

UNIT ALTERATIONS, REPAIRS & CONTRACTORS

This packet is separate and deals specifically with alterations, repairs, and construction within a unit. Please contact the management office for a packet.

No construction of any kind can commence without the management office having a signed remodeling agreement, a scope of work and a copy of your contractor's insurance naming the Association as additional insured.