

630 N. State Parkway Condominium Association Rules, Regulations and Guidelines

Welcome to the 630 N. State Parkway Condominium Association.

Our purpose is to introduce you to, and to provide guidelines for, living in 630 North State Parkway Condominium Association.

It is the intent that these rules will benefit all Unit Owners by providing a framework for everyday living that will help to ensure comfortable surrounding and security to all residents.

All Residents (Unit Owners and their Lessees), as a matter of course, are obligated to observe all of the provisions of the Condominium Declaration and By-Laws as well as the Rules and Regulations. The Rules and Regulations will govern the conduct of all Unit Owners and Residents and any person on the property at the invitation or permission of any Unit Owner or Resident. Unit Owners shall be responsible for the conduct of their families living in their unit, of tenants, and of members of the tenant's family living in the unit, as well as any of their guests and invitees. In order to achieve effective understanding, we ask that each member of your household read this booklet.

These Rules and Regulations are binding on all unit owners, residents, their families and guests. Exceptions to the Rules may be made only in writing, signed by the Board of Directors or its duly authorized agents following a written request by a unit owner.

Violations of the Rules will result in appropriate action being taken by the Board of Directors in accordance with its powers and duties.

The Board reserves the right to amend these Rules and Regulations from time to time as deemed necessary.

DEFINITIONS

For the purpose of brevity and clarity, certain words and terms used in these Rules and Regulations are defined below. In the event a term is used in the Rules which is not defined anywhere herein, its definition shall be determined by referring, in the order which follows, to its definition as used either in the Declaration, or in the By-Laws, or in its common usage within the Association, or in its

commonly understood meaning as indicated both by the context in which it is found and by its dictionary definition, wherever it first may be found.

1. Declaration- The Declaration of Condominium Ownership which was recorded in the office of the Recorder of Deeds of Cook County, Illinois on February 20, 1999, as Document No. 00899713, and as amended from time to time thereafter.
2. By-Laws — The By-Laws of 630 North State Parkway Condominium Association (Articles of the Declarations and By-Laws).
3. Property — All the real estate property against which the Declaration has been recorded, including any improvements thereon.
4. Association — 630 North State Parkway Condominium Association, an Illinois not-for-profit corporation.
5. Board — The Board of Directors of the Association.
6. Rules or Rules and Regulations — The Rules and Regulations of the Association, as adopted pursuant to the powers available to the Association and the Board.
7. Common Property — The Common Elements of the Association, as defined in the Declaration, i.e. all portions of the Property except for units, more specifically described in Section 3. I of the Declaration.
8. Unit — A portion of the property which is owned by a unit owner, more specifically described in Article 2 of the Declaration.
9. Owner or Unit Owner — The owner(s) of a unit, as revealed by the public records, unless expressly provided otherwise by the Declaration. Where the owner is a trust, the beneficial owner of the trust and any person having personal responsibility for the unit to the same extent as if title to the property were held in the name of such person or persons.
10. Member or Members of the Association — A unit owner.
11. Resident — Any person who resides on the property, including families of unit owners and including a unit owner if the context so indicates.
12. Common Expenses or Assessments — Any amount which the Board may assess against a unit owner, individually or collectively, including regular monthly assessments, special assessments, fines and charges or expenses which are levied pursuant to the Declaration, By-Laws or the Rules and Regulations.
13. Managing Agent or Manager — The person or entity which has been employed by the Association to manage the day-to-day administration of the property in the manner directed by the Board.

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Incident Report Form

Attached

A. ASSESSMENTS

1. Assessments are due on the first of the month. The Association allows a 15-day grace period. Late charges will be assessed on accounts which have unpaid balances because payments are not received by the bank prior to the 19 of the month.
2. Partial payments will be credited: first against any outstanding late charges, penalties or fines; next to open balances from prior months; then to the current month's user charges and to the current month's assessment. Thus, any unpaid amount will be deemed to be the assessment and the Late Charge will be levied against the account each month such balance continues.
3. Accounts delinquent beyond 45 days will be turned over to the Association's attorney for collection. All legal fees or other costs incurred by the Association in connection with the collection of the debt will be the responsibility of the unit owner.
4. Pursuant to the Statutes of the State of Illinois, the Association is authorized to pursue forcible entry and detainer proceedings for delinquent assessments and other monies owed to the Association. These proceeding may result in the resident's loss of ownership and possession of his/her unit.

B. BALCONIES AND PATIOS

1. Balconies may not be altered, screened or otherwise modified without written approval from the Board of Directors.
2. Furniture, plants and accessories must be of sufficient weight to prevent dangerous conditions during high winds. Any damage to property will be at the expense of the homeowner in violation.
3. Nothing may be attached to the outside of the balcony railings or extend beyond the edge of the balcony.
4. No permanent floor covering may be installed without Board and Engineer's approval. The installation of floating floors must be discussed with Building Engineer.
5. Painting or enclosure of balconies is prohibited.
6. Only gas or electric grills are permitted. Management of smoke from the use of grills is the responsibility of the person using it. No smokers or charcoal grills may be used.
7. Balconies are not to be used for storage.
8. Sweeping of dirt or water flow over a balcony is prohibited, as is watering of plants in such a manner that water flows over the balcony edge.
9. Throwing any item from a balcony or terrace is prohibited, and could result in police interaction. This includes trash, dirt, cigarettes and fireworks.
10. No clothes, sheets, blankets, laundry of any kind, or any other items shall be hung out on the balcony railings.
11. Only communications equipment mandated by Federal law may be installed or maintained on balconies or terraces. Any such communications equipment must be installed in such a manner that it is not visible from the street.
12. Lights may not be hung on balconies except between November 20 and January 10.

C. BICYCLES

1. Bicycles may be stored in the Bike Room for an annual fee. All bicycles in the bike room must be registered annually. Use of the room is on a first come first served basis. Application shall be made at

the Management Office where tags will be issued for placement on registered bicycles. Keys are available in the Management Office.

2. Bicycles may not be chained to the parkway fencing along State Street.
3. Bicycles brought into the building must be brought in through the loading dock and the freight elevator must be used. No bikes are allowed in the lobby.
4. The Condominium Association and Management are not responsible for loss or damage to bikes stored in the storage room.
5. Bicycles may not be stored on balconies.

D. BULLETIN BOARDS

1. Basement Bulletin Board — A bulletin board is located in the basement by the elevators for resident use. Notice must be no larger than one page and dated. Notices may be removed at the discretion of Management, and all notices will be removed after 30 days.
2. Items may also be posted on the building web-site bulletin board.

E. CARTS

1. Luggage carts maintained by the Building are available for loading and unloading purposes as a convenience for the residents. Carts are not to be used for moving boxes or to be used as a dolly for heavy objects. Carts are to be used in the freight elevator only. Some form of id. must be left with the doorman, to be retrieved when the cart is returned.
2. Carts should be requested from the Doorman, and returned within 30 minutes.

F. COMMON AREAS

There are certain rules that apply to all the common areas in the building:

1. No smoking
2. No behavior that disturbs the peace and quiet. No obnoxious, unlawful or offensive behavior.
3. No rollerblades/skates are permitted to be worn within the building.
4. All pets must be on a short leash in the permitted common areas.
5. Proper attire must be worn at all times. Shoes and shirts must be worn in the lobby, hallways and elevators.
 - a. Lobby —
 1. No oversized grocery carts
 2. Signs are not permitted
 3. No Smoking
 - b. Elevators —
 1. City Ordinance prohibits smoking

2. No signs, posters or ads are permitted.
3. Grocery carts, luggage carts, bicycles, and large bulky items must be transported in the freight elevator
4. The Freight elevator must be reserved in advance through the front desk for move ins/move outs. Move Ins and Move Outs are permitted Monday through Friday 9am until 4pm. To move on a Saturday requires an additional nonrefundable elevator fee. Moves are not permitted on Sundays or holidays.
5. A transfer fee is required for every new lease or sale and must be paid before elevator time is scheduled. A security deposit must be given to the front desk prior to turning over the elevator.

c. Hallways

1. Chicago Fire Department Regulations prohibit placement of furniture, art objects, bicycles, sleds, buggies, carts, umbrellas, doormats, galoshes and any other personal property in the hallways or stairwells.
2. Decorative articles appropriate to the season are permitted on doors no earlier and no later than 3 weeks before and after the holiday. No decorative materials or fixtures of any kind are permitted on corridor walls.
3. All newspapers or deliveries left in front of unit doors for more than 2 days will be removed by Maintenance.
4. Hallways are not to be used as play areas.
5. Unit owners shall not alter the exterior of their unit doors by painting their door, changing hardware or installing doorknockers. Door locks and knobs must be of the same standards currently within the building.

d. Exercise Room — Addressed under Fitness Room.

e. Hospitality Room — Addressed under Hospitality Room.

G. CONTRACTORS, DELIVERIES AND TRADESMEN

1. All contractors, delivery people, and tradesmen must sign in with the doorman. The freight elevator must be used to transport all tools and deliveries.
2. Hours for construction in the building are 8 a.m. until 4:00 p.m., Monday through Friday, Saturday 10 am — 3 pm.
3. Association reserves the right to control and limit entry of tradesmen and delivery people in order to minimize traffic in the building. The lobby may not be used as a waiting area by contractors and service people.
4. There is no vendor parking.
5. All contractors, delivery persons, and tradesmen are subject to the Association Rules.
6. For more information, see Remodeling.

H. DISTRIBUTIONS

1. With the exception of official Association business, the distribution of political, commercial or informational literature to any condominium is prohibited.

1. DOOR STATION

1. Doorpersons will provide access only to Residents and those guests whose admittance has been authorized by a Resident in a timely manner via telephone, memo or fax.
2. Bicycles may not be chained to the parkway fencing along State Street.
3. If a resident later wants to deny admittance to someone previously allowed admittance, written notice must be provided to the doorperson.
4. A resident is to display his/her common area key or valid id to the Doorperson upon request before entering the inner Lobby of the building. The Doorperson will assist in opening doors in reaching the Lobby elevators. The Doorperson will also assist in the outer Lobby with groceries, small packages, luggage, buggies etc.
5. Only the Doorperson is permitted to use the telephone at the Doorperson's station. The Doorperson will be allowed to provide building access to visitors only after contacting the resident and receiving the appropriate authorization.
6. The Doorperson is not permitted to move residents' or guests' vehicles, accept valuable or large items, or open unit doors. The Association, Board, Management Company and their employees disclaim any and all liability resulting from packages or keys left with the Doorperson in violation of this rule.
7. The Doorperson or other employees may be required to admit to the building, or to a unit, law enforcement officers duly empowered by warrant, writ, subpoena or other court order or process. In such event, the Association, the Board, Management Company or their employees shall not be liable for compliance with such warrant, writ, subpoena, order or process.
8. In an emergency, Residents should call 911. After reporting to the proper authorities, residents should contact the Doorperson to notify building staff of the emergency.

J. EXTENDED ABSENCES

1. Notify the Management Office of the times when you will be gone.
2. Provide the names and phone numbers of contact persons in case of an emergency.
3. Maintain a heat setting to prevent pipes from freezing.
4. Turn off lights and unplug small electrical appliances.
5. Make arrangements for your mail; i.e. have the post office forward your mail or have the mailman collect and hold your mail.
6. Cancel newspaper delivery. If newspapers are left in the corridor, the staff will dispose of them after 2 days.

K. FITNESS ROOM

1. The exercise room is for the exclusive use of Association residents and their overnight guests.
2. Children or persons under the age of 14 are not allowed to use the equipment.
3. Smoking is not allowed.
4. Food or beverages are not allowed with the exception of "sports" water bottles.
5. Remove any oils before using equipment.
6. There is a 30-minute limit on any one piece of equipment when others are waiting to use equipment.
7. Please wipe off equipment after use.

8. Do not drop weights.
9. The last one to leave the room should turn off the TV and lights.
10. Members of the Board, Management, the Association or its employees are not responsible for injury or accidents incurred through use of the exercise room.
11. The TV must be kept at a reasonable volume so as not to disturb others in the room.

L. GARAGE

1. Parking spaces at 630 N. State are individually owned.
2. There is no available guest parking.
3. Cars illegally parked in someone else's space are subject to being towed at the car owner's expense.
4. Parking spaces are not to be used for storage of personal items, except bicycles with Board approval.
5. Spaces designated for motorcycles may be used by motorcycles or compact cars only. Violators will be towed.
6. The Declaration limits one motorized vehicle per parking space.
7. When a parking space is rented, a copy of the lease must be given to the Management Office.
8. Assessments on parking spaces are due on the First of each month and late after the fifteenth. Parking assessments are subject to the same policies as unit assessments.
9. Garage door openers and key fobs are the property of the Association, and shall be returned to Management upon request or at the sale of the property.
10. All drivers shall obey the rules and regulations enacted by the Board and shall operate their vehicles with courtesy towards fellow parkers. Tailgating is prohibited.
11. Headlights must be turned on when driving in the garage.
12. Repairs and maintenance to vehicles is not permitted in the garage.
13. Maximum speed is 5 mph and will be strictly enforced.
14. If a resident calls the doorman to have the garage door opened, and proceeds to park the vehicle in a space they do not own, they will be subject to a fine of double the normal fine amount.

M. HOSPITALITY ROOM

1. The Hospitality Room is available for use from 8:00 am to 1 :00 am.
2. The Hospitality Room is to be used only for private social functions of residents; any function involving fund raising or admission fees must be specifically approved by the Board of Directors or Management. Non-residents are not permitted to use this facility. Functions held in the room may not be advertised to the general public.
3. The room will be reserved on a first requested basis. Reservations may be made up to one year in advance. The front desk will handle all reservations, deposits, scheduling and billing. To reserve the room, contact the front desk. The usage fee and the security deposit amount are included in the Schedule of Fees, attached.
4. A resident must be host to the event, be in attendance at all times, and is responsible for the actions of the guests.
5. A guest list for the event must be presented to the doorman 24 hours before the event.
6. Decorations may not be affixed to the walls or ceilings.
7. Deliveries to and from the Hospitality Room must be made via the freight elevator.

8. The use of live music or a DJ must be approved in advance by the Board. Excessive noise will not be tolerated.
9. The resident is responsible for any damage to the room resulting from their private use of the room.
10. The room must be cleaned and restored to its original condition by 8:00 am the following day or the maintenance staff will handle the clean-up at the full expense of the resident.
11. Smoking is not permitted.
12. Occupancy is limited to the posted number of persons allowed.
13. The use of other areas of the building, including the exercise room is not permitted as additional party room space.
14. Tables and chairs are for use when the room is rented. Maintenance will be happy to place the needed furniture in the room prior to the event.

N. LEASE — See Sales and Leases

o. LOBBY

1. Bicycles, sleds and rollerblades may not be taken through the lobby; they must be taken through the Ontario street entrance.
2. Signs are not permitted unless authorized by Management.
3. Smoking is not permitted.
4. The lobby is not to be used as a play area.
5. Only street attire (shoes, shirts, etc.) is acceptable; walking barefoot is not permitted.

P. LOCKOUTS

1. If a resident is locked out, he/she may come to the door station. A key for every unit is kept in a locked box in a locked room. It is the resident's responsibility to return the key in a timely manner. If a resident is locked out and there is no key in the box, the resident must call a locksmith.

Q. MAINTENANCE

1. When maintenance service in a unit is requested, contact the doorman on duty to have a work order written.
2. Maintenance requests will be completed if possible within 24 hours unless it is an emergency or parts need to be ordered. In an emergency, contact the doorman to have a janitor come to your unit at your expense. An emergency is a fire, water leak or flood, or illness requiring an ambulance.
3. A tenant may request a work order to be completed. Unless specified in writing, maintenance will complete work orders up to \$50.00 without unit owner approval.

R. MOVE INS/MOVE OUTS

1. A copy of the executed sales contract or lease is required before the elevator may be reserved.
2. Moves are allowed Mondays — Fridays, 9:00 am to 4:00 pm. Saturday moves are permitted 10:00 am – 3:00 pm and an additional non-refundable fee.

3. All moves must be scheduled through the front desk. The freight elevator will be padded for all moves.
4. A non-refundable transfer fee is required along with a refundable deposit before the date of the move. The transfer fee is required for move ins. The refundable deposit is required for both move ins and move outs. The deposit is refunded if there is no damage to any of the common areas of the building. An inspection of the common areas will be made before deposit return.
5. All moves and deliveries shall be made through the loading dock located on Ontario Street.
6. For security reasons, all delivery persons are required to sign in at the front desk before the elevator will be turned over.

S. NOISE

1. Residents and their guests shall not make excessive noise that may disturb surrounding units. Noise from televisions, radios, stereos, musical instruments, social activities and other domestic situations must be used or conducted in a manner that is appropriate and does not disturb other residents.
2. Construction work may be performed Monday through Friday from 8:00 to 4:00. Work on Saturday is permitted between the hours of 10 am and 3 pm.
3. Noise complaints should be reported to the Management Office during office hours or to the doorman at all other times. Noise complaints are subject to the violation hearing and fine process.

T. OPEN HOUSES

1. Open houses and Broker open houses are permitted with restrictions.
2. Signs are not permitted in the common areas including the lobby. Signs are not permitted in front of the building.
3. A representative of the owner or brokerage office must escort any guests to and from the lobby to the open house. Visitors will not be allowed to wander the building.
4. Notice must be given to the Doorman's station 48 hours before the event.

U. PEST CONTROL

1. Residents should notify the Management Office if pests are found in a unit.
2. Extermination of your unit is free of charge to residents when performed during the monthly scheduled visit.

V. PETS

1. All pets must be registered with the Management Office. Proof of inoculations must be presented.
2. All pets must be leashed and held on a short lead when in the common areas.
3. Owners may transport their leashed pets in and out of the building using any elevator at the property.
4. Pets are permitted in the lobby, but not the party room or exercise room.
5. Per the building Declaration, pets are limited to no more than 25 lbs. when fully grown.
6. Residents are permitted a total of two pets per residential unit.
7. Visiting pets brought into the building on a temporary basis, defined as no more than ten days, shall be registered with the Management Office. Pets of guests are subject to these rules.

8. Owners of pets causing prolonged or frequent discomfort to residents of 630, causing personal injury, or in any way constituting a nuisance will be subject to notice. Continued violations will be subject to a fine after notice and an opportunity for a hearing, and /or eviction of the pet.
9. Any dog deemed a nuisance by the Board of Directors shall be muzzled when in the common area of the building, or said nuisance dog must be permanently removed from the building.
10. A cleaning fee shall be levied on any resident who permits his or her pet to defecate or urinate on the 630 property.
11. Kitty litter must be placed in a tightly sealed bag before being deposited on the chute room floor. Do not put litter down the trash chute. Kitty litter must not be flushed down the toilet.
12. Pets may be kept on the balconies/terraces, however, pet owners may not keep their pets on the balconies/terraces for excessive periods of time.
13. Pet waste must be picked up immediately and disposed of properly.
14. Pet waste may not be washed or swept over the edge of the balconies/terraces.
15. Pet owners must ensure that other residents at the property are not disturbed by noxious or offensive pet odors.
16. Excessive noise and/or barking shall not be permitted at any time.
17. Pet owners must take steps to ensure the safety of their pets while out on the balconies/terraces. Said preventive measures include, but are not necessarily limited to, implement appropriate fall protection measures to ensure their pet does not fall through or over the balcony/terrace railings.

W. REMODELING RULES

1. A remodeling work permit must be obtained through the 630 Management Office and returned and accepted, in writing, by Management before any electrical, plumbing, and/or structural remodeling of any kind is commenced.
2. All plans for structural remodeling must be submitted in advance to the Management Office for approval by the Board of Directors.
3. The Management Office must be notified of all proposed construction dates. Construction is permitted Monday through Friday, 8:00 am until 4:00 pm. Saturday 10:00 am until 3:00 pm.
4. Owners shall obtain from the contractors and must submit to the Management Office prior to remodeling:
 - a. Signed copy of the remodeling contract
 - b. Any drawings
 - c. Contractors certificate of liability and worker's compensation insurance naming the Association and Management as additional insured at a minimum, The General Liability should be \$1,000,000 per occurrence.
 - d. A copy of a submitted City of Chicago Building Permit application.
5. All work must be in compliance with all building, health and safety codes, as well as the building's construction rules. Association approval of remodeling work is not tantamount to compliance with building, health and safety codes.
6. Management retains the right to inspect work for compliance with the remodeling during and after the work is completed. If said work is not in compliance with the building rules, the city codes or deviate from the approved plans, the unit owner will upon 3 days' written notice be required to remove or correct such defects at their cost. The unit owner will be subject to a fine for each day the unit is not in compliance.

7. Upon notice from Management, any damage to 630 N. SPCA's common elements, or to other units in the building caused by the work done, shall be repaired at the expense of the unit owner causing the damage, who will be required to cooperate fully and expeditiously.
8. Television cable outlets and telephone hook-ups in units may only be moved by the authorized cable contractor or the Association's telephone company. Licensed professionals must perform all plumbing and electrical work.
9. The intended use of jackhammers between the hours of 9:00 am and 4:00 pm requires at least 24 hours advance notice to Management and the resident(s) in the unit immediately below.
10. Installation of wood, ceramic tile or other hard surface floorings must include an underlayment of sound absorbent material approved by the Building Engineer. The current noise transmission barrier required is a minimum of 50 decibels, which can usually be achieved by 1/4" cork. Carpeting is an excellent sound absorbent material. Water-based sealant must be used on hardwood floors.
11. Daily removal of construction debris, discarded carpeting or flooring from the building property is the responsibility of the owner. The Unit Owner/Contractor is responsible for the removal of all dirt and debris caused by the remodeling from all common areas no less frequently than daily, prior to 4:00pm. If maintenance must perform this task, the unit owner will be charged. Owners will be charged for any extra cleaning of the common areas and for additional scavenger expenses necessitated by such remodeling clean up.
12. Use of the freight elevator for the delivery of construction material must be scheduled through the front desk. All equipment and material delivery and debris removal is restricted to the freight elevator.
13. There is no contractor parking in the building.
14. There is a fee to have any utility affecting the common areas or another unit shut off. This must be scheduled at least 48 hours in advance with the Building Engineer.
15. Contractors must provide all necessary tools, equipment and materials necessary to perform their work. Lending 630 property is prohibited.
16. All necessary permits are the responsibility of the unit owner. The resident is required to comply with all government regulations.
17. Offensive and noxious fumes are prohibited from being vented into the common elements and neighboring units. Proper ventilation is the owner's responsibility. Contact the Chief Engineer for further instructions.
18. When two or more units are being combined, it is necessary to amend the Association's Declaration. The unit owner will be billed for legal services to make these modifications.
19. Use of trash chute for construction debris is expressly prohibited.

ANY VIOLATION OF THE REMODELING RULES BY THE CONTRACTOR OR UNIT OWNER MAY RESULT IN A FINE BEING ASSESSED TO THE UNIT OWNER. IN THE CASE THAT THE CONTRACTOR WAS AT FAULT, IT WILL BE THE RESPONSIBILITY OF THE UNIT OWNER TO PAY THE FINE AND THEN ATTEMPT TO COLLECT FROM THE CONTRACTOR.

X. SALE OR LEASE

1. LEASE

- A. The Association's Declaration limits rental units in the building to 20 percent. Rental units are allowed on a first reserved basis. Prior to rental of a unit, the Management Office shall be contacted to determine whether rental is allowed.

- B. Unit owners are requested to use the ABOMA condominium unit leases for any rental. All leases must be submitted to the management office.
- C. A non-refundable transfer fee is required upon presentation of the lease to Management and before move in is allowed.
- D. There is an elevator deposit for move ins and move outs. If there is no damage upon completion of the move, the deposit will be refunded.
- E. Leases may not be for periods of less than 1 year or longer than 2 years.

2. SALE

- A. A copy of the sales contract must be provided before any paperwork will be processed. A completed Resident Information Form on the purchaser(s) and a non-refundable transfer fee is required upon presentation of the contract to Management.
- B. Lenders may require a copy of the Declaration, Bylaws and current budget. The current owner is responsible for providing these items. The Association will provide a copy of these documents for a charge for the Declaration and Bylaws, for the current budget.
- C. A copy of the closing statement must be presented to the Management Office prior to move in.
- D. There is an elevator deposit for move ins and move outs. If there is no damage upon completion of the move, the deposit will be refunded.

Y. SMOKING

- 1. 630 N. S. P. C. A. is a smoke free building. Smoking in the common areas, including elevators, hospitality, storage room and exercise room is not permitted.

Z. STORAGE ROOM

- 1. The storage room is located on the 8th floor and is for the use of residents only.
- 2. Each unit has one storage locker assigned to it. Items not stored in the proper locker assigned to a unit are subject to being removed and discarded without notice.
- 3. The Association, employees and Management are not responsible for items stored in the storage room.
- 4. No hazardous, perishable or flammable objects are to be stored in the lockers.
- 5. Items left outside of lockers, or put on top will be disposed of without notice and without recourse.
- 6. To receive a locker assignment, contact the Management Office.
- 7. Smoking is not permitted.

AA. TRASH REMOVAL

- 1. Bag, wrap or seal all garbage before putting down the chute.
- 2. Items too large for the chute, including moving boxes, should be put to the right side in the chute room and the doorman notified.
- 3. Large pizza boxes should be broken down and set to the side in the chute room.
- 4. Please do not throw coat hangers, paint, broom handles, cat litter or extremely heavy items down the chute as this may damage the chute walls.

5. If you have a Christmas tree to be removed, contact the doorman. Maintenance will bag and remove the tree from your unit at no cost between December 26th and January 5th. After this date, there will be a maintenance charge involved.
6. Residents are responsible for educating their guests and cleaning personnel of the guidelines.
7. Any resident who continues to improperly dispose of trash after being sent one written communication regarding proper disposal of trash may be assessed a cleaning fee for each subsequent offense. In the event that the resident is a tenant, the owner's account will be charged accordingly.

AA. VIOLATIONS

1. In accordance with Section 18.4(h) of the Illinois Condominium Property Act, if someone is believed to be in violation of any of the provisions of the Declaration and By-Laws or Rules and Regulations, a signed written complaint must be submitted by a resident to the Management Office. A complaint form is available at the door station or the Management Office.
2. The person charged with the violation will be given notice of the complaint. If a second offense is filed, the person charged with the violations will be notified of a time and place where the Board of Directors or its duly authorized committee will conduct a hearing to review the complaint.
3. At the hearing, they will have the opportunity to present a defense and respond to accusations. All hearings will proceed with or without the presence of the accused, so long as notice has been sent in advance. The results of the hearing will be ratified at the next board meeting.
4. The hearing will proceed based upon witness complaints and/or witness testimony. The Board will weigh all evidence prior to rendering a finding. All hearings shall be closed.
5. If any resident is found guilty of a violation, the Board will notify the party in writing and a fine may be charged to the assessment account of the owner of the unit in which the guilty person resides.
6. There will be a fine for every violation after the first, provided the owner has not been fined for the same violation within the last 12 months. If the owner has been fined for the same violation within the previous 12 months, the fine amount will double. If the fine is not paid within forty-five days, Management will send a letter to the homeowner indicating that a lien (including all associated costs) will be placed on the owner's unit if appropriate action is not taken to pay the fine within 5 days of receipt of registered or certified letter.
7. In the event of any violation of the Rules and Regulations, Declaration or By-Laws of the Association, the Board reserves the right to pursue any and all legal remedies to compel enforcement, legal and equitable. Any and all costs and attorney's fees shall be assessed back to the account of the offending owner at the time they are incurred.
8. An Incident Report is included as part of these Rules and Regulations.

630 N STATE PARKWAY CONDOMINIUM ASSOCIATION
RESOLUTION REGARDING PACKAGE DELIVERIES

WHEREAS, 630 N State Parkway Condominium Association ("Association") is governed by provisions of the Association's Declaration of Condominium ("Declaration") and the Illinois Condominium Property Act ("Act"); and

WHEREAS, Association is administered by a duly elected Board of Directors in accordance with the Declaration of Condominium Ownership for 630 N State Parkway Condominium Association, a Not For-Profit Corporation; and

WHEREAS, the Board of Directors is charged with the responsibility of maintaining the property and acting in the best interests of the members of the Association; and

WHEREAS, the Board of Directors recognizes a need to balance the increasing use of home shopping and delivery methods by Unit Owners, against protection of the common areas and the safety and security of all owners and residents; and

WHEREAS, the Board of Directors has deemed it to be in the best interests of the Association to adopt the following rules governing package deliveries.

NOW, THEREFORE, BE IT RESOLVED:

1. Only items allowed under Paragraph 2, herein, may be delivered by FedEx, UPS, or delivery drivers for Amazon, Peapod, etc. to the common areas of the Association. These deliveries will be delivered to the receiving room agent.
2. Only items meeting the following requirements may be handled by the receiving room agent:
 - a. Any owner who receives more than 30 packages in any per calendar month shall be charged a service fee of \$1.00 for each package over 30. Owners will be responsible for and charged for the usage of their tenants or other occupants.
 - b. At the sole discretion of the receiving room agent, all packages that are oversized or heavy or if there is a high amount of packages, packages will be left outside in the common area hallway of the receiving room until they are picked up by the resident. 630 North State Parkway Condominium Association nor the receiving room agent will be responsible for these packages left in the common area.
 - c. The following items may not be delivered to the common areas:
 - i. Firearms, knives, bows/arrows or any other weapons, and ammunition;
 - ii. Solvents, paint, gasoline, kerosene, or other hazardous chemicals;
 - iii. Automotive parts, including tires, rims, engine components, trim or automotive upholstery, fenders, bumpers, or other automotive body parts. The term "automotive" refers to anything related to passenger or commercial automobiles, trucks, motorcycles, or other motor vehicles;
 - iv. Furniture that is oversized;

II. Animals: live, taxidermies, or otherwise; vi. Any items delivered on pallets, crates, gaylord boxes, barrels, or any other container that may cause damage to carpet, walls, or common areas, in the sole discretion of the Board; vii. Any items prohibited by federal, state, or local law, as well as any items prohibited by commercial carriers.

3. Owners are responsible for knowing whether their shipments are compliant with the aforementioned laws and the Association's regulations. 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.
4. Owners who intend to receive extremely large items than noted in this resolution or in excess of the permitted amount must have parcels delivered elsewhere, to a retail store or USPS mailbox, for example.

SCHEDULE OF FEES, CHARGES AND DEPOSITS

All fees, charges, deposits and fines are subject to change at the discretion of the Board

- All fees, charges and fines are subject to the late policy
- Moving fees — Transfer Fee — Condominium Unit (upon sale lease move in) \$250.00 Transfer Fee — Parking Space — upon sale \$25.00
- Elevator Deposit (move Out) \$500.00
- Saturday move charge \$150.00 (additional)
- Party Room Fee — Deposit \$200.00 Fee \$100.00
- Annual Bike Registration Fee \$25.00
- Late Fees:
 - Assessment received after the 15th \$50.00
 - Returned checks subject to late fee and NSF charge
- Garage Door Opener \$75.00
- Key Fob \$35.00
- MAINTENANCE CHARGES: PER OCCURRENCE
 - Water Turn Off \$200.00
 - Fire System Turn Off \$200.00
 - Gas Turn Off \$200.00
 - Light Bulb Replacement \$25.00 plus cost of bulbs if not provided by resident
 - Unclog Toilet \$25.00
 - Unclog Sink \$25.00
 - Unclog Sink Aerator \$15.00
 - Air Filter Replacements (in addition to twice a year) standard replacement \$25.00 plus cost of filter
 - Screen Repair/Replacement \$40.00 plus cost of screen
 - Pet Clean-up Charge \$25.00
- Other maintenance may be provided by Maintenance Staff on a _ as available — basis at an hourly rate of \$40/hour billed in 15 minute increments.