

# **The Statesman**

## **Rules and Regulations**

Revised November 2003

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This booklet is divided into two sections throughout. Listed below each heading in large type are the rules of the Statesman Condominium Association. These rules will be enforced by the Board and Management. All fines indicated will be levied upon offenders.

Below the listings are Guidelines. They are intended to supplement the Rules & Regulations of The Statesman Condominium Association. These Guidelines are intended to make this a more pleasant place for all of us to live.

# SAFETY AND SECURITY

## Phone/Emergency Numbers

1. Building staff:
  - a. 8:00 a.m. to 4:30 p.m. daily at 773-334-0883.
  - b. After-hour emergencies: 312-944-2611 (Management).
2. Management: LaThomas Property Management
  - a. 9:00 a.m. to 5:00 p.m. weekdays at 312-944-2611.
  - b. After hours and on weekends a 24-hr. answering service will also take messages which will be relayed on the next business day.
3. Emergency numbers:
  - a. 01 on the Entry phone system in the outer lobby is programmed to dial Management's 24-hr. number.

## General Security Rules

1. Individuals discovered giving unauthorized access to strangers will be subject to a \$50 first offense fine, then a \$100 second offense fine, and a \$200 fine will be given each and every time thereafter. Therefore:
  - a. Never let any unknown persons follow you through entrance doors. Close the door firmly behind you and let them enter with their own card or by calling the Resident they are visiting.
  - b. Never leave the lower-level entrance door propped open unattended at any time. When moving items in or out, be sure to leave a guard at any door left open.
  - c. Never buzz strangers into the building. The Statesman is equipped with a closed-circuit TV monitoring system currently on channel 18 (this number may be different depending on your particular cable selection setup). Use this system to identify individuals in the lobby. If you do not recognize them do not let them enter.
  - d. The monitoring system also allows you to view the following areas: garage area, laundry room, mezzanine, lobby, and outer lobby.

- e. Always advise all delivery people that you expect them to leave the building immediately and that you will be watching them on the security monitor. If you do not see them leaving the building, contact the engineer to advise him of a possible intruder in the building.
2. Owners, renters and long-term guests must fill out the appropriate registration forms (see Forms Section), so that pertinent data is on file for identification and security purposes in an emergency. A \$50 fine per month per form will be assessed for failure to fill out required registration forms.
3. Report a lost or stolen key fob immediately to the Building Engineer so the key fob can be deprogrammed and made non-functional. Failure to do so may result in personal liability. Replacement fobs will billed to the Unit Owner on the next assessment bill.
4. All units must have a peephole.

## **Smoke Detectors**

To comply with the 1984 City of Chicago Smoke Detector Ordinance, smoke detectors must be installed in each unit you own, whether you reside in or rent your unit. Occupants are responsible for the ongoing operation of detectors. You must install functional smoke detectors within 15 feet of any area used for sleeping, or be subject to current fines of up to \$1,000 plus \$200 per day thereafter until in compliance. City building and fire inspectors will examine all property and issue fines.

## **Smoking Rule**

There will be no smoking allowed in the interior common areas (elevators, garages, hallways, laundry room, lobby, lower level, mezzanine, stairwells, and storage areas). There will be a fine of \$25 for the first offense, followed by a \$50 fine for the second offense and a \$100 fine for the third offense and every offense thereafter.

## **Guidelines**

1. To prevent crimes on our premises, don't fall victim to lax security procedures. Preserve and protect your own and your neighbor's life and property by being constantly alert.
2. The building contains several systems to enhance security. Please read about these systems and understand how they work. They are only as good as their users. These systems include the Key Fob Door Entry security system, the Entraguard Phone Entry System, and the Closed Circuit TV Monitoring System.

3. Keyfob Door Entry System
  - a. The Statesman is equipped with a programmable Keyfob Door Entry security system that eliminates the use of keys at building entrances and the problems usually associated with uncontrolled possession of duplicate keys.
  - b. Each Keyfob is programmed and coded to each authorized unit owner/resident. When the Keyfob is held or waved next to the small boxlike, Keyfob reader placed next to the secured doors. The transmitted code is received by the reader and automatically releases the electronic door locks.
  - c. There are three Keyfob readers in the building. They are located in the Main Lobby, the exterior Lower Level pedestrian door, and the interior Lower Level door.
  - d. To enter the building, hold or wave the Keyfob close to the Keyfob reader. This causes the electronic door lock to buzz and release. Enter while the buzzer sounds and be certain the door closes firmly behind you.
  - e. Tenants must get Keyfobs from their Unit Owner. Keyfobs must be returned to unit owners at the end of the residency period.
  - f. When owners sell a unit, Keyfobs must be transferred to the new Unit Owner. The Building Engineer should be made aware of this transfer to change the registration information or the Keyfob may be deprogrammed.
  - g. As individuals move out of the building, the Keyfobs will be deprogrammed. They can be reprogrammed for new residents.
  - h. Additional or replacement Keyfobs are available from the Building Engineer at the current cost, which will be billed to the Unit's assessment account. Extra Keyfobs for tenants will be given only with the Unit Owner's authorization.
4. Entraguard Phone Entry System
  - a. The Statesman is equipped with an Entraguard Telephonic Door Control security system that releases the lobby door lock on command, allowing visitors or delivery persons to enter the building premises.
  - b. Your own telephone number is programmed into the memory system. Your telephone number remains confidential, and is assigned a three-digit code.

c. Visitors must use the lobby Entraguard phone to contact you, using your assigned code number on the lobby directory. When this code number is dialed, visitors can speak to you, for a limited time, over your regular telephone. Visitor calls can be answered from any touch-tone telephone in your unit.

d. When you receive a call from the lobby, you will hear a repeating signal in the background over the speaker's voice. Identify all visitors before admittance. Channel 18 (this number may be different depending on your particular cable selection setup) on your television will allow you to view the lobby area.

e. If you wish to deny entry, just hang up the phone.

f. If you wish to allow the visitor to enter the premises, simply dial "9" on a touch-tone phone and then hang up. This causes the electronic door lock to buzz and release. While the buzzer sounds, your visitor should hang up the phone by pressing the "#" key on the Entraguard phone and open the door.

g. **IMPORTANT:** Inform your visitor of the floor and apartment number, for your Entraguard code number has no relationship to your apartment number.

h. If you are using your phone when visitors call they will receive a busy signal. If you are expecting someone, avoid phone calls at this time so that expected visitors won't have to wait for you. "Call Waiting" is also a helpful feature in your personal phone system to prevent this problem.

5. Cable Television/Television Monitoring System

a. Hook-up to the basic cable TV system is included with your monthly assessment. It also allows you access to the television monitoring system.

b. The Statesman is equipped with a Closed Circuit TV Monitoring System, which supplements other security systems at building entrances. To access the monitoring system, tune to Channel 18 (this may be different depending on your particular cable selection setup) to view a closed-circuit images of the lobby entrance, the garage area, the laundry room, and the mezzanine. The camera at the lobby entrance area will help you verify the identity of visitors using the Entraguard console.

# **DELIVERIES**

## **Appliance/Furniture Delivery**

1. Delivery of oversized items must be arranged 48 hours in advance with the Building Engineer. Such deliveries must occur during normal working hours (8:00 a.m. to 4:00 p.m.), or there will be an overtime charge. Recipient must notify Engineer of date, time, type of merchandise to be delivered and the delivering vendor.
2. Delivery of oversized items that must be put on top of the elevator is subject to a service charge determined by the elevator company. If oversized merchandise is to be put on top of the elevators, you must be home to accept delivery and pay the service charge.
3. It is best for all concerned if you are there to accept delivery. However, if this is impossible, the Building Engineer will have the merchandise placed inside your unit as requested and will sign a receipt for its delivery. This receipt will only certify that the merchandise has been delivered. It will not certify the condition of the merchandise.
4. When replacing items such as refrigerators, ranges, sofas, and mattresses select a vendor who will remove the item you are replacing and dispose of it. If you leave any of these items to be disposed of by our waste-removal company, we will be billed and these charges will be passed on to you.

## **Guidelines**

### **Mail and Other Deliveries**

1. Mailboxes
  - a. Mailboxes are located in the mail-room alcove entrance area next to the lobby entrance.
  - b. Keys to individual mailboxes are provided by respective unit owners. They should be returned by tenants to owners or transferred to new owners at the end of residency.
  - c. If mail keys are lost, the Building Engineer can arrange for new mailbox keys and locks at owner's expense.
  - d. An outgoing mail-drop box is provided for everyone's convenience in the mail-room alcove. It is not an official U.S. Post Box, but mail will be picked up by the mailman at time of mail delivery.

2. Package Delivery

a. If you are not home, building staff will accept parcel deliveries and store them in the locked storage room in the lobby.

b. A “Package” sticker will be affixed to your mailbox to alert you to parcel delivery.

c. It is your responsibility to collect parcels from building staff, in the lobby, between the hours of 8:00 – 8:30 a.m. and 4:00 – 4:30 p.m., so that interruptions of staff work schedules are kept at a minimum.

d. If pickup times are not convenient, you may pre-arrange a personal pickup by calling 773-334-0883. If such arrangements are on the staff’s personal time, please be courteous in your requests.

3. Merchandise Pickup

a. Building staff will accept your packages for pickup by vendors.

b. A receipt will be requested from the vendor and will be forwarded to the Resident.

c. The Association is not responsible for damage to or loss of any item left for pickup.

## **PET RULES**

1. Housing a pet at the Statesman is a privilege, which may be revoked by Board action if multiple complaints result from the behavior, hygiene, or sheer number of pets.

2. The only pets allowed at the Statesman are normal household pets (birds, cats, dogs and fish).

3. The breeding of animals for commercial purposes is strictly prohibited at the Statesman.

4. Pets are restricted to a 40-pound, full-grown weight limit. Failure to comply will result in the Owner being requested to remove the pet from the premises. Failure to comply within one month will result in fines of \$100 per month.

5. All cats and dogs must be registered with the Statesman Condominium Association, and owners must comply with any and all State and local laws, including city registration and licensing. See “Pet registration form” (in Forms Section). Lessees must obtain written permission from their lessor for acquisition of a pet. Pets will not be allowed to reside at the Statesman without registration. Failure to comply with registration requirements will result in a \$100 fine. Said fine will continue monthly until proper registration is received.

6. Owners whose dogs are transported through common areas on a daily basis are required to pay a one-time \$100 dog fee (per dog), which is non-refundable. Dogs will not be allowed to reside at the Statesman without the fee payment.
7. Boarding the pets of friends/relatives for more than 30 consecutive days is prohibited. Temporary boarded pets are restricted to 40-pound full-grown weight limit. Failure to comply will result in fines of \$100 per month.
8. Pets are permitted to enter and exit the building through the Lower Level pedestrian entrance door only. The overhead garage door may not be used for this purpose. If pets are transported through the Main Lobby, they must be carried.
9. Animals must be leashed, caged, or otherwise controllably restrained when moving through the building premises -- elevators, corridors, driveways and all other common areas. Residents allowing their pets through the common areas without a leash or other controllable restraint are subject to a \$100 fine.
10. Pet owners are responsible for preventing their pets from excreting in or upon the common areas. All accidents must be cleaned up immediately. Failure to do so will result in a \$100 per occurrence fine, and may also include replacement cost (i.e., carpeting, etc.). To help preserve landscape areas, don't allow pets to excrete there. Owners will be responsible for replacement cost.
11. Bringing in exotic, non-traditional or multiple pets requires prior Board approval.
12. The Statesman Association does not allow pitbull terriers or other fierce or aggressive pets to live, or temporarily board, at the Statesman.

## **Guidelines**

1. A City Ordinance requires that pet owners pick up and dispose of their pets' droppings when walking them on public property, so everyone can enjoy the city parks without worrying about the nuisance of pet feces.
2. Registration of pets with the Statesman Condominium Association also requires proof of City registration (if required).

## **GARBAGE AND REFUSE DISPOSAL**

1. All garbage thrown down the chute must be contained (not overstuffed) in a securely tied plastic bag. The plastic bag should be no larger than a 13-gallon tall white kitchen bag. Do not use paper bags. Residents whose bags break open in the chute are subject to fine.
2. Nothing should be left in the garbage chute room. Violation of this rule shall result in a \$50 first offense, \$100 second offense, and \$200 fine thereafter.
3. Newspapers and magazines should be placed in the recycling bins next to the Dumpsters. Do not bundle or tie them together — bundled materials cannot be recycled and if thrown down the chute can cause chute blockages.
4. Large boxes and cartons must be broken down and hand-carried to the Dumpsters as well as any other large refuse too large for the chute.
5. Large, messy, dangerous, or bulky items should **never** be thrown down the chute. Carry them down to the Lower Level and place them inside or neatly alongside the Dumpsters. Such items include, but are not limited to:
  - Plastic runners/carpeting of any type or size
  - Rods -- curtain, shower, or other rods of any type
  - Clothes hangers
  - Wood -- blocks or boards of any type
  - Large cans of any type (e.g., paint cans) should be enclosed within plastic to prevent leakage and marring of floors
  - Furniture -- small pieces
  - Kitty litter
  - Glass
  - Vacuum-cleaner bags or other debris
6. Violators of the “Garbage and Refuse Disposal” rules will be charged \$50 first offense, \$100 second offense, and \$200 thereafter in addition to expenses related to damage and unclogging of the chute.
7. Costs associated with large or unusual items of refuse, which require special handling or scavenger arrangements, will be passed on to the Unit Owner. Such items include, but are not limited to, old appliances, furniture and fixtures. Placing such items in any common area without making prior arrangements for disposal may result in additional fines plus the cost of removal.

8. Residents bringing in natural Christmas trees for the holidays must dispose of same using a Christmas-tree disposal bag. These bags will be provided free of charge by the maintenance staff upon request and serve to keep pine needles out of the common areas and also act to reduce fire hazard. Bagged trees are to be disposed of in the Lower Level Dumpsters. Failure to dispose of Christmas trees in this manner will result in a fine of \$100.

## Guidelines

1. The garbage chute, located in the garbage-chute room on the northeast side of each floor, curves at various points in its downward route. The chute is lined with a tin-like material. When improper materials are thrown down the chute, the lining can be torn and damaged, and items can accumulate at any juncture, especially at the curves, causing blockages.
2. Improperly sealed garbage attracts roaches.
3. Garbage dumped down the chute does not go to an incinerator. It accumulates at the end of the chute. Building staff **manually** transfers garbage from the chute to the large Dumpsters at the Lower Level for scavenger pickup.
4. When individuals stockpile garbage and dump it all at once, garbage can quickly fill the chute and back up to the lobby and even to residential floors. Such stockpiled garbage may result in infestation and odors that infiltrate the floors. These problems are especially prevalent on weekends.
5. Dump your garbage daily, in the morning hours. The Staff transfers garbage mid-afternoon, so potential backup problems would be short-lived.
6. Weekends are heavy dump times. Help staff minimize potential backup problems by disposing of refuse during the week.
7. Tie all garbage bags securely so they will not open on the way down the chute.
8. Do not overstuff garbage bags. If the bag doesn't enter the chute opening easily, don't force it. Such bags cause chute blockage. Carry these to the Lower Level.
9. For the benefit of all residents and building personnel, help "police" your own floor. If you notice that disposal procedures are not being adhered to on your floor, please contact the Building Engineer or Management to alert them to the problem. Then all floor residents can be notified that a specific problem is occurring and be reminded of the correct disposal procedures.

# MAINTENANCE AND REPAIR RULES

1. Access to units is required for the 5 regularly scheduled maintenance services performed by building personnel:
  - Exterminating -- monthly, on second Wednesday (or as posted in elevator)
  - Removal of screens to facilitate window washing -- as needed
  - Replacement of convector filters -- twice a year
  - Oiling convector motors/vacuuming convector drains -- once a year
  - Rodding of suspended waste clean-outs
2. Failure to allow this access will result in a \$100 fine to the Unit Owner. This fine will be automatically billed with the next month's assessment bill.
3. When outside contractors are to be in a unit for repair, maintenance or remodeling purposes the Building Engineer must be give written notice.
4. All Saturday, Sunday and holiday work on individual units that generates disruptive noise and/or ties up the elevator must be approved by the Board. This includes work by an individual Unit Owner and outside contractors. Failure to comply with this approval process is subject to a \$100 fine. Non-disruptive work such as wallpapering, painting and plastering does not require Board approval.
5. Unit Owners are responsible for all clean-up and proper disposal of any work-related debris. Such debris must be carried down to the Dumpsters. Failure to follow this rule shall result in a minimum fine of \$50.00 plus the costs of clean up.
6. It is the Unit Owner's responsibility to ensure there is no damage to any common or limited common area from your own actions or those of hired contractors. Should any damage occur, the Association has the right to repair the damage and bill the owner.

## Guidelines

1. Notices of all routine maintenance will be posted in the building elevators.
2. Regarding extermination: complete cooperation of all residents is vital in the war against pests. If roaches or other pests are discovered in your unit, please notify the Building Engineer **immediately**. Pest extermination must be controlled by professional Management to give the most effective protection throughout the building.
3. Do not leave pet food out all day.

4. The Building Engineer must have access to each unit to perform these services. If no one can be there to admit the personnel, leave the top lock unlocked so that the master key can open the bottom lock, or supply the Building Engineer with keys to any locks not accessible by the master key. All pets, with their food and litter, must be contained in a separate area.
5. Runners are available from the building for hallways if excessive debris is expected.
6. Requests for any maintenance services or repairs must be submitted to the Building Engineer in writing using the proper "Work Order" forms (see Forms Section) supplied by the Condominium Association. Work order forms are available from the Building Engineer 773-334-0883 or from Management 312-944-2611. If you leave a message, a form will be sent to you. After filling out the form, keep the pink copy for your records and return the rest to the building office on the Mezzanine level. When work is completed, the Building Engineer will leave you a copy of the order as notification of job completion.
7. The following services will be done at no charge to unit owners, but residents must fill out a work order to have these services performed:
  - Repair or replace washers and gaskets to prevent leaking, where practicable.
  - Replace minor toilet-tank parts to prevent excessive water use.
  - Unclog convactor drains.
  - Unclog drains due to normal usage, which can be handled by the building staff and do not require outside plumbing services.
8. Any requested repairs that cannot be done by the building staff will be referred back to the owners, to be contracted to vendors of their choice. It is suggested that owners contact Management for approved vendors.
9. It is the responsibility of the Unit Owner to make certain that the building staff has access to the unit to make the requested repairs.
10. Tenants: It is the responsibility of the tenant to notify the Unit Owner of any repairs that may need to be made that are not listed in section 6. Work orders will only be accepted from tenants for the items listed in section 6. (It is not the responsibility of Management or the Association to inform the owner of items that require repair in an apartment you are renting.)
11. Non-resident owners should mail their work order requests to the building management.
12. The Association, Management and Building Staff are not responsible for the possible malfunction of any equipment.

## USE OF COMMON AND LIMITED COMMON AREAS

1. Limited common areas include areas that exclusively serve a single unit or one or more adjoining units, such as balconies, walls, pipes, conduits, wiring, windows, unit doors (door knockers are the property of the Association and may not be altered or replaced), storage lockers, etc. Special rules for balcony use are included below.
2. Common areas include building driveways, entrances, lobbies, elevators, halls, stairwells, chute rooms, mezzanine, sun deck, garage, laundry room, and storage locker rooms.
3. To maintain a uniform building appearance, changes visible from the outside are prohibited. This includes alterations to balconies, installation of exterior wall lighting, antennas, enclosing screens, awnings, and plant or other adornment fixtures hung from the walls, ceiling or perimeters of the balcony.
4. All window treatments must appear uniformly neutral-toned or white from the outside. Window panes must be clear glass and shall not be covered with ornaments or decorative coatings that change uniform appearance.
5. The exterior of all unit doors must be uniform.
6. Use of any of these areas is limited to action which in no way adversely affects or obstructs the property rights, safety and value of other owners and residents. This includes use of common areas as play areas.
7. Personal items found in any common areas will be disposed of without notice.
8. It is the Unit Owner's responsibility to ensure there is no damage to any common or limited common area caused by the owner, the owner's family, guests, employees, or tenants. Should any damage occur, the Association has the right to repair the damage and bill the Owner, if appropriate.
9. Individuals wishing to use the sun deck for private parties should make a request in writing to Management to reserve a date and time, on a first-come, first-served basis. Those individuals are responsible for cleanup afterwards, and will be billed for any additional cleanup required. The Statesman Condominium Association assumes no responsibility for damage or personal injury to those individuals or their guests who use the sun deck for private parties.
10. Bottoms of unit entry doors are not to be blocked by rugs or any other items. Violation will result in a \$100 fine.
11. Permanent floor coverings of any kind are prohibited on balcony floors. Temporary, non-afixed coverings are permitted from April 1 through November 1. Owners are responsible to ensure that such coverings are secure from blowing off.

## **Guidelines**

1. No items, other than holiday decorations, may be hung on the outside of unit doors.
2. No sheets, blankets or any items other than neutral-toned or white draperies, shades, or blinds may be hung on the windows, so as to be visible from the outside.
5. No rugs, blankets, clothing, flags, signs, or floor mats or other materials may be hung from or displayed on limited common areas.
6. Personal articles shall not be temporarily or permanently stored in any of the common areas. These include shoes, boots, mats, or rugs outside unit entrances. Likewise, such items as bikes, baby carriages, furniture, sports equipment, tires, or other auto supplies, etc., shall not be stored in chute rooms, stairwells, or in personal parking zones. Bikes may be placed in bike racks provided in the garage with proper registration.
7. Should you accidentally spill anything in the common areas please clean and/or notify building personnel so the spill may be cleaned properly and promptly.

## **Balcony Use**

1. The balcony is a limited common element of the Statesman Condominium Association.
2. Permanent floor coverings are prohibited on the balcony floor. Moisture can be trapped between any floor covering and the floor and cause damage to the balcony. Temporary, non-afixed floor coverings are permitted from April 1 through November 1. Owners are responsible to ensure that such coverings are secure from blowing off balconies.
3. Balcony railings may be painted on the inside only.
4. Nothing may be attached or hung from the wall or ceiling.
5. All grills must have hoods. All lighted grills must be attended at all times. No torches, open fires or fire pits of any kind are permitted.
6. Furniture must be suitable for balcony use and be secure from blowing off.
7. Audio or video use should be kept at a minimum to avoid disturbing other residents.
8. No lighting or other decorations other than during the holiday season is allowed.

## Guidelines

1. Nothing may be thrown out of windows or over any balcony. This includes dirt, refuse, cans, bottles, liquids and especially fireworks.
2. For safety, belongings kept on balconies should be heavy enough or secured to prevent blowing off in high winds onto adjoining balconies or below, thus possibly injuring persons or property.
3. No rugs, blankets, clothing, flags, signs, or floor mats or other materials may be hung from or displayed on limited common areas.

## LAUNDRY ROOM

1. Failure to comply with the “Laundry Room” rules and posted instructions will result in a \$100 fine, and the cost of any necessary repairs.
2. Laundry tubs are to be used for any soaking of clothes, not the washing machines.
3. Washers are **never** to be used for dyeing clothes.
4. You are responsible for the removal of your items within 10 minutes of their finish time.
5. No pets are allowed in the Laundry Room area.

## Guidelines

1. Some important “DO’s”:
  - Follow the instructions on the washers and dryers.
  - Wipe soap or dirt from the tops of washers and sand or loose particles from inside the washer.
  - Dispose of empty laundry product containers in the wastebasket provided.
  - Clean lint filters in dryers after use. Dispose of lint in the wastebasket.
  - Report any malfunctioning equipment by filling in “Out of Order” tags, placing them on the appropriate machine, and contacting Maintenance/Management.
  - Try to do your laundry Monday through Friday, to help alleviate some weekend congestion.

Some important “DON’TS”:

- Do not overload the washers and dryers.

## **STORAGE LOCKER ROOM**

1. Transferring lockers to other residents is not permitted. If you have no need for your locker please inform building Management. You cannot occupy an unused locker without prior approval from Management.
2. Dangerous, highly flammable, or toxic substances may not be stored within these areas. Fines of \$100 will be issued for each notification of failure to comply with this rule.
3. No firearms, ammunition, or perishable items are to be stored in the storage lockers.
4. Any paint stored in locker units may be used only for your own decorating purposes.
5. The Association assumes no liability for loss or damage to articles placed in storage lockers.

### **Guidelines**

1. Storage lockers are allocated one per unit. A chart on the wall shows location of lockers by unit number.
2. The storage locker room is accessible by keys provided by respective unit owners. At the end of residency, keys should be returned by tenants to owners.
3. Lockers should be secured at all times with your own lock.

# **ARCHITECTURAL RULES ALTERATIONS TO UNITS & LIMITED COMMON AREAS**

**Introduction:** *These architectural standards, designed to protect the structural integrity, safety, appearance and overall property value of the building, will be strictly enforced. Any changes that are not a part of the original building plan are not the responsibility of the Association.*

1. Any changes or construction in units or limited common areas, such as full or partial removal of walls, must receive prior written authorization by the Board of Managers before work proceeds. Failure to comply will result in a \$500 fine for any changes made without prior approval.
2. No Unit Owner or other Resident shall overload the electrical or plumbing systems in such a manner as to cause damage to any building system. To avoid this, all plumbing, mechanical or electrical work must be performed by bonded and licensed contractors. Failure to comply will result in fines, determined at the discretion of the Board, for corrective action and inspection of the corrective action. No washers or dryers are allowed in any units. Due to the plumbing configuration of the Building, kitchen garbage disposals are prohibited in all tiers except the A tier, where they may be installed with prior Board approval.
3. To maintain a uniform building appearance, changes visible from the outside are prohibited. These include alterations to balconies, installation of exterior wall lighting, antennas, enclosing screens, awnings, and plant or other adornment fixtures hung from the walls, ceiling or perimeters of the balcony.
4. All window treatments must appear uniformly neutral-toned or white from the outside. Window panes must be clear glass and shall not be covered with ornaments or decorative coatings that change uniform appearance.
5. The exterior of all unit doors must be uniform.
6. All contractors must be Licensed, Bonded, and Insured. You or your contractor is responsible for obtaining all required permits. A copy of the documents must accompany your written request to the Board of Managers.
7. Work that generates disruptive noise or ties up elevator use is limited to weekdays, Monday through Friday, 8 a.m. to 4:30 p.m.
8. To initiate authorization for alteration of a unit, the Unit Owner must submit a written description of the proposed changes to the Board of Managers. The request for approval may be submitted through Management.

Supporting documents (such as drawings, specifications, estimates or contracts that serve to describe the work to be performed) should accompany the written request.

9. All requests will be reviewed by the Board. If more information is required, the Board may request additional documentation or the Owner's presence at the meeting.
10. All decisions will be submitted in writing to the Unit Owners in a timely manner.
11. Unit Owners have the right to appeal any decision and to request a hearing before the Board. Such appeal must be submitted in writing to the Board President. All interested parties will be notified as to the time and place of the hearing.
12. The Association has the right not only to assess fines but also to bill the Owner for any legal fees.
13. Carpeting should be of a flame-retardant nature if installed in any unit.
14. Other types of flooring such as wood, ceramic, or marble tile, in areas other than kitchen, entryway, and bathrooms, require Board approval before installation.

## **MOVE-IN/MOVE-OUT PROCEDURES**

1. One move-in and one move-out is authorized per unit per lease year. There is a \$125 administrative fee charged at the time of the move-in for this first move-in/move-out. Owners will be charged an administrative fee of \$200 for each additional move-in or move-out per year.
2. A \$200 cash deposit is required from all owners or lessees for a move-in or move-out. This deposit will be refunded 24 hours after it is determined that there has been no damage to common areas during the move and upon visual inspection to insure that the move is complete. Should damage occur, the Association has the right to repair the damage and bill the Owner. The deposit will be applied toward the costs of repair. The unit owner shall be liable for all excess repair costs.
3. Requests for each move-in or move-out must be submitted by the Unit Owner to staff five days prior to the intended move. All moves are under direct supervision of the Building Engineer.
4. Moving times are 8:00 a.m. to 4:00 p.m., Monday through Friday only. A \$50 per-hour overtime charge will be assessed in the event the move is not completed by 4:00 p.m. Moves are not allowed on Saturdays, Sundays, or holidays. Moves on those days will result in a \$300 fee.
5. Due to low ceiling clearance, vans or trucks are not allowed on the ramp leading to the building's front entrance. Moving vans may use the sidewalk area just west of the garage entrance.
6. The garage door must remain closed during the move. All items must be moved through the pedestrian entrance next to the garage door. This door may not be left open without a guard being posted to prevent unauthorized access of unknown persons into the building.
7. Owners are responsible for cleaning and removal of all debris posing a health or pest problem when a unit is vacated by Owner or Lessee. If Owner does not remove such debris within 3 days after it is vacated, he/she will be fined \$100 and any costs incurred by the Association for removal of such debris.

## Guidelines

1. Moving trucks must be kept clear of the garage door in order to allow automobiles to enter and exit. When the vehicle has been properly parked, contact the Building Engineer via the Entraguard phone in the outer Lobby for further instructions.
2. Electricity for each unit is individually metered. Please notify Commonwealth Edison of your move-in/move-out date.
3. During high-volume moving times the first request will be given priority for move-in/move-out. In order to insure your priority you may wish to give the Engineer more notice than is required.
4. Moving cartons should be disposed of in the Lower Level. Boxes should be flattened, bound together and placed next to the Dumpsters, not in them.

## LEASES, SUBLEASES AND RENEWALS

1. All leased/subleased units must have a current lease and a credit report pertaining to the current occupant(s) on file with the Association. A \$100 fine per month will be charged to owners who lease or allow a lessee to occupy their unit without a current valid lease in the Association's file.
2. Only the Credit Bureaus authorized by the Association may be used for credit checks. Contact Management for a list of approved Credit Bureaus. Credit information must be submitted to the Association on the approved Credit Bureau's form **prior** to preparation and signing of a lease. The lease is a legal and binding document.
3. All subleases are subject to the same rules and procedures as initial leases.
4. A new lease form must be executed and filed with Management when leases are renewed.
5. Each lease must show the following:
  - All leases must include a rules compliance clause insuring that all lessors abide by the Rules and Regulations of the Statesman Condominium Association.
  - Names of all occupants including children.
  - Beginning and ending dates of the lease.
  - Monthly rental and security deposit amounts.
  - Type of pets allowed (see "Pet Rules") or statement "No Pets Allowed."
  - Parking included or not included.

6. The new lease must be signed by all occupants of legal age and must be sent to Management 10 days prior to move-in or the expiration date of the existing lease.
7. No lease may be for less than 12 months or more than 2 years.
8. Owners are responsible for providing lessees, prior to the move-in date, with a copy of this booklet, plus two copies of the "Quick Summary for Residents Moving In/Out," available from Management.
9. Owners appointing a broker/agent to lease their units must register that broker/agent with Management in writing on the "Broker/Sales Agent Registration Form" available from Management (see Forms Section). Until the agent is registered, he/she is not allowed to show the unit(s).
10. Failure to register your agent with the Management will result in a \$100 fine.

## **Guidelines**

1. Unregistered agents will not be allowed in the building.
2. Owners should advise agents that their presence in the building is for the sole purpose of showing the unit(s). Use of the premises for personal or business purposes not directly connected with sales/leases will not be permitted by the Association.

## **PARKING PROCEDURE**

1. Parking at the Statesman is a privilege, not a right of ownership. The privilege is accompanied by a responsibility to act in accordance with the Rules & Regulations or such privileges may be revoked. The Statesman Board of Managers has complete discretionary powers in the assignment and use of the parking facilities. The Board can make assignment changes, revoke parking privileges, change rental rates, and take other action it deems will benefit building owners as a whole, to increase parking availability, revenues, or safety. Responsibility in these areas is delegated, in part, to Management and the Building Engineer.
2. Parking is rented from the Association for a monthly fee. The fees are set by the Association. There will be no proration of parking fees. Spaces are assigned as of the first day of a month and are billed at that time. Anyone not using the space for a full month, for any reason, will not receive a prorated credit. Parking fees are due and payable upon receipt of assessment billing.
3. Only Unit Owners may initiate parking assignment requests. Lessees must submit such requests through the Unit Owner. Requests received from other than Unit Owners will be discarded.
4. Requests for parking assignment, or change in parking assignment, must be submitted to the Managing Agent on the "Parking Application" form (see Forms Section). This form must be completely filled out and signed by the Unit Owner.
5. Valid requests will be placed on a prioritized waiting list according to the date they are received by the Managing Agent. Requests will be filled according to the "Parking Assignment Priorities List" (publicly posted) as a space becomes available. Parking priority designation is transferable with the sale or lease of a unit. Prioritization is as follows:
  - Individuals who have lost their space due to car size or other space factors (but excluding those whose parking privileges were revoked for cause).
  - Current parkers requesting a change of parking location (i.e., outdoor to indoor, uncovered to covered).
  - Residents without an initial assigned parking space.
  - Residents requesting a second space for a single unit. Such requests will be granted only if there are no applicants waiting for an initial parking space. Second spaces are temporary and must be given up when another Resident requests an initial parking space. Notice will be given thirty (30) days in advance. (**Note:** double spaces, defined as 2 interdependent (i.e., you must move one car to utilize the other space), are exempt from this requirement.)

6. Owners wishing to sublease their parking space must do so through the Association, which will assign said space to the highest priority person willing to accept a temporary assignment. This includes lessors who are changing lessees and wish to sublease their space to someone other than their new lessees. Subleases will be granted only to current residents of the building. Anyone accepting a sublet space will not lose his or her priority standing on the waiting list for a permanently assigned space. Notice of such assignment changes will be given 30 days in advance.
7. The Association will advise the Owner as to the name and phone number of the individual subleasing the space; further, the Association will advise the lessee as to the amount, payment due date and the name, address and phone number of the lessor. Payment for the sublease of the parking space is due by lessee **directly to lessor**. Spaces are assigned as of the first day of a month and payment to the lessor is due at that time. Lessees will not be billed by the lessor but must pay the lessor on a timely basis in order to retain parking privilege. Any lessee accepting a parking assignment on the first of the month is liable for payment for the space for the full month. Any lessee not using the space for a full month (for any reason) will not receive a prorated refund from lessor.
8. Only parking privileges, not specific parking assignments, may be transferred upon the sale of a unit. (**NOTE:** Granting of such transferred privileges is dependent on the building having space to accommodate your size vehicle.)
9. Assigned parking spaces may be occupied only by passenger cars, vans, small trucks, and motorcycles (which are properly licensed and insured). Proof of registration and/or insurance may be requested for verification.
10. Assigned parking spaces may be occupied only by **residents residing at the Statesman**.
11. Merged units are considered as remaining separate in the application of these Rules.
12. Parking-assignment requests from Unit Owners will be honored if the owner's account is current. Requests received from owners whose accounts are not current will be discarded. Owners may reapply when their account with the Association is paid in full up to the time of the billing.
13. Should a Unit Owner's account become 60 days delinquent, any parking assignment (request) will be dropped from the waiting list. It will not be reinstated when past-due moneys are paid. A new Parking Application has to be submitted.

14. There is absolutely no parking allowed in the “TOW AWAY” zones. (The zone outside the pedestrian door next to the garage is for service and maintenance vehicle parking only. Anyone parking there for longer than 20 minutes without Building Management permission will be towed.)
15. Residents with assigned parking may allow a guest to use their parking space if the guest fills in the log book in the Outer Lobby. Guest parking is prohibited between the hours of 11:30 P.M. and 7:30 A.M. without prior approval.
16. Guest vehicles whose owners cannot be located (even if signed in), which are parked in any space rented to another Resident or parked in the TOW AWAY zone, may be towed at the vehicle owner’s expense.
17. Parking privileges may be revoked by the Board for any appropriate reason serving the best interests of building owners as a whole. Such reasons may include, but are not limited to, the following:
  - Recurring reckless or negligent driving in parking areas, posing a danger to persons or building property.
  - Speeds in excess of 5 MPH when entering or exiting ramp or garage areas.
  - Non-payment of charges due to the Association for a period of 60 days.
  - Habitual late payment of account.
  - A total of 3 parking violations in a 12-month period.
18. The ramp is clearly marked as a one-way drive. For the safety and convenience of all, we expect that all vehicles driving on the ramp will conform with this regulation. Those found driving in the wrong direction will be subject to a fine of \$50 for the initial violation. Loss of parking privileges and an additional fine of \$100 will result from subsequent violations. These restrictions apply to guests as well as Residents. As a Resident, you are responsible for the actions of your guests.
19. Parking location is based upon the size of your vehicle. Changes in size of a vehicle can result in change of location or temporary loss of parking privilege based upon space availability.
20. Vehicles which chronically discharge fluids are subject to a first-time notice with 30 days to make repairs. Upon receiving a second notice you will be fined \$100 and given another 30 days to make repairs. If the repair is still not done, you will be fined another \$100 and possible loss of parking privileges.
21. Motorcycles are considered vehicles with regard to these rules.
22. Only one vehicle may be parked in each assigned space.

23. All bicycles parked in the designated bicycle area must be registered with the Condominium Association (See Forms Section). All bicycles not registered will be removed.
24. The garage and outdoor ramp areas are common areas. Auto supplies, parts and accessories (such as tires, tools, etc.) are not to be stored in these areas. Nothing may be hung from or attached to any garage walls or ceilings.
25. The Association shall assume no liability for personal items, stolen vehicles, or vehicle damage while vehicles are parked on premises, nor damage to vehicles towed from premises.

## **Guidelines**

1. Individuals buying new cars are advised to discuss with the Engineer the availability of spots to accommodate the size of the new car.
2. Residents may allow other residents to use their space during vacation absences or when their cars are in for repairs. The Building Engineer must be notified as to vehicle type, license number, and length of time the space will be so used. Otherwise, said vehicle may be towed.
3. Vehicles parked in “TOW AWAY” zones will be towed. These zones include the space in front of the Lobby entrance and at #1 spot at the Bryn Mawr exit. These are not courtesy zones for residents or guests, or for vehicles signed in on the log-in sheet.
4. When pulling into spaces in the outdoor ramp, please be careful to avoid hitting or resting against the retaining wall. The walls are unsupported and subject to damage from repeated contacts.
5. All residents are responsible to check with guests if they have a car parked on the premises to ensure that they have logged in so that the guest car will not be towed.
6. See the Engineer about purchasing automatic door openers.
7. The Board of Managers will have discretionary powers over deciding what criteria are to be used to determine residency matters that affect parking.

## **KEYS AND LOCKOUT INFORMATION**

1. Keys to individual units must be provided to the staff by respective Unit Owners. Failure to do so will result in a \$100 fine per month. They should be returned by tenants to owners or transferred to new owners at the end of residency.
2. If you lose, or are temporarily without, keys to your unit, you may gain entry to your unit by contacting the Building Engineer. Entrance to your unit will be provided free of charge during working hours, from 8:00 a.m. to 4:30 p.m. daily, if the Owner has provided the Building Engineer with the proper keys. However, there will be a minimum fee of \$25.00, payable in cash at the time of service, for entrance provided to any unit after 4:30 p.m. and before 8:00 a.m. daily. If overtime charges or Management fees result, these costs will be passed on to the Owner.

## **SOLICITING**

1. No Resident is to allow outside solicitors into the building. Anyone caught doing so is subject to a fine of \$100.

## **PROPER ATTIRE**

1. All residents shall be properly dressed when using or passing through the common areas. This includes shoes, sandals, or slippers.
2. No Resident is allowed to be barefoot in the common areas. No skateboarding, or riding scooters is permitted in the common areas.
3. Any violation of these rules is subject to a \$50 first offense fine, \$100 second offense, and \$200 for the third offense and every offense thereafter.

## ASSESSMENT AND COLLECTION RULES

The State of Illinois “Condominium Property Act” gives the Board of Managers of any Homeowners’ Association enforceable remedies to collect any moneys due the Association. The Statesman’s Board of Managers wishes to make its collection policy known to all owners, a policy which will be uniformly enforced within the parameters of the Illinois Condominium Property Act.

1. Assessments, garage charges and fines:

- Full payments are due on the first day of each month. Payments not stamped “received” by the bank on or before the fifteenth day of each month are subject to a \$50 late payment fine which is charged to the owners on the next monthly statement.
- As spelled out in the Illinois Condominium Property Act, associations are allowed to levy and assess fines. These fines are legally considered the same as monthly assessments for the purpose of collection. Any fines charged to an Owner must be paid the month that they are billed. Continuing delinquencies are subject to additional fines and interest charges.
- All unpaid fines will be considered a delinquency, subject to collection remedies.

2. Collection policies on 60-day past-due accounts:

- Interest on Delinquencies -- sixty (60)-day delinquencies, such as accounts remaining unpaid for 2 calendar months, will be charged interest on the amount owed at the current prime rate plus 5% per month, retroactive to the first month of delinquency.
- Revocation of Parking Privileges -- when an account is 60 days delinquent, or if payments are habitually made on an alternate-month basis, parking privileges assigned to the delinquent Unit Owner will be revoked. Reinstatement of parking privilege upon payment of past-due amounts will be in accordance with existing parking policy, i.e., written application and inclusion on the waiting list.
- Legal Action -- sixty (60)-day delinquent accounts will be turned over to the Association’s Attorney for further action. The Attorney, in consultation with Management, may, at his/her discretion, initiate any or all of the following actions:

- i. File a Notice of Lien – against the property.
  - ii. Take action in forcible entry and detainer – this action allows the Association to take physical possession of a unit through eviction: rent the unit and apply rents received toward reducing the amount owed the Association. The delinquent owner still retains title and is obligated to continue paying the mortgage and taxes.
  - iii. File Lien Foreclosures -- the filing of an action in foreclosure which would result in the sale of the delinquent unit at a Sheriff’s sale.
- All legal, collection and court costs incurred by the Association are the responsibility of the Unit Owners. These costs will be added to amounts due the Association.

## **ENFORCEMENT POLICIES AND PROCEDURES**

1. Any complaint which alleges a violation of the Declaration, Bylaws or Rules & Regulations shall be made in writing and shall contain substantially the same information as that set forth in the “Violations Complaint & Witness Statement”(see Forms Section). At a minimum, the complaint shall set forth:
  - The name, address and phone number of the complaining witness.
  - The name of the Unit Owner and the unit number where the alleged violator(s) reside.
  - The description of the violation, including the date, time and location where the alleged violation occurred.
  - A statement by the complaining witness that he or she will cooperate in the enforcement procedures and will provide testimony at any hearings or trial which may be necessary.
  - The signature and address of the complaining witness and the date on which the complaint is made.

The Association recommends that photographs or tape recordings be taken, if possible, to illustrate the nature of the violation. Any such photographs or tapes should be sent with the Witness Statement or forwarded as soon as possible. The name of the person who took the photograph or made the tape and the date on which it was taken or made should be included.

2. When a complaint is made pursuant to the aforementioned, the Association or its duly authorized agent shall notify the Unit Owner of the alleged violation. The notification shall be similar to “Notice of Violation” (see Forms Section).

In the event the alleged violation is not the first violation by the Unit Owner, owner's lessee, or guest of owner/lessee, or in the event the violation is such that serious, immediate or irreparable consequences may occur by delay, the Board may elect to forward the matter to the Association's Attorney for appropriate action. All legal expenses and costs incurred will be assessed to the Unit Owner's account, if the Unit Owner is found guilty of the violation.

The Association's Attorney, if contacted regarding the violation, shall send such notices, make such demands or take such actions as are necessary to protect the interests of the Association in accordance with the provisions of the Declaration, Bylaws, or Rules & Regulations of the Association.

3. If any Unit Owner charged with the violation either believes that no violation has occurred or that he has been wrongfully or unjustly charged thereunder, the Unit Owner **must** proceed as follows:
  - Within ten (10) days after the Notice of Violation has been served on the Unit Owner pursuant to the provisions herein, the Unit Owner must submit, in writing, a request for a hearing. This may be done by completing the "Request for a Hearing" form (see Forms Section) and returning it to the Association.
  - If a request for a hearing is filed, a hearing on the complaint shall be held before a panel (hereafter "Panel of Inquiry") composed of Board members or a commission duly appointed by the Board to hear the complaint. The Panel of Inquiry shall not include any persons presenting evidence in the hearing. The hearing shall be conducted no later than six (6) weeks after delivery of the written request.
  - At any such hearing, the Panel of Inquiry shall hear and consider arguments, evidence or statements regarding the alleged violation, first from any person or persons having direct knowledge of the alleged violation and then from the alleged violator and any witnesses on his or her behalf. Following a hearing and due consideration, the Panel of Inquiry shall issue its determination regarding the alleged violation. The decision of the Panel of Inquiry shall be made by a majority vote and shall be final and binding on the Unit Owner and the Association.
  - Payment of any assessments, charges, costs or expenses made pursuant to the provisions contained herein shall not become due and owing until the Panel of Inquiry has completed its determination. Notification of the Panel of Inquiry's determination shall be made in a form similar to "Notice of Determination Regarding Violation" (see Forms Section).

4. If no request for a hearing is filed within ten (10) days, a hearing will be considered waived, the allegations in the Notice of Violation shall be deemed admitted by default, and appropriate sanctions shall be imposed. The Unit Owner shall be notified by the Association of any such determination using the same form and in the same manner as if a hearing had been conducted by a Panel of Inquiry.
5. If a Unit Owner is found to have violated personally or is otherwise liable for a violation of any of the provisions of the Declaration, Bylaws, or Rules & Regulations of the Association, the following shall occur:
  - If found to be guilty of a first violation of a given provision of the Declaration, Bylaws, or Rules & Regulations the Unit Owner shall be notified of the finding by the Association or its duly authorized agent that a first violation has occurred. The first violation, at the discretion of the Board, may be considered a warning that, if any further violations occur, a fine for the violation will be imposed. In the alternative, the Board may elect to assess a fine, after considering factors such as the length of time the regulation has been in effect, the length of time the violator has owned a unit or resided on the property, whether the violation was committed by the Unit Owner, and if not, the extent of control the Unit Owner had or should have had over the violator's conduct, the familiarity of the violator with the regulation, the severity of the violation and other appropriate factors. In addition, any legal expenses incurred by the Association or any actual damages repaired at Association expense will be imposed.
  - If found to be guilty of a second or continuing violation of the same provisions of the Declaration, Bylaws, or Rules & Regulations, the Unit Owner shall be notified of the finding by the Association or its duly authorized agent. The Unit Owner shall also be assessed a fine.
  - Unless otherwise specified in these Rules & Regulations, fines shall be in the amount of \$50 for a single incident of violation or the sum of \$25 per day for a violation of a continuing nature. A fine for a violation of a continuing nature will continue until the violation has been eliminated and the Association has received notice of it.
  - If found to be guilty of any violation, including a first violation, the notice of determination may also require the Unit Owner to correct any damage or any unauthorized condition on the property for which the Unit Owner has been found responsible, to pay the costs of any repairs which have previously been made, or to pay any legal expenses and costs incurred by the Association as a result of the violation.

- In the event any violation has resulted in damage to any common property, which has not yet been repaired, or has resulted in any damage or any unauthorized condition on the property, the Unit Owner will be given two notices of violation to correct the damage or architectural violation. If the damage or violation has not been corrected within fourteen (14) days after a finding of guilty has been made on the second violation, the Association will proceed to have the violation corrected. The Unit Owner will be assessed for the full cost of labor and materials required.

In addition to the foregoing fines, and in order to encourage Unit Owners to correct violations at their own time and expense, and in order to compensate the Association for the administrative expenses involved in obtaining and supervising any such correction, the Association **will assess any Unit Owner who forces the Association to correct a violation, with an additional administrative charge of \$100 or 10% of the cost of labor and materials, whichever is greater.**

6. Any Unit Owner assessed hereunder shall pay any charges imposed within thirty (30) days of notification that such charges are due. Failure to make the payment on time shall subject the Unit Owner to all of the legal or equitable remedies necessary for the collection thereof. All charges imposed hereunder shall be added to the Unit Owner's account, shall become an assessment against the owner, and shall be collected as a Common Expense in the same manner as any assessment against the unit.
7. Time is of the essence of this policy. Notices are deemed served either:
  - By personal delivery at the time of receipt; or
  - By mail following five (5) business days after deposit in the United States Mail, provided that the notice has been sent both by regular first class and by certified mail, return receipt requested, postage prepaid, to the Unit Owner at the address, or to such other address as the Unit Owner shall have previously filed with the Board, and further provided that either the return receipt has been signed and returned or that the notice sent by regular mail has not been returned to the Association undelivered. For units held in trust, or to such address as has been provided to the units held in trust, or to such address as has been provided to the Association by the trustee or the beneficial Owner of the trust.
8. The remedies hereunder are not exclusive, and the Board may, in addition, take any action provided at law, in equity, or in the Declaration and Bylaws to prevent or eliminate violations thereof or of the Rules & Regulations of the Association.

**SUPPLEMENTAL SCHEDULE OF FINES – SERVICE CHARGES,  
DEPOSITS, ETC., NOT LISTED ABOVE**

1. \$50 fine per month, per form, will be assessed for failure to fill out and return required registration forms.
2. \$50 fine per month will be assessed for failure to fill out and return required surveys.

**PET REGISTRATION FORM**

(Please fill out a separate form for each pet)

Pet Owner: Name \_\_\_\_\_ Unit No. \_\_\_\_\_  
Resident Owner \_\_\_\_\_ Resident Lessee \_\_\_\_\_

Type of Pet: Cat \_\_\_\_\_ Dog \_\_\_\_\_ Breed \_\_\_\_\_  
Other \_\_\_\_\_

Description: Weight \_\_\_\_\_ Age \_\_\_\_\_ Color \_\_\_\_\_  
Name \_\_\_\_\_ Usually Caged? \_\_\_\_\_  
City Registration Tag No. \_\_\_\_\_

Pet Fee: Applicable \_\_\_\_\_ Not Applicable \_\_\_\_\_

Payment Enclosed \$ \_\_\_\_\_

I understand, as owner of the above animal, have paid a \$100.00 registration fee and hereby acknowledge my receipt and understanding of the Statesman Condominium Association's Rules concerning pet ownership. I accept responsibility for any damage to the building premises caused by my pet. I realize that failure to abide by these Rules result in fines, and that I will pay all such applicable fines. I also understand that repeated violations of these Rules will result in an order to remove my pet from the premises.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Note: Lessee residents must attach written permission from Unit Owner to have a pet in the unit.

**BROKER/SALES AGENT REGISTRATION FORM**

This form must be submitted by Owner to Management immediately upon assignment of Broker or Sales Agent.

Date Issued \_\_\_\_\_

Unit Number \_\_\_\_\_

Agent's Name \_\_\_\_\_ Business Phone \_\_\_\_\_

Company Name \_\_\_\_\_ Broker's License No. \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_

Unit Rental \_\_\_\_\_ Unit Sale \_\_\_\_\_

Agent has Keys to Unit \_\_\_\_\_

Agent has Entry Card \_\_\_\_\_

Agent has received complete Sales/Lease Package \_\_\_\_\_

I, as owner of record of the above-mentioned unit, do herewith give the Statesman Condominium Association permission to allow the herein-named individual into the Building and the Unit. I further state that said Agent has been advised that this permission is granted for the sole purpose of acting on my behalf as indicated above. Use of the premises by the Agent for his/her personal business is strictly forbidden.

By \_\_\_\_\_  
Owner of Record

**PARKING APPLICATION**

- Application for Parking Assignment
  
- Indoor       Outdoor       Other\_\_\_\_\_
  
- Confirmation of Parking Assignment  
What is the space number currently assigned\_\_\_\_\_
- What is current parking fee \$\_\_\_\_\_
  
- Request for change from current Parking Assignment  
From\_\_\_\_\_ To\_\_\_\_\_

Unit No. \_\_\_\_\_

Owner's Name \_\_\_\_\_

Name of Lessee, if applicable \_\_\_\_\_

Make & Year of Car \_\_\_\_\_

Size of Car:  Economy     Mid-Sized       Full-Sized       Van/SUV

I acknowledge that I have read and will abide by the Parking Procedures in the Statesman Rules and Regulations. I fully understand that parking assessments (fees) are payable on the first day of each month and that failure to pay these assessments or failure to abide by the Rules will result in the automatic forfeiture of my parking privileges.

Unit Owner \_\_\_\_\_ Date \_\_\_\_\_

Lessee Signature \_\_\_\_\_ Date \_\_\_\_\_

Confirmed for the Association

By \_\_\_\_\_ Date \_\_\_\_\_

Note: Prepare in triplicate (if applicable)  
Original to Association, copies to Owner + Lessee

**VIOLATIONS COMPLAINT & WITNESS STATEMENT**

Please print or type. Complete all the information you know. If unknown, please state so.  
Attach additional sheets if necessary.

**INFORMATION CONCERNING WITNESS TO VIOLATION**

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Witness's Name	Address	Unit No.	Phone No.
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Name, Address, Unit No. of any other Witness

**INFORMATION CONCERNING VIOLATION**

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Violator's Name	Address	Unit No.	Phone No.
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Name, Address, Unit No. & Phone of Unit Owner, if different

**INFORMATION CONCERNING VIOLATION**

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Violation Date	Time	Location
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Section(s) of Declaration, Bylaws or Rules & Regulations Violated

**Witness's Observations:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Were any photographs or sound recordings made?      ( ) Yes      ( ) No

By whom \_\_\_\_\_

Include all tapes or photographs with this form or forward as soon as possible. Include the name of the person who made the tape or photograph, the date it was made and the name of anyone else who was present.

**I HAVE MADE THE ABOVE STATEMENTS BASED ON MY PERSONAL KNOWLEDGE AND NOT UPON WHAT HAS BEEN TOLD TO ME. I WILL COOPERATE WITH THE ASSOCIATION AND ITS ATTORNEYS TO PROVIDE ADDITIONAL STATEMENTS OR AFFIDAVITS, AND IN THE EVENT A HEARING OR TRIAL IS NECESSARY, I WILL APPEAR TO TESTIFY AS A WITNESS.**

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Signature	Date Signed
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Address	City	State	Zip
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**NOTICE OF VIOLATION**

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Re: Violation of Declaration, Bylaws, or Rules & Regulations

You are hereby notified, as the Owner of Unit \_\_\_\_\_ at 5601 N. Sheridan Rd., Chicago, Illinois, that you are charged with the following violation of the Association’s Declaration, Bylaws or Rules & Regulations. The actions complained of occurred on or about \_\_\_\_\_, 20\_\_\_\_, and are described as follows:

\_\_\_\_\_  
\_\_\_\_\_

The Association is governed by its Declaration, Bylaws and various Rules & Regulations which you are charged with violating. Please note that you must take the actions outlined in the Association’s Enforcement Policies and Procedures if you believe the charges are unjustified. **UNDER THE RULES, IF YOU FAIL TO REQUEST A HEARING WITHIN TEN (10) DAYS OR FAIL TO APPEAR AT A HEARING ON THESE CHARGES, YOU WILL BE FOUND GUILTY BY DEFAULT, AND FINES, CHARGES, COSTS, EXPENSES AND LEGAL FEES MAY BE ASSESSED AGAINST YOU AND ADDED TO YOUR ACCOUNT.**

**IF A VIOLATION EXISTS WHICH HAS NOT ALREADY BEEN CORRECTED AND YOU FAIL TO MAKE AN APPROPRIATE CORRECTION, YOU WILL RECEIVE TWO NOTICES OF VIOLATION. THE ASSOCIATION WILL THEN CORRECT THE VIOLATION AT YOUR EXPENSE, TO WHICH AN ADMINISTRATIVE CHARGE IN A MINIMUM AMOUNT OF \$100 WILL BE ADDED.** Consult the Association’s rules for further details.

You may request a hearing by signing, dating and returning the attached Request for a Hearing Form within 10 days to the Association at the address below.

THE STATESMAN CONDOMINIUM ASSOCIATION  
c/o LaThomus Property Services, LLC  
Its Managing Agent  
820 N. Orleans, Suite 335  
Chicago, IL 60610  
312-944-2611

**CERTIFIED MAIL**  
**RETURN RECEIPT REQUESTED**

By: \_\_\_\_\_

Title: \_\_\_\_\_

**REQUEST FOR A HEARING**

I hereby request a hearing on the charges made against me as contained in the Notice of Violation dated \_\_\_\_\_, 20\_\_\_\_, alleging a violation of the Declaration, Bylaws or Rules & Regulations of The Statesman Condominium Association.

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Signature \_\_\_\_\_ Owner's Name (Printed) \_\_\_\_\_ Unit No. \_\_\_\_\_

---

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

\_\_\_\_\_  
Phone No.

\_\_\_\_\_, 20\_\_\_\_\_  
Date

**NOTICE OF DETERMINATION REGARDING VIOLATION**

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_  
Unit No. \_\_\_\_\_

On \_\_\_\_\_, 20\_\_\_\_, you were notified of a violation of the Declaration, Bylaws or Rules & Regulations of the Association, pursuant to the Association rules:

- ( ) A hearing was held at your request.
- ( ) You have admitted to the violation by default and waived your right to request a hearing regarding the alleged violation. After considering the complaint, the following determination has been made and the following action(s) will be taken:
- ( ) You were found not guilty and no action will be taken.
- ( ) A \_\_\_\_\_ (1<sup>st</sup>, 2<sup>nd</sup>, etc.) violation of the Association’s Declaration, Bylaws or Rules & Regulations has occurred and a fine in the amount of \$\_\_\_\_\_ is now due.

A FINE FOR A CONTINUING VIOLATION WILL CONTINUE UNTIL THE VIOLATION HAS BEEN ELIMINATED AND THE ASSOCIATION HAS BEEN NOTIFIED.

- ( ) Damages, expenses and administrative charges in the total amount of \$\_\_\_\_\_ have been incurred and are now due.
- ( ) Legal expenses in the amount of \$\_\_\_\_\_ have been incurred by the Association and are now due.
- ( ) Damages have occurred or an architectural violation exists, as charged in the complaint, and you are ordered to have the damage or violation corrected or repaired at your own expense.
- ( ) As a result of a second or subsequent violation, we have instructed our attorneys to inform you that legal proceedings will be instituted if further violations occur, and the expenses incurred will be assessed to you.

THE STATESMAN CONDOMINIUM ASSOCIATION  
BY: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

**OWNER REGISTRATION FORM**

(For Owner of Record)

Unit No. \_\_\_\_\_

Owner(s) Name \_\_\_\_\_

Address \_\_\_\_\_ Apt. No. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

\* Business Phone \_\_\_\_\_ Best Time to Reach \_\_\_\_\_

\* Home Phone \_\_\_\_\_ Best Time to Reach \_\_\_\_\_

\* Phone numbers are confidential and never disclosed.

Billing Information if Different from Above:

Name \_\_\_\_\_

Address \_\_\_\_\_ Suite No. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Note: A separate form must be submitted for each unit owned.  
A \$50.00 per month fine will be assessed if this Registration Form is not returned to the Association by \_\_\_\_/\_\_\_\_/\_\_\_\_.

**RESIDENT REGISTRATION FORM**

(For All Owner/Lessee Occupants)

Unit No. \_\_\_\_\_

Date \_\_\_\_\_

Names of All Occupants:

Major Occupants (1) \_\_\_\_\_

(2) \_\_\_\_\_

\* Business Phones (1) \_\_\_\_\_ (2) \_\_\_\_\_

Best Time to Reach (1) \_\_\_\_\_ (2) \_\_\_\_\_

\* Home Phone \_\_\_\_\_ Best Time to Reach \_\_\_\_\_

Children's Names:

\_\_\_\_\_  
\_\_\_\_\_

Pet(s): Kind \_\_\_\_\_  
Name(s) \_\_\_\_\_

IN CASE OF EMERGENCY CONTACT

(Other than Unit Occupant)

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Apt. No. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

\* Phone: Business ( ) \_\_\_\_\_ Home ( ) \_\_\_\_\_

\* Phone numbers are confidential and are never disclosed.

Note: A \$50.00 per month fine will be assessed the owner if the Registration Form is not returned to the Association by \_\_\_\_/\_\_\_\_/\_\_\_\_.

**GUEST REGISTRATION FORM**

(For Guests Staying More Than Two Weeks)

Unit No. \_\_\_\_\_

Date \_\_\_\_\_

Owner/Lessee \_\_\_\_\_

Guest(s) Name: \_\_\_\_\_  
\_\_\_\_\_

Expected Length of Visit: From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

IN CASE OF EMERGENCY CONTACT: (Other than Unit Occupant)

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Apt. No. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

\*Business Phone \_\_\_\_\_ Best Time to Reach \_\_\_\_\_

\*Home Phone \_\_\_\_\_ Best Time to Reach \_\_\_\_\_

\*Phone numbers are confidential and never disclosed.

Note: Owner/Lessee occupants failing to register guests who are staying more than two weeks will expose the unit owner to a \$50.00 per month fine. As long as guest continues residing on premises, fine will continue; until guest is registered.

**SUBLEASE PARKING APPLICATION**

( ) Application for Sublease Parking Assignment

Indoor\_\_\_\_\_ Outdoor\_\_\_\_\_ Other\_\_\_\_\_

Unit No. \_\_\_\_\_

Owner's Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone: Day \_\_\_\_\_ Evening \_\_\_\_\_

Sublessee's Name \_\_\_\_\_ Unit No. \_\_\_\_\_

Phone: Day \_\_\_\_\_ Evening \_\_\_\_\_

Make & Model of Car \_\_\_\_\_

Year & Color of Car \_\_\_\_\_

Size of Car: ( ) Economy ( ) Mid-Sized ( ) Full-Sized ( ) SUV

I acknowledge that I have read and will abide by the Parking Procedures in the Statesman Rules & Regulations. I fully understand that parking assessments (fees) are payable on the first day of each month and that failure to pay these assessments, or failure to abide by the Rules & Regulations will result in the automatic forfeiture of my parking privileges.

Sublessee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Unit Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Confirmed for the Association

By \_\_\_\_\_ Date \_\_\_\_\_

Note: Prepare in Triplicate  
Original to Association, copies to Owner and Sublessee

**BICYCLE REGISTRATION**

NOTE: Please fill out a separate form for each bicycle stored in the Statesman Bicycle Storage Area.

\_\_\_\_\_ Yes, I am submitting \_\_\_\_\_ Separate Form(s) for additional bikes.

NAME: \_\_\_\_\_ UNIT # \_\_\_\_\_

MAKE/MANUFACTURER OF BICYCLE: \_\_\_\_\_

COLOR OF BICYCLE: \_\_\_\_\_

SERIAL NUMBER OF BICYCLE \_\_\_\_\_

SPECIAL IDENTIFYING MARKS OR ACCESSORIES \_\_\_\_\_

Once this Registration Form is complete and an Annual Use Fee paid, you will be issued a Registration Tag for your bicycle. This permits you to use the assigned space in the Bicycle Storage Area for 12 months.

Motor Bikes are not permitted in the Statesman Bicycle Storage Area.

The Statesman Condo Association assumes no liability for loss or damage to bicycles stored in the area.

For your protection, you should provide your own bike lock to secure your bicycle to the bike rack.

*For Office Use Only:*

*Tag Number* \_\_\_\_\_ *Amount Paid* \_\_\_\_\_ *Date Received* \_\_\_\_\_

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**WORK ORDER FORM**

