

CAMPBELL COURTE CONDOMINIUM RULES

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BALCONIES/PATIOS

The purpose of these rules is to provide cohesive aesthetic of the building and ensure the safety of residents and persons on ground.

All balconies and patios are part of the Limited Common Elements under the Declaration and By-Laws.

1. Items that accidentally fall or are deliberately are thrown from a balcony/patio can cause injury to persons or damage to property on a lower level balcony/patio or on street level. Unit owners are responsible for any damage or injury caused by any item or liquid that originated from their Balcony/Patio. Do not discard, sweep, shovel or toss anything from balcony/patio at any time. This includes: smoking materials; sweeping debris; shoveling snow; shaking out rugs, blankets or mops; discarding food, liquids, bottles or cans; bird seed.
2. Campbell Courte balconies/patios are often subject to strong wind gust, which can blow grill covers, lightweight furniture and planters off. Residents are responsible to ensure that all items on their balcony are secured or heavy enough to not be blown off. Injuries or property damage caused by falling objects are the responsibility of the Unit Owner.
3. Patio type furnishings are allowed on the balconies and patios.
4. Covered gas or electric grills are permitted, but must be used with extreme care and consideration for others. Charcoal grills are not permitted. All other forms of open flame including any wood or gas firepits or tabletop units, are not permitted.
5. The current official United States flag can be flown provided it is properly secured to prevent blowing away. No other banners or flags are permitted to be flown from the balcony/patio.
6. Balconies and patios are not to be used for storage. Bins, shelves, bicycles, toys, and rugs, are not permitted on balconies and patios.
7. Items that attract wildlife and birds are not permitted on balconies. Including bird feeders, bird bath, fountains, and feeding of wildlife.
8. Balconies and patios may not be enclosed or the appearance changed in any way without the prior written consent of the Board of Directors.
9. Clothing, sheets, blankets, rugs, towels, laundry, signs, and similar objects shall not be hung out or exposed on the balconies or patios.
10. No holes may be made in the brickwork for ornamentation or any other purpose.
11. Wind chimes are not allowed.
12. Potted plants and flowers may be placed on balconies/patios. Drip pans should be attached to all plant and flower pots/planters/boxes. Flower boxes/planters shall not be hung on the outer side of the balcony or patio railing or hung from the ceiling.
13. Balconies or patios shall not be used as a pet run.
14. Excessive noise or disturbances on the balconies/patios is prohibited.
15. Refer to Seasonal decoration policy for rules regarding display of holiday lights on balcony
16. Balcony/patio railings and surfaces are periodically painted and maintained through the Association. If your unit's railings are in need of paint or repair between routine maintenance, contact the Management Company for proper paint type and color. Due to the risk of improper repairs or spillage/dripping of paint, owners are discouraged from attempting to maintain or paint

themselves. Repairs for any damage caused by owners, residents or persons hired by them will be the responsibility of the owner.

Damage

If maintenance, repairs or replacements shall be required, then the Unit Owner in which that Occupant resides shall pay for such damage and such maintenance, repairs or replacements, to the damaged Unit, as determined by the Board of Directors. Unit owners will be responsible for the cost of maintenance, repairs or replacement of any balcony/ patio structure or its contents, for damages due to an act of or the neglect of an occupant of their unit, the household pet, guest or invitee of that occupant.

Violations and Fines

Violations of the Rules and Regulations for Balconies and Patios will result in fines being assessed to the Unit Owner, after notice of violation and an opportunity for a hearing with the Board, in the amount of \$50.00 for the first offense, \$100.00 for the second offense and \$200.00 for each subsequent offense.

SEASONAL DECORATIONS

The purpose of these rules is to provide cohesive aesthetic of the building and ensure the safety of residents and persons on ground.

1. All common areas, including the area surrounding the Unit Owner's door, shall remain free and clear unless previously approved by the Board of Directors. This includes decorations, rugs and furniture.
2. Seasonal decorations shall not be installed any earlier than thirty (30) days before and must be removed no later than thirty (30) days after the holiday. Extension for the removal of holiday decorations beyond the thirty (30) day limit requires written pre-authorization from the Board.
3. Unit owners will be responsible for paying for repairs to common area and limited common area caused by decorations.
4. The Association will not be responsible for damage to decorations in the course of normal maintenance.
5. Unit doors may display seasonal wreaths provided that:
 - They do not obscure unit number
 - They do not interfere with Association maintenance obligations
 - They are placed only on owner's property and do not cause damage to common area
 - Do not present a safety hazard
6. Seasonal lights and decorations on balcony/patio
 - Lights may be used to decorate balcony/patio provided that they are temporarily secured and can be easily removed without damage to structure.
 - Refer to Balcony/Patio rules regarding display of flags.
 - All other holiday decorations must be secured to prevent risk of blowing away.
 - No holes may be made in the brickwork for decorations or any other purpose.
 - Lights and decorations must not extend beyond the owner's deeded unit.
 - Must not present a safety hazard
7. Violations of the Rules for Seasonal Decorations will result in a warning. Continued violation of Rules for Seasonal Decorations will result in fines being assessed.

GARBAGE AND BULK REMOVAL

The purpose of these rules is the proper disposal of waste while maintaining the health & safety of residents.

1. Residents may use garbage chutes located on each floor to dispose of non-recyclable garbage. Garbage must be placed into a bag and the bag must be tied prior to placing it in chute to prevent spillage.
2. No cardboard boxes can be placed in Garbage chutes. Breakdown boxes and place them in the designated recycling bin in first floor garbage room.
3. Plastic and glass recycling must be carried to the garbage room and placed in recycling containers.
4. Garbage chute rooms located on each floor are to be kept free and clear of any debris or garbage.
5. Electronics Waste/Disposal
 - Our waste carrier does not remove electronics (televisions, computers, monitors, printers, DVD players, small household electronics or etc.) because they cannot be put into a landfill.
 - Please arrange for the retail store to remove electronic items when you purchase new items.
 - Alternatively, electronics can be dropped off at SWANCC at the Glenview Transfer Station year around on Saturday from 9:00am-11:30am. It is located at 3 Providence Way, Des Plaines, IL. See also www.SWANCC.org for more information
 - For any electronics disposed of in the garbage room, the cost for special electronics pick-up will be charged to the unit owner's account.
6. Non-electronic oversized/bulk waste
 - Residents must notify the Management Company when they place oversized or bulk items in the main garbage room
 - Our waste carrier charges extra fees for removal of non-electronic oversized/bulk items.
 - Residents are responsible for all extra costs/fees associated with removal of oversized/bulk garbage, including but not limited to furniture, fixtures, equipment, appliances, or other large household items.

Violation of Garbage and Bulk Removal rules will result in fines being assessed in addition to the cost of the bulk removal.

BICYCLE RULES

The Purpose of these rules is to ensure the safe storage of bicycles.

1. Bicycles shall not be stored on balcony/patio or any Common Element Property, except in an individual unit or in designated bicycle storage areas/rooms.
2. Bicycles may also be stored in individual parking spots next to a wall or railing. Parking spots that are not adjacent to a wall or railing, must use the designated bicycle storage area.
3. Periodically, the residents will be required to identify bicycles owned. Any unclaimed bicycles will be donated to charity. Condo Association will not be responsible for unclaimed bicycles.
4. Bicycles shall not be ridden on any landscaped areas or in hallways.
5. Bicycles cannot be brought in or out of the building through the lobby

Violation of Bicycle rules will result in a warning. Continued violation of Rules for Bicycles will result in fines being assessed.

REPAIR, REMODEL OR RENOVATION REQUEST RULES

The purpose of these rules is to ensure that all units maintain consistent craftsmanship. In addition, approval is required to prevent damage to building structure, common areas and other units.

1. Owners must use licensed and insured contractors/tradesmen for all repair, renovation or remodeling work done in their unit. The only exception to this is painting interior walls.
2. Owners must notify Management Company of any repair, renovation or remodeling work being done in their unit and provide license and a copy of Certificate of Insurance for any tradesman. Including plumber, electrician, and contractors.
3. Popcorn ceiling provide sound barrier for the floor above. This may be painted but cannot be removed without Board approval.
4. If the subject property is having new hardwood, vinyl, laminate, composite, engineered flooring installed, the owner is required to have a sound reducing subfloor or underlayment with an IIC of 71 or STC 66 rating or better.
5. Renovation Request form must be submitted and approved by the board prior to scheduling any remodeling or renovation.
6. Any repair work requiring use of elevator must be scheduled with the Management Company a minimum of three days in advance.
7. Any renovation that is for simple replacement of existing material must be requested a minimum of seven days in advance. Ex: replace flooring, replace wall tile, or replace cabinets.
8. Any renovation that involves redesign, such as removing a wall, requires architect/engineering approval. Owners must submit detailed contractor plans/drawings for approval by a board hired architect/engineer a minimum of 14 days prior to propose start date. The owner must pay the fee for the Board architect/engineering approval.
9. In the event of an emergency, where advance pre-approval cannot be provided, contact Management Company as soon as possible and arrangements will be made. Example of an emergency is removing flood damage.
10. Elevator Reservation form must be submitted along with Renovation Request form for any work involving movement of building materials.
11. For extensive projects, paper or plastic runners are recommended for hallways to avoid damage to carpeting.
12. Common areas must be kept clean during the renovation process and upon completion.
13. Common areas cannot be blocked for extended periods of time during renovation.
14. Owners are responsible for ensuring that all remodeling and renovations meet Village of Arlington Heights building codes, obtain any necessary building permits and required inspections.
15. Owners are responsible for any damage caused to any part of the common area by themselves, renters, their guests, delivery service or tradesmen.
16. Failure to secure approval for renovation will result in a fine. 1st offense \$100; 2rd offense \$250. Additional offenses will result in increased fine amounts.

ELEVATOR RESERVATION/PADDING FOR MOVE-INS / MOVE-OUTS AND FOR DELIVERIES/REMOVALS OF LARGE ITEMS

The purpose of these rules is to ensure a smooth transition into new units, safe movement of deliveries and prevention of any damages to the lobby, elevator and other common areas.

1. Definitions:

Move-in is the process of a unit owner or tenant moving furniture and belongings during an initial move into the building.

Move-out is the process of a unit owner or tenant moving furniture and belongings during their final move-out of the building, once the unit has been sold or the lease is terminated.

Large Item is any item that exceeds a length of 72" and/or weighs more than 100 pounds.

A scheduled delivery/removal of large items is the process of a unit owner scheduling delivery or removal of item(s) that are defined as large above. This includes: furniture, any items on a pallet, appliances, any amount of remodeling/building materials (including carpeting or construction materials/debris). A good rule of thumb is anytime you need to schedule a delivery with a carrier or tradesman, make an elevator reservation.

Unscheduled delivery by common carrier of large items is any large item, as defined above that is delivered unscheduled by common carrier such as UPS, FedEx or Amazon. The item may be brought into elevator without a reservation **only** if the pads are already in place. However, if pads are not in place, you must use the stairway or you can contact the Management Company and wait to move your item until the pads can be put up. This includes the unit owner themselves bringing in or removing items of the same dimension and weight from the garage.

2. The Management Company must be notified as soon as possible, but no later than 3 days in advance of any Move-in, Move-out, or Delivery/Removal of large items.

For **moving in**, the Management Company will:

- Schedule a move in date or dates and notify Board of move
- Secure a deposit and elevator reservation
- Schedule elevator pads to be put in place for move and removed afterwards.
- Provide new residents with copies of all rules
- Schedule an orientation with the Condo Board representative
- Provide elevator key

For **moving out** or **delivery/removal** of items, the Management Company will:

- Schedule date(s) and or time and notify Board
- Secure a deposit and elevator reservation

- Schedule elevator pads to be put in place for delivery/removal and removed afterwards.
 - Provide elevator key if needed
3. In the event of an emergency, where three days' notice cannot be provided, contact the Management Company as soon as you know that the elevator will be needed and arrangements will be made. Examples of emergency include: removing flood damaged materials, replacing non-functioning appliances such as HVAC, refrigerator or stove.
 4. Elevator pads and reservation is not required for moving a small number of unwieldy items using a small hand cart, such as grocery cart or utility cart, like the ones available near the garage elevator. However, they cannot exceed the 100 lbs. and/or 72" limits as stated above.
 5. All move-in, move-out, or scheduled delivery/removal of large items must be brought in and/or out of the Campbell Courte Building through the lower level parking garage, via the garage ramp and the parking garage elevator lobby, NOT through the front door and the first floor lobby.
 6. The exit garage door shall be used for movements of items. It may be held in the open position by placing the exiting hat or something else over, or in front of, the garage door opener electronic eye located near the floor next to the overhead parking garage exit door. However, if the garage door is kept open for multiple trips into or out of the building, the unit owner or their representative must remain at the entrance to monitor the area to prevent unauthorized access to the building. Alternatively, the garage door must be closed between each trip.
 7. Owners are responsible for any damage caused to any part of the common area by themselves, their renters, their guests, delivery service or tradesmen/contractor.
 8. Our elevator door opening is 84" x 42". The interior is 88" height and 48" x 81" Any item that will not fit in the elevator must be brought through the stairwell.
 9. There can be no scheduled deliveries, move-ins or move-outs scheduled on Sunday or a major Holiday.
 10. All moves and/or deliveries/ removals must occur between the hours of 8 am – 5 pm unless Board approves alternative.
 11. There is a non-refundable \$100 fee for moving-in or moving-out. This is not required for deliveries or removals.
 12. There is a refundable security deposit of \$250 required for move-in, move-out, as well as for deliveries/removals. This fee can be put on a unit owner's credit in all cases, except at the time of move-out. In that case, the unit owner or tenant must deliver a check to the property management company. The check will be returned if no damage is done during the movements.
 13. All move-ins and move-outs as well as large deliveries/removals may be monitored by a Board member, or a designated representative to ensure that the rules regarding the move process are being followed and that no damage is done to the building during the process. The Board member or their representative has the authority to levy fines for rule violations.
 14. Moving/Delivery trucks can park in the West Side Service Driveway and should not block parking garage doors. Any ramp from the moving truck must not extend onto the public sidewalk.

Violations of the Rules and Regulations for Move-Ins, Move-Outs or Delivery/Removal of large items will result in fines being assessed to the Unit Owner in the amount of \$250.00 for each occurrence.

ASSESSMENT COLLECTION POLICY

<u>Action</u>	<u>Date of Action</u>
1. Assessment due date	1 st of each month
2. End of 'Grace Period'	10 th of each month
3. Late fee assessment of \$35	11 th of each month
4. Notice of Intent to File Forcible Retainer and Eviction Action and Lien.	70 Days after assessment due date
5. File forcible Retainer and Eviction Action and Lien.	30 days after Notice is sent

All of the above actions are to be taken AUTOMATICALLY in each and every case. Consistency of application of the Collection Policy will avoid charges of special and unusual application of the By-Laws by Delinquent Homeowners. Any and all legal fees incurred by the Association in an attempt to collect assessments will be charged to the unit owner as provide in the Declaration and By-Laws of the Association.

SECURITY CAMERAS

Campbell Courte has 13 security cameras listed below. These cameras record activity but are not monitored.

- Lobby
- Vestibule
- Mailbox area
- Garage lobby
- Rear west entrance hallway
- Rear east entrance
- Hallway between Trash Room and Electric Room
- Front keypad
- Garage
- Garage ramp
- West driveway (outside)
- Rear west (outside)