

# Ballard Court Condominium No. 3 Association

## **GENERAL GUIDELINES**

*“An **abridged** guide to the association’s governing documents”*

1. **ASSESSMENTS:** The Homeowner is responsible for paying assessments by the 1<sup>st</sup> day of the month in which they are due. A fee of \$25 shall be assessed on all late accounts on the 15<sup>th</sup> of the month. Accounts more than 60 days past due shall be referred to collections.
2. **EXTERIORS:** The Homeowner shall **not** make any alterations to the exterior of the residence without prior written Board approval. No storage (except appropriate patio furniture) may be stored outside a residence. No laundry may be hung out to dry, nor other unsightly uses be exercised by the homeowner as so determined by the board.
3. **IMPROVEMENTS:** All improvements (structural, electrical, plumbing, floors, ducts, vents, cable TV (Comcast)/satellite dish & internet wiring/mounting needs) must be presented to the Board in writing for approval in advance of beginning work. **NO WORK SHALL BEGIN PRIOR TO RECEIVING CONSENT BY THE BOARD.** All necessary Permits are the responsibility of the unit owner. The unit owner is required to comply with governmental regulations. The unit owner must obtain and maintain current Certificates of Insurance for all contractors and subcontractors. Unit owners must provide the Board with copies of plumbing and/or electrical contractor’s licenses and of each contractors Certificate of Insurance prior to Board approval of the project. Residents should be aware that the Associations insurance affords **NO PROTECTION** to the unit owner or their contractors with respect to their project.
4. **AIR CONDITIONER:** Only ‘wall sleeve’ air conditioners are allowed and are required in a sleeve (through the wall). The only exception is a portable A/C unit that vents out of the window or patio door. Window style air conditioners are **not** allowed (wrong venting).
5. **LANDSCAPING & COMMON AREAS:** Residents shall obtain permission from the Board before planting vegetation around his/her unit. Homeowners that wish to have a party on common area grounds, needs to send request in writing and get Board approval in advance.
6. **TRASH & RECYCLING:** Residents need to tie and seal their trash bags before putting them in the dumpster. Loose organic waste and kitchen/bathroom garbage is not allowed in the dumpster and must all be sealed in a secure plastic garbage bag. Loose debris (including cigarette butts, chewing gum, and pet waste, etc.) is to be picked up regularly and not to be left for someone else to clean up.
7. **NOISE:** Out of courtesy to their neighbors, residents should keep the noise level down; **especially between 10:00 p.m. and 7:00 a.m.**
8. **PETS:** Pet owners must leash and attend their pet at all times when outside of the residence. A pet form needs to be filed out and the Cook County Rabies Tag # should be provided. Pet waste is to be removed immediately by the pet owner. Don’t let dogs pee on plants.
9. **INSURANCE:** The Homeowner **must** purchase and maintain a (Homeowners) Insurance policy at all times. The policy **must** cover the current replacement value of the residence, Homeowner liability, and personal property. The Association should be named as an Additional Insured on all Homeowner policies filed with management. Tenants should get contents insurance while renting.
10. **SALE OF UNITS & MOVING IN/OUT:** Homeowners **must** contact the Board in writing prior to listing their unit for sale and a 30 day notice before your closing date. The Homeowner needs to notify the Association at least 3 days (72 Hours) in advance of any move in or move out date (**Rentals included**). The Homeowners shall pay a **\$300 deposit to the Association before the Move In/Out date**, which is refundable if no damage has resulted out of the move. The **non-compliance fine for not having the money on file is \$300.**
11. **SECURITY:** We are a safety conscious building. Residents are never to leave an Exterior Front and Back Door open and unattended (less than 5 minutes if moving). The Laundry Room is to remain locked at all times. 2nd Floor Emergency Doors will alarm if exited.
12. **VEHICLES:** Homeowners may not keep any boat, trailer, RV, truck with higher than a “B-Truck” license plate, commercial vehicle, or any other vehicle greater than 8,000 Lbs. on the premises for more than 24 hours unless advance written Board approval is provided. When it snows over 6 inches, residents need to move their cars within 24 hours, so the parking spaces can be plowed. Large vehicles should park on the west side of the North Parking Lot. All Visitors must park in Visitor Parking all day and 72 hr. permit required at 12am-7am.
13. **VIOLATIONS & FINES:** The Association will fine a Homeowner \$100 for each initial violation and \$200 for any repeated within 12 months unless otherwise determined by the Board. The Homeowner has the right to a hearing only by requesting said hearing in writing to the association within 10 days of the violation notice.
14. **GUESTS:** Maximum time visitors/guests can stay at Ballard Court Building 3 is 28 days (4 weeks).