

SAN TROPAI BUILDING TWO CONDOMINIUM ASSOCIATION

RULES AND REGULATIONS

MOVE IN-OUT/DELIVERIES

1. Move In-Out/Deliveries must be scheduled 5 days in advance with the managing company. A \$250 deposit shall be delivered to the management company PRIOR to the scheduled move in/out date. Upon completion of the move in/out, an inspection of the building's common areas will be conducted and all or part of the deposit will be returned. If these requirements are not met, an immediate \$250 fine per violation will be assessed to the condominium owner.

NOTE: non-resident owners are responsible for their tenant's compliance with these rules.

2. Moving hours are Sunday through Saturday from 8:00 AM to 9:00 PM. The Association reserves the right to stop moves that begin before or extend beyond the above-designated hours. NO MOVES are permitted on Thanksgiving, Christmas Day and New Year's Day.
3. All items must be brought in through the delivery entrance, the back side door only, NOT the lobby entrance. Failure to do so will result in a \$250 fine.
4. Building access doors shall not be left open and/or unattended. Violation of this rule will result in an IMMEDIATE \$100.00 fine to the condominium owner.
5. Owners who rent their units must provide written notification of the tenant, their tenant's telephone numbers, and a copy of the lease to the managing agent. The lease must include a copy of these rules.
6. The elevators max capacity is 2500lbs (1130 kg). Do not overload the elevator, do not prop the elevator doors with any objects and use the elevator with installed pads only.
7. Failure to properly use elevators during your move will result in a \$250 fine.
8. Residents using the elevator do not have exclusive use during the move. Residents shall complete elevator loads on the landing before the elevator is loaded. Between loads, the elevator must be returned to service.
9. Damage repair charges resulting from failure to follow elevator rules will be billed to the condominium owner.
10. Prior to using the elevator, the resident must post a notice of the date and times the elevator will be in use. This notice should be posted at the first floor elevator entrances, and in the mail room.
11. All debris resulting from the moving process should be removed and disposed of properly.
12. For removal of large items including furniture and appliances, the unit owner must contact a removal company. Contact the Management Company for the name and phone number of a removal company to be used. The unit owner/resident is responsible for arranging the prompt disposal of all packing materials. If disposed of in the dumpsters, boxes must be broken down before they are placed in the garbage room. Failure to comply with this rule when moving will result in a \$250.00 fine, per violation.
13. Any move-in and move-out should be done with expediency and with the least disturbance possible.
14. New owners/residents must meet with the Board of Directors prior to moving in or doing any alteration, repairs, or remodeling in their units.
15. Two months of assessments are due at closing for reserves.

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16. Seller & buyers must pay \$250.00 move-in/move-out fee, which is refundable.
17. A one-time \$10.00 fee is charged for changing the name in the intercom directory.

NOISE

1. If you have hardwood floors please remove your shoes or wear soft soled shoes when you are home. The surrounding units can hear the clicking or tapping of shoes with a heel, please be considerate of your neighbors.
2. Radios, televisions, etc. should be listened to at a volume so that they cannot be heard outside the boundaries of your unit at any time.
3. Guests attending parties must remain within the unit. Please be aware that unit owners have the right to complain and call the police if a party is too loud. Parties may not spill over into hallways or other common areas. The Party Room may be reserved for a fee for parties.
4. Unit owners/residents are responsible for their guests.
5. Unreasonable noise on the balconies, patios and common areas. The unit owners have the right to file complaints with the Management Company which may result in fines.
6. Renovations and remodeling (hammering, drilling, etc.) shall be done between the hours of 9:00 AM and 9:00 PM Monday through Saturday. This type of work is not allowed on Sundays, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day.

PARKING

1. One parking space is assigned to each unit in the parking garage.
2. The portico in front of the building is to be used for pickup and delivery only. No vehicles should be parked there for more than ten minutes. All engines and music must be tuned off/down while in this area.
3. Unlicensed vehicles should be reported to the Palatine Police.
4. No vehicles are permitted in the fire lanes.

PETS/ANIMALS – DOGS ARE NOT ALLOWED

1. Snakes, pot belly pigs, lizards, mice, rats, or any other type of exotic animal are not permitted.
2. When not within a unit, all pets must be on a leash. The pet should be under the owner's control in common areas (all areas outside of the unit) at all times.
3. Feeding of birds, squirrels or other wild animals is prohibited.