

SAN TROPAI BUILDING TWO
CONDOMINIUM ASSOCIATION

RULES AND REGULATIONS

Revised 8.24.26

Adopted in accordance with the authority set forth in the section 18.4(h) of the Illinois Condominium Property Act by the Board of Directors given under the Declaration of Condominium Ownership for San Tropai Building Two Condominium Association with an effective date of _____.

PREAMBLE

The following rules and regulations concerning the use of San Tropai Building Two Condominium Association property, having been lawfully adopted by the Board of Directors for the San Tropai Building Two Condominium Association, are binding upon all Unit Owners and residents of the San Tropai Building Two Condominium Association. It is important that all members and residents are aware of these Rules and Regulations and your cooperation is appreciated by informing all of those in your unit.

The Board's goal is to maintain the property as a first-class Association and to provide the residents with specific information that will be reviewed on an on-going basis by the Board of Directors. In order to have effective rules and regulations, it requires the cooperation of all the residents of the Association. People who witness others breaking rules or vandalizing our property need to immediately notify the Management Company in order for the rules to be enforced. Each resident's cooperation and participation is encouraged.

Respectfully,

The Board of Directors
San Tropai Building Two
Condominium Association

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INTRODUCTION

The Association welcomes you to San Tropai Building Two Condominium Association. We sincerely extend our best wishes and hope you will enjoy living in our community. We wish to maintain an outstanding property and are sure you recognize the need for rules and regulations to keep things running smoothly and to insure pleasant, comfortable and enjoyable living in our homes. The information contained in this booklet is for the purpose of achieving and maintaining this goal as well as complying with the Declaration and By-Laws of the San Tropai Building Two Condominium Association and the Illinois Condominium Property Act.

GENERAL INFORMATION

BOARD OF DIRECTORS AND BOARD MEETINGS

- a. Our Association's governing body is the Board of Directors. The Board of Directors is comprised of five (5) members who are elected at the annual unit owner's meeting which is generally held each November. The Board Members are responsible for the direction and administration of the property. Officers are appointed by the elected Directors. Officers consist of a President, Treasurer and Secretary; as well as a delegate to the Master Association.
- b. Dates of the Board Meetings are posted on the bulletin boards on each floor by the elevator landings. All Unit Owners are encouraged to attend.

MANAGEMENT COMPANY

- a. The Board of Directors hires a Management Company to handle the day-to-day business of our building. The Management Company is under contract and is responsible for arranging the performance of all maintenance and services contracted and paid for through the Association. The name and phone numbers of the Management Company are listed on the bulletin board in the mail room.
- b. For emergency problems, questions and complaints, please contact the Management Company or a Board Member.

ADVERTISING

Advertising by residents is permitted in the laundry and/or mail room on the bulletin board. **No** "For Sale" or "For Rent" or other solicitation and/or advertising signs or displays are permitted in the windows, balconies and/or on the Common Areas of the property.

AIR CONDITIONERS - see *Remodeling*

ASSESSMENTS

1. Assessments are due on the first day of each month. Personal checks or money orders shall be made payable to the San Tropai Building Two Condominium Association and mailed to the address as designated by the Board.
2. All monthly assessments and any special assessments (unless otherwise determined by resolution of the Board) or other charges of the Association are due and payable on the first (1st) day of each month. Unit Owners are responsible for making payments on time each month. Payments shall be

- made to the Association, its managing agent, or such other payment address or payment processor as the Board may designate from time to time, or via an online payment platform, or submitted via automated withdrawal from a checking or savings account as described below.
3. Payment shall be deemed received upon actual receipt by the Association, its managing agent, or its authorized payment processor.
 4. The following dates shall apply to assessments, the collection thereof, and the imposition of late charges:
 - a. Regular assessments are due on the first (1st) day of each month.
 - b. A monthly assessment is considered delinquent if not paid in full on or before the fifteenth (15th) day of the applicable month.
 - c. A reminder notice may be issued to an Owner on or after the sixteenth (16th) day of the applicable month by email and/or U.S. Mail.
 - d. Delinquent accounts may be referred to the Association's legal counsel for collection or legal action no earlier than sixty (60) days after the original due date of any unpaid assessment or charge, as further provided herein.
 5. The Board may permit assessments, common expenses, and other charges to be paid via automated withdrawal from a Unit Owner's bank account, until such time as the Unit Owner's account is turned over to the Association's counsel for collection or legal action. A failed automatic payment resulting from insufficient funds in the Unit Owner's bank account shall not constitute a processing delay, and the standard late charge and collection timeline described herein shall apply in such event.
 6. Any monthly assessment, special assessment (unless otherwise determined by resolution of the Board), or other charge owed to the Association that is not received in full on or before the fifteenth (15th) day of the applicable month shall be considered late. A Late Charge of twenty-five and 00/100 dollars (\$25.00) (the "Late Charge") shall be imposed on any monthly assessment, special assessment (unless otherwise determined by resolution of the Board), or other charges then due and owing to the Association, exclusive of any Late Charges previously imposed, that is not received in full by the Association on or before the fifteenth (15th) day of the applicable month. Only one Late Charge shall be imposed per delinquent installment or charge. The Late Charge shall not itself be subject to an additional Late Charge. The Late Charge shall be added to and deemed a part of the Unit Owner's common expenses. The Late Charge is not a penalty but rather reflects the value of administrative services incurred in processing late or unpaid assessments and other charges. The Late Charge is imposed in accordance with the authority set forth in Section 18.4(l) of the Illinois Condominium Property Act.
 7. In accordance with Article XV, Section 28 of the Declaration, any unpaid balance of any monthly assessment, special assessment, or other charge of the Association may bear interest at the rate of 7% per annum on the unpaid balance until such time as the monthly assessment, special assessment, or other charge is paid in full. Interest shall not itself be subject to interest. Interest shall be added to and deemed a part of the Unit Owner's common expenses.
 8. If there is an unpaid balance on a Unit Owner's account on or after the sixteenth (16th) day of the month, the Association may (but shall not be required to) issue notice to the Unit Owner, by email and/or U.S. Mail, advising the Owner of the balance due to the Association.
 9. No earlier than sixty (60) days after the original due date of any unpaid assessment or charge, the Board may refer the matter to an attorney to initiate collection and/or legal proceedings to collect all sums due and owing to the Association. Such proceedings may include, without limitation, issuance of a demand letter, filing of a lien against the Unit, pursuit of an eviction action pursuant to Article IX of the Code of Civil Procedure, filing a breach of contract action, and/or foreclosure of the Association's lien pursuant to Section 9 of the Illinois Condominium Property Act, as determined by the Board in consultation with counsel and taking into consideration the nature and amount of the unpaid balance. All attorneys' fees and costs charged to the Association in connection with the

collection of a delinquent account shall be the obligation of the delinquent Unit Owner and shall be charged to the Unit Owner's account as an additional component of the Unit Owner's proportionate share of the common expenses or as may be set forth in a court order. The Association's lien for unpaid common expenses and other charges arises under Section 9(g) of the Illinois Condominium Property Act, and Article III, Section 6 of the By-Laws, and the Association reserves all rights, remedies, and priorities afforded by Section 9(g) of the Illinois Condominium Property Act, the Declaration, and applicable law with respect to such lien.

10. Any fees and costs incurred by the Association in an attempt to collect assessments and other charges shall be charged to the delinquent Unit Owner as provided in the Declaration, Bylaws, and these Rules. A returned check, rejected electronic payment, ACH reversal, or other payment returned by the Association's bank shall result in a minimum charge of \$25.00 to the Unit Owner's account, or a charge in the amount of the actual expenses incurred by the Association as a result of such returned item, whichever is greater.
11. Application of Payments: All payments received will be applied to the payment of the oldest outstanding charges in the following priority before being applied to any current charges, regardless of any restrictive endorsement or if such payment has been designated to be applied to a specified obligation: a. collection charges, including but not limited to attorneys' fees and court costs, b. Late Charges and interest charges, if any, c. fines, d. other charges, e. special assessments, and f. prior monthly assessments.
12. In the sole discretion of the Board, the Board shall have the authority to credit back any Late Charges which may have been added to a Unit Owner's account. Any such credit shall not constitute a waiver of the Association's right to impose Late Charges for future delinquencies or a waiver of any rights of the Association with respect to any ongoing collection matter.
13. Once an account is turned over to counsel for collections or other legal action, all collection-related communications with the Unit Owner/debtor should be with counsel to ensure compliance with applicable rules and statutes and keep the process moving forward in an expeditious manner.
14. Once an account is turned over to counsel for collections, any online or automatic payment mechanism may be disabled to ensure compliance with applicable rules and statutes and keep the process moving forward in an expeditious manner.
15. Payment Plans: In the event a Unit Owner requests a payment plan on an unpaid balance, the Board may, in its discretion, permit a payment plan so long as the repayment period is no longer than six (6) months; the plan provides for payment of all unpaid charges and amounts due by the Owner; the plan is in writing, prepared by or with the assistance of counsel, setting forth the exact payment terms, dates, and consequences of a default under the payment plan; and the plan is subject to review by the Board if the Unit Owner has been in collections at any prior time. As a condition of any approved payment plan, the Unit Owner must remain current on all assessments and other charges accruing during the repayment period unless otherwise approved by the Board. In the event the Unit Owner is in mortgage foreclosure, approval of any payment plan shall be contingent upon the status of the mortgage foreclosure action pending against the Unit Owner. Nothing in this Section requires the Board to offer or approve a payment plan.
16. These Rules shall supersede and replace any prior rules, regulations, policies, or related practices of the Association concerning the collection of assessments and other charges. Any Late Charge or interest rate adopted under these Rules shall apply to assessments and other charges becoming due on or after the effective date. Charges that accrued under a prior policy or practice before the effective date shall remain valid and collectible at the rate in effect when they accrued, and the procedural provisions of these Rules shall govern the collection of all balances, whether accruing before or after the effective date.

BALCONIES/PATIOS

1. Balconies/Patios are Limited Common Areas for your use and enjoyment and are to be kept free from clutter and debris.
2. Only the following items are permitted on balconies/patios:
 - a. Appropriate lawn or porch furniture
 - b. Window boxes
 - c. Flower pots
 - d. 1 Satellite dish
 - e. One (1) gas or electric grill (following requirements must be met for grill use):
 - i. Only an electric starter is to be used
 - ii. Grills must not be left unattended at any time after they are lit
 - iii. A portable Fire Extinguisher is to be present on the balcony/patio when the grill is being used.
 - f. Satellite dishes or antennas must be approved by the Board by filling out an Alterations and Additions Application. No more than two dishes are permitted.
3. Items not permitted to be stored on balconies/patios include, but are not limited to:
 - a. Exercise equipment;
 - b. Ladders;
 - c. Golf clubs;
 - d. Bags;
 - e. Garbage;
 - f. Coolers;
 - g. Bird feeders;
 - h. Recreational items; and
 - i. Bicycles.
4. Residents are not permitted to fasten, hang or drape anything over the balcony/patio railing. No drying or airing of clothing, rugs, and/or laundry is permitted. Hanging of clothes lines is not permitted on balconies/patios nor are the railings to be used for such purpose.
5. Patios/balconies may not be decorated, enclosed or altered in any way without the written consent of the Board.
 - a. An Alteration and Additions application (Exhibit "A") must be submitted to and approved by the Board of Directors for any alterations to the balconies/patios.
6. Residents and their guests shall not throw any objects from their balcony/patio. Unit Owners are responsible for damage caused by objects that fall or are thrown from their balcony/patio. This includes, but is not limited to cigarette butts.
7. Entrance into units by climbing over balcony/patio railings or through windows is not permitted.
8. The cost of repairing any damage to the bricks or outside premises (Common Elements) in or around the balconies/patios that occurs due to the negligence of the unit owner or occupants shall be charged to the unit owner.
9. Movable planters and flower boxes may be placed on the balcony/patio, but are not permitted to be permanently fixed to the outside of the building.
10. Planting on the common elements adjacent to the first floor patios is permitted only with prior written consent of the Board.
11. Residents and their guests may not hold excessively loud conversations on the balcony/patio past the quiet hours.
 - a. Quiet hours are considered 10 P.M to 9 A.M.
12. Loud music is not permitted on balconies.
13. Residents must provide access to the unit and to the balcony/patio associated with the unit in

order to allow the Association to make any necessary repairs when, in the determination of the Association, such access is necessary. It is the homeowner's responsibility to provide updated information on how they can be reached in an emergency.

14. Holiday decorations may not be attached to the brick of the building. If damage occurs, the owner will be responsible for the cost of repair.
15. Furniture cannot be lifted from the first floor to the second or third floor by using the balcony/patio.
16. The Association is not responsible for items damaged, lost or stolen from balconies/patios.
17. Owner or tenant are responsible for removing snow from their balconies.

BARBEQUES - see Balconies/Patios

BUILDING EXTERIOR

1. Radio or TV antennas, satellite dishes, shutters, additional air conditioning units or other equipment are not permitted to be installed in, through or upon the exterior of the building or roof.
2. Nothing may be fastened to the balcony/patio divider walls, building exterior or any other part of the balcony/patio.
3. Only authorized personnel are allowed to access the roof of the building.

BUILDING SECURITY AND SAFETY

1. There are surveillance cameras in the building.
2. Please observe the following safety rules at all times:
 - a. **Never** allow entry of unauthorized persons to the building.
 - b. Request credentials for all service personnel before admitting them. **Note**, almost all authorized personnel would have arranged entrance to the building ahead of time through the Management Company.
 - c. Do not leave any common area doors open.
 - d. No running in hallways or common elements.
 - e. Do not open doors for persons not known to you.
 - f. Notify the Management Company of any broken doors, locks and windows.
3. Soliciting and loitering is not permitted in the lobby, stairways, hallways, entrances, parking lots, building grounds and/or any other common elements. Offenders should be reported to the Management Company.
4. Report suspicious persons or unusual activities to police and our Management Company.
5. Inform the Management Company where you may be reached during any extended absence from the building.
6. If your unit has been entered without your permission, call both the Palatine Police Department and the Management Company. Do not disturb or touch anything in your unit.
7. Do not obstruct exit doors, smoke detectors, fire extinguishers, stairs, security doors, boiler room door, windows and/or any other building components that could jeopardize the health, safety and welfare of the residents.
8. Tampering with exit doors, smoke detectors, fire extinguishers, stairs, security doors, boiler room door, windows and/or any other building components is prohibited.
9. Only authorized personnel may enter the roof, boiler room, pump room and electrical room.
10.
 - a. Smoking is prohibited anywhere on the common elements.
 - b. Smoking is permitted within the confines of the units only if the unit owner/occupant has

taken steps to insure that none of the smoke, or odors from smoke, migrate into the common elements of the building or other units. In the event of a complaint by any individual that smoking is emanating from inside the unit into the common elements or other units, all smoking activity must terminate until the owner/occupant can demonstrate to the satisfaction of the Board of Managers that he/she has taken appropriate steps to prevent the migration of smoke from the interior of the unit. The burden is on the unit owner/occupant desiring to permit smoking within the confines of the unit to persuade the Board that the problem has been resolved.

- c. Each day a complaint is received by the Board of Managers/Management, shall constitute a separate violation and will subject the unit owner to a reasonable fine as determined by the Board of Managers.

COMMERCIAL ACTIVITIES

1. In accordance with the By-Laws, no industry, business, trade, occupation or profession of any kind; commercial, religious, educational or otherwise designated for profit, altruism or exploration shall be conducted, maintained or permitted in any unit.
2. Exceptions:
 - a. The unit restrictions shall not, however, be constructed in such a manner as to prohibit a unit owner from:
 - i. Maintaining his/her professional library
 - ii. Keeping his/her personal business or professional records or accounts
 - iii. Handling his/her personal business or professional telephone calls or correspondence
 - b. Such uses are expressly declared customarily incident to the principal residential use and not in violation of the By-Laws.

COMMON ELEMENTS

1. The term “Common Elements” is clearly defined in the declaration and includes all areas other than the units. For purposes of clarity, it should be understood that the following areas are considered to be part of the Common Elements:
 - a. Halls, stairways and equipment
 - b. Laundry room, storage locker areas, boiler room, meter room and pump room
Including doors and windows
 - c. Building roof
 - d. Streets, parking lots, driveways and fire lanes
 - e. Lawn and landscaped areas
 - f. Exterior elevations of the building
 - g. Television antennas, smoke detectors, fire doors, sprinklers, Common Area timers and controls, electrical wiring and water/sewer pipes
 - h. Balconies/patios (Limited Common Elements)
 - i. Party room
 - j. Front and side doors of the building
2. Each unit owner is responsible for any damage caused to the Common Elements as a result of negligence, carelessness or misuse by either themselves, their residents, their guests or persons engaged by them to perform services or, resulting from the operation of their unit.
3. The Association wishes to preserve and improve the landscaping of the building grounds. It is important to have your cooperation in keeping the building grounds free of litter, parked bicycles, toys and other equipment. Partying and loitering on the lawn is strictly prohibited.

4. All damage to the common grounds shall be professionally repaired. Repairs are to be approved in writing by the Association.
5. To comply with the Village of Palatine Fire Code and for the safety of all residents, do not leave articles such as toys, bicycles, wagons, carts, etc. at the entrance and fire doors, hallways and/or stairs at any time.
6. Residents shall not place any furniture, shopping carts, packages or any other objects in the lobby, hallways, vestibules, stairways and other common areas.
7. Unit doors must be closed at all times.
8. Boots/shoes, boot trays, umbrellas and doormats are not allowed in the hallways or at the unit entrance door in the common hall.
9. Signs are not allowed on unit doors or on the exterior of the building without the prior written consent of the Board of Directors.
10. Smoking is strictly prohibited in the interior common area, including but not limited to the hallways, laundry room, party room, storage rooms, elevator and lobby.
11. Newspapers and other deliveries must be picked up promptly.
12. Drinking of alcoholic beverages is not permitted on the Common Elements.
13. Anything left on the Common Elements longer than twenty four (24) hours will be removed.
14. When entering and leaving the building, please keep noise to a minimum.
15. Nothing shall be done in any unit or the Common Elements which may impair the structural integrity of the building or which could structurally change the building without the prior written consent from the Board.
16. Nothing shall be done in any unit or on the common elements which constitutes a nuisance or annoyance to other Unit Owners or residents.

ELEVATOR

1. Residents should contact the Management Company immediately if the elevator is not functioning properly.
2. Residents must contact the Management Company prior to using the elevator for moving heavy objects (i.e. appliances, furniture, etc.).
3. The elevator may not be used in a manner that prevents use by other residents for an extended period of time.
4. Wall pads and floor coverings must be used when moving or taking delivery of any furniture/appliance. These are stored in the second floor storage room next to the elevator.

FAXES

1. All facsimile charges incurred by the Association as a result of individual Unit Owners, shall be assessed to that unit owner's account at the rate charged by the Management Company.

FIRE EMERGENCIES

1. The procedures in the event of an activated smoke detector as recommended by the Village of Palatine Fire Department, are as follows:
 - a. All occupants should prepare to immediately exit the building
 - b. Check the front door for heat by feeling the door with your hand.
 - i. Feel the doorknob as it will be the hottest part of the door.
 - c. If the door does not feel warm to touch, then open the door and check the hallway for smoke and/or fire.
 - d. When you exit your unit, make sure the door closes behind you and proceed to the ground floor using the nearest stairway.

- e. If there is any indication of smoke and/or fire in the building, continue directly to the outside of the building.
2. *Remember that the building was constructed with fire safety in mind. If you remain calm and follow the above procedures, it will lead to an orderly and safe evacuation.*
3. It is strongly recommended that each activated alarm be treated as an actual fire, until proven otherwise.

FIRE EXTINGUISHERS, SMOKE DETECTORS, CARBON MONOXIDE DETECTORS AND DOOR CLOSERS

1. Please take note of the fire extinguishers located on each floor.
2. Notify the Management Company if you notice any irregularities in this equipment.
 - a. *Tampering with this equipment is a criminal offense.*
3. Smoke detectors and carbon monoxide detectors inside the units should be checked at least twice per year to be certain that they are in proper working order.
 - a. The Palatine Fire Department requires that each unit have a battery operated smoke alarm within fifteen feet of each bedroom.
4. From time to time, the Association may conduct inspections of the individual units to verify that the emergency equipment is in working order. Advance notice shall be given prior to any inspection. Inspections shall be made by either the Palatine Fire Department or a representative of the Association.

FURNACES – see *Remodeling and Alterations and Additions Application.*

INSURANCE

1. As of the effective date of this Rule, all Unit Owners and residents in the Association are required to obtain insurance covering their personal liability and compensatory (but not consequential) damages to another unit caused by the negligence of said unit owner and/or his/her guests, residents, or invitees, or regardless of any negligence, damages originating from the unit. Limits of liability of at least \$100,000.00 are required.
2. The personal liability of the unit owner must include the deductible of the owner whose unit was damaged, any damage not covered by insurance required pursuant to this Rule, as well as the decorating, painting, wall and floor coverings, trim, appliances, equipment and other furnishings damaged as set forth above.
3. Each unit owner will be responsible to provide the Board of Managers with evidence of insurance in the form of a “Certificate of Insurance” issued by the insurance agent providing the coverage.
4. In the event the unit owner does not purchase and produce evidence of sufficient insurance within the earlier of thirty (30) days from the expiration of the prior certificate or the date of request for same by the association as set forth above, the Board of Managers may in its sole discretion, purchase the insurance coverage and charge the premium cost back to the unit owner. Additionally, the failure to provide the insurance required herein shall constitute a violation of the rules which may result in a daily fine for every day the insurance certificate is not produced.
5. In no event is the board liable to any person either with regard to its decision not to purchase the insurance, or with regard to the timing of its purchase of the insurance or the amounts or types of coverage obtained.

KEYS FOR BUILDING ENTRANCE DOORS:

Unit Owners may obtain additional keys to the building entry doors by calling the management office during regular office hours. **Keys cannot be duplicated.**

LAUNDRY ROOM

1. HOURS: Laundry rooms are open daily from 8:00 AM - 10:00 PM. No laundry may be started after closing time.
2. CLOTHES:
 - a. Keep track of time. Remove clothing promptly at the end of each cycle.
 - b. Do not leave laundry unattended.
 - c. Clothes left unattended in a washer or dryer may be removed if someone is waiting to use that machine.
3. DRYERS:
 - a. Remove lint from dryer filters after each cycle.
 - b. Nothing should be put in the dryer that might melt.
4. WASHERS:
 - a. Empty your pockets before loading clothes in the washers.
 - b. No tints or dyes are to be used in the machines. Dyeing fabrics in machines is strictly prohibited.
 - c. Washers should be cleaned out if there is lint or dirt in them.
 - d. Do not wash rugs, pet bedding, heavily soiled work clothes, comforters or blankets, shoes, or items with excessive grease, sand, or paint.
5. GENERAL:
 - a. Machines are for residents' use only.
 - b. Do not overload machines. Follow posted instructions.
 - c. Remove clothing promptly at the end of each cycle.
 - d. Do not leave laundry unattended.
 - e. Limit usage to a reasonable number of loads to allow access for all residents.
 - f. If another resident is waiting, leave at least one washer and one dryer available for their use.
 - g. Wipe down washers, dryers, and folding areas after use.
 - h. Do not attempt to repair machines yourself, nor open, remove, or replace any parts.
 - i. Keep laundry room doors closed at all times for security.
 - j. Do not leave detergent containers, or personal items in the laundry room.
 - k. Failed laundry cards must be reported to both the Property Management Company and the Board.
 - l. The Association is not responsible for damaged, lost or stolen items.
 - m. Report violations or malfunctioning equipment to San Tropei Building 2 Board and the Property Management Company immediately.
6. REIMBURSEMENT PROCEDURE: Designed to define the process for Residents to request reimbursement for laundry expenses when laundry equipment fails due to reasons beyond the user's control. *The Board reserves the right to reject any request for reimbursement.*
 - a. **Eligibility.** Reimbursement shall only be considered when:
 1. The laundry machine malfunctioned due to a verified equipment failure, not user misuse;

2. The issue was promptly reported to the Property Management Company or the Board, for confirmation of the issue; and
3. A service report confirms the malfunction.
- b. **Process.**
 1. Resident must submit a Laundry Reimbursement Request Form within five (5) days of the incident.
 2. The request must include: Owner's name who is reporting; Date and time of the incident; Machine number, location; Description of the problem, including the selected machine settings for the washer and/or dryer cycle. Proof of payment (if applicable).
 3. Management will review the service report from the vendor to verify if the failure qualifies for reimbursement.
 4. Approved reimbursements will be credited to the resident's laundry account within 30 days.
- c. **Exclusions.** There shall be no reimbursement if the machine failure results from: overloading or improper use of the machine; use of prohibited items (i.e., rugs, pet bedding, items contaminated with oil, grease, paint, solvents, chemicals, or construction materials, any items that may cause damage to the machines, plumbing, or ventilation systems, etc.); failure to follow posted instructions.
- d. **Recordkeeping.** All reimbursement requests and decisions will be documented and retained for 12 months for audit and reference.

LEASING OR SELLING YOUR UNIT

1. **SELLING YOUR UNIT:**
 - a. Refer to San Tropai Building Two Condominium Declarations of Condominium Ownership and By-Laws.
 - b. Contact the Management Company for information regarding the procedures to be followed, any paperwork required and any processing fees currently in effect.
 - c. The unit owner is responsible for providing the proposed purchaser(s) with a copy of the current, recorded San Tropai Building Two Condominium Declarations of Condominium Ownership and By-Laws and a copy of the rules and regulations. Copies may be purchased through the Association.
 - d. The unit owner is responsible for providing the seller 2 keys to the main entry doors, 1 key for the mailbox, storage locker, laundry card and a garage door opener. Keys may be purchased from the Management Company prior to closing, please contact management for these costs.
 - e. Lock boxes may not be attached to the building property but can be attached to the handicapped parking poles in the front of the building.
2. **LEASING YOUR UNIT:** Owner must give thirty (30) days written notice to the Board of any intent to sell or lease his unit. Such notice shall specify the name and address of the proposed purchaser or lessee.
 - a. Every lease shall be in writing and shall be subject in all respects to the provisions of the Declaration, By-Laws, and Rules and Regulations of the Association. Each lease must contain a rider whereby Lessee agrees that breach of any of the provisions of the Declaration, By-Laws and Rules and Regulations will be a default under the lease.

- b. No unit owner may lease less than the entire unit, nor may the unit be leased for transient or hotel purposes. Every lease must be for the period of at least one year.
- c. In the event of any violation of the Declaration, By-Laws or Rules and Regulations of the Association by a tenant, the Board, at its discretion, shall determine what action or actions to be taken against the unit owner or tenant, as the case may be. When the Board at its discretion, determines that a violation warrants termination of the lease, the Board may take whatever action or actions are necessary to terminate the lease.
- d. All Unit Owners who do not reside in a Unit owned by them shall provide the Board with their permanent residence address and phone number where they may be reached in an emergency both at home and at work. Any expenses incurred in locating a unit owner who fails to provide such information shall be assessed to that unit owner's account.
- e. Unit Owners and residents must make tenants and guests and invitees aware of the Rules and Regulations and ensure compliance.

MAINTENANCE

1. Unit Owners are responsible for any problems within their unit as stated in the Declaration.
2. For emergency problems with heat, plumbing, etc. within the units and in common areas, call the Property Management Company or a Board member. Service calls are chargeable to the unit owner when the service performed does not pertain to the common elements.

MISCELLANEOUS

1. Unit Owners and residents shall not direct contractors of the building in the performance of their duties.
2. Unit Owners and residents shall refrain from requesting building contractors to do special jobs during working hours.

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 Property 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 Unit Owners are responsible for Tenant 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.
5. Unit 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 time that 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 Property 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 Unit Owners and 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.
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 and residents are responsible for their guests.
5. Unreasonable noise on the balconies, patios and common areas. Unit Owners have the right to file complaints with the Property 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

1. Units are limited to a maximum of three (3) pets, unless a special exception applies.
2. Snakes, pot belly pigs, lizards, mice, rats, and other exotic animals are not permitted.
3. When not within a Unit, all pets must be on a leash. The pet must always be under the Unit Owner's/Resident's control in common areas (i.e., all areas outside of the Unit).
4. Feeding birds, squirrels and other wild life is strictly prohibited.
5. In the event a Unit Owner or Resident requires a dog, cat or other animal as a service animal or emotional support animal (hereinafter referred to as "Assistance Animal") to reside with them in order to provide assistance, the Unit Owner or Resident may request an accommodation pursuant to the Fair Housing Act and the Illinois Assistance Animal Integrity Act.
6. In the event the Unit Owner or Resident does not have an apparent disability, further documentation will be required as follows:
 - a. The Unit Owner or Resident shall provide the management office with a current photograph and written description of the Assistance Animal (e.g., weight, size, breed, etc.) and proof of compliance with state and local pet laws and ordinances, including licensure and vaccinations. Upon request made no more frequently than once in any twelve (12) month period, the disabled Resident must also provide the Board with proof of continued compliance with state and local animal control laws and ordinances, including licensure and vaccinations.
 - b. An Assistance Animal may not make excessive noise or otherwise be a nuisance or disturbance to other Residents or Association personnel.
 - c. In the event any waste is deposited by an Assistance Animals on the Association property, the Unit Owner or Resident is responsible for the immediate removal of the waste and for cleaning the area. Any damage to Association property caused by an Assistance Animal (and any additional cleaning or maintenance resulting from the presence of an Assistance Animal) will be charged to the Unit Owner of the unit in which the Assistance Animal resides.
 - d. Assistance Animals must be always kept on a short leash and under the handler's control while on Association property, including but not limited to, within the elevators and the lobby.
 - e. If an Assistance Animal dies, a replacement may not be kept without prior written authorization from the Board.
 - f. The Unit Owner or Resident must advise all persons handling an Assistance Animal (including family members and dog-walkers) of these terms and conditions, and the disabled Unit Owner or Resident is responsible for the actions of their Assistance Animal and such persons handling the Assistance Animal.
 - g. Harmful behavior by the Assistance Animal is prohibited. Harmful behavior includes but is not

limited to attacks, biting, aggressive behavior toward any person or other Assistance Animal. The Board may require muzzling of the Assistance Animal or other means to ensure compliance upon notice and opportunity for a hearing before the Board.

- h. Violations of these terms and conditions may result in fines. Repeated violations may result in revocation of permission to keep the Assistance Animal in the building.
- i. Notwithstanding anything contained herein, the Board may prohibit an Assistance Animal if there is reliable objective evidence that the Assistance Animal: (i) poses a direct threat to the health or safety of others that cannot be reduced or eliminated by another reasonable accommodation; (ii) causes substantial physical damage to the property of others that cannot be reduced or eliminated by another reasonable accommodation or (iii) has engaged in a pattern or uncontrolled behavior that its handler has not taken effective action to correct.

7. Additional Building Rules and Regulations regarding Assistance Animals.

- a. The following rules and regulations shall apply, where applicable, to the Premises, the Building, the parking facilities, and the Property:
 - i. Assistance Animals must be leashed at all times when inside the Building.
 - ii. Assistance Animals are not to be on balconies without supervision to prevent disturbances.
 - iii. Proper Emotional Support Animal documentation is required to be presented to and approved by the Board prior to accepting rental agreements.
 - iv. Assistance Animals without all proper Emotional Support documentation presented to and approved by the Board should not be brought into the Property or Building.
 - v. All Assistance Animals must be registered with the Board.
 - vi. The Assistance Animal's paperwork must include the unit owner's name. This includes proper documentation of vaccinations including but not limited to rabies and distemper. Lack of these vaccines or refusal to register the Assistance Animal with the Board may lead to further action.
 - vii. No excessive barking at any time, complaints will lead to further action, including fines or revocation of approval for assistance animal.
 - viii. There can be no signs or displays of aggression from any Assistance Animal. Assistance Animals displaying any warning of aggression or violence are subject to further action, including the requirement of a muzzle on the assistance animal or revocation of approval and removal of the assistance animal by the Board.
 - ix. Pet waste must not be found inside the Building and must be properly disposed of in an outdoor garbage container. Failure to do so will lead to fines and potential removal of the Assistance Animal. The Board will take prompt action to fine and remove any Assistance Animal that is found to be defiling the Building and Property.
 - x. Owner of an Assistance Animal is liable for any and all damage caused by the Assistance Animal. This includes but is not limited to inside the Building, or on the Property.
 - xi. No guests with service dog or emotional support animal shall be brought into the Property or Building unless all documents are presented and to the Board.

PLUMBING – See Remodeling

RECYCLING – See Trash Disposal

REMODELING

- 1. Construction debris must NOT be placed in the building's dumpsters or left in the common areas, including the garage. Contractors must remove all debris OR the condominium owner

must contact the Property Management Company in advance to arrange for a special pickup which will be billed to the condominium owner.

If these requirements are not complied with, an immediate \$250.00 fine per violation will be assessed to the condominium owner.

2. All proposed condominium renovations must be documented on the Applications and Additions form (Exhibit "A") and submitted to the Property Management Company for approval by the Board of Directors in advance of any construction or demolition. This form includes a time line as well as the method of disposal of materials. The remodeling work must be carefully described and accepted, following all rules set forth in the Rules and Regulations of the building. The owner may be asked to submit architectural plans, copies of permits and contractor agreements to the board for written approval prior to commencing the work, and these documents will be kept on file with the Property Management Company. If warranted, the board may seek the review and approval of an architect or engineer with related costs to be paid by the owner. All work must be done by qualified contractors or tradesmen to insure they are insured, certified, licensed and follow city codes for safety. Remodeling renovations or changes to major original condo features, for example removing a wall, plumbing/electrical work, gas lines, demolition, kitchen/bathroom remodeling, tile or hardwood flooring. A deposit may be charged when there is danger of damage to common areas or the elevator.
3. Notice to all neighbors adjoining above, below and/or across from your unit must be delivered 48 hours in advance of any work requiring noise. This may be in the form of a note under the door. This includes but is not limited to, tile work, replacing carpeting, installing wooden floors and installing cabinets.
4. Furnace and Air Conditioner replacement should not include any brickwork. If brickwork is absolutely necessary, the Property Management Company prior to and after replacement must do an approval and inspection. Brickwork must be to the satisfaction of the Board. A permit is required by the Village of Palatine.
5. Any work, either replacement or remodeling that necessitates the water being shut off, must be approved by the Management Company. A 24-hour notice is required for all Residents who may be affected. If you have an emergency, please notify the Management Company and your neighbors immediately.
6. All Unit Owners are required to obtain the necessary permits from the Village of Palatine for any work to be performed within their unit.

RESTRICTED AREAS: Only authorized personnel are permitted on the roof, boiler, elevator and electrical rooms.

SATELLITE DISHES

1. Any owner interested in installing a satellite dish one meter or less in diameter must notify the Board and obtain instructions for installation within seven (7) days from the date of installation. Satellite dishes greater than one (1) meter in diameter are prohibited.

2. Satellite dishes may only be installed on portions of property within the owner's exclusive use or control. The Board is requiring satellite dishes to be installed _____ . Any deviations, including on the backside of the roof or plant beds, must be approved by the Board of Directors prior to the installation of the satellite dish.
3. To protect the health, safety and welfare of the Residents, all satellite dishes must be professionally installed. The unit owner must provide proof that the contractor is insured and licensed. All wires must be encased in molding which matches the color of the building. If possible, please attempt to use existing wires.
4. To protect the health, safety and welfare of the Residents and their property the Board reserves the right to inspect the installation and maintenance of the satellite dish. The cost of this inspection may be assessed back to the owner installing the dish.
5. Once installed, Unit Owner will be responsible for the maintenance of the dish. If additional cost is required to maintain the portion of property on which the dish is installed, the Board may assess this cost back to the Unit Owner. If it is necessary for the Association to remove the satellite dish to perform maintenance, Unit Owner will be advised accordingly.
6. Unit Owner shall always keep the satellite dish in good repair. Failure to do so after five (5) days' notice from the Board may result in the removal of the dish.
7. Unit Owner shall be responsible for funding the cost of any maintenance, repair or replacement of the property resulting from installation of the satellite dish. In addition, Unit Owner must restore the property to its original condition upon removal of the dish.
8. All satellite dishes shall be constructed in strict compliance with these rules and regulations. Any deviation from these rules and regulations without the written consent of the Board of Directors may result in the dismantling and removal of the satellite dish by the Association. All costs of removal and restoration shall be borne by Unit Owner. The Association reserves the right to levy a continuing and daily fine for each day an unauthorized satellite dish shall remain on the premises after the Owner has been notified to remove it or advised to re-install the dish in conformance with the rules and regulations. The fine shall be set by the Board of Directors in accordance with approved guidelines for fines.

SEASONAL DECORATIONS

1. Seasonal decorations outside the unit may be installed. They should be removed no later than one (1) month after the date of the holiday.
2. No decorations that create a safety hazard or cause damage to the property are permitted.
3. Decorations may not be placed on the bushes/landscape.

SMOKING - Also see *Building Security and Safety*

1. Smoking tobacco/vaping nicotine is prohibited in any Common Elements of the Property.
2. Smoking tobacco/vaping nicotine is permitted in the Units; however, smoke from tobacco/vapor from vaping within an individual Unit may not permeate any other Unit or the Common Elements.
3. If the smoke of tobacco/vapor from vaping nicotine emanating from a Unit migrates to the Common Elements or to another Unit and causes a nuisance or annoyance to other Residents, the Board, in its sole discretion, may require the Unit Owner to take one or more of the following steps, at the Unit Owner's sole cost and expense, to minimize smoke/vapor transmission from their Units:

- a. Properly and fully seal the Unit;
 - b. Install an air purifier capable of eliminating smoke including, but not limited to, cigar, cigarette, or pipe smoke/vaping vapor;
 - c. Operate the kitchen and/or bathroom vents when smoking/vaping;
 - d. Confine smoking of tobacco/vaping of nicotine to rooms of the Unit which do not abut a complaining Resident's Unit.
 - e. Cease and desist from smoking tobacco/vaping nicotine in the Unit.
4. Smoking and/or consumption of cannabis by any other method is prohibited in any Common Elements and Limited Common Elements of the Property.
 5. Lawful smoking/vaping of cannabis is permitted in the Units; however, smoke from cannabis/vapor from vaping within an individual Unit may not permeate any other Unit or the Common Elements.
 6. If the smoke/vapor emanating from a Unit migrates to the Common Elements or to another Unit and causes a nuisance or annoyance to other Residents, the Board, in its sole discretion, may require the Unit Owner to take one or more of the following steps, at the Unit Owner's sole cost and expense, to minimize smoke/vapor transmission from their Units:
 - a. Properly and fully seal the Unit;
 - b. Install an air purifier capable of eliminating smoke including, but not limited to, cigar, cigarette, or pipe smoke/vaping vapor;
 - c. Operate the kitchen and/or bathroom vents when smoking/vaping;
 - d. Confine smoking of cannabis/vaping of cannabis to rooms of the Unit which do not abut a complaining Resident's Unit.
 - e. Cease and desist from smoking cannabis/vaping cannabis in the Unit.

SOLICITORS: Door-to-door soliciting is prohibited without the written consent of the Association in which case the solicitor will carry and display an authorization card signed by the Management Company or a Board Member. Any unauthorized solicitors should be reported to the Palatine Police Department.

STORAGE LOCKER ROOMS

1. One individual locker is provided for each unit. Every assigned locker must be padlocked, at the responsible Unit Owner/Resident expense, to protect locker contents.
2. **Do not store flammable materials or materials that emit offensive odors (i.e. gasoline, turpentine, paint, etc.) in your storage area.**
3. All items being stored must be placed inside the locker. Nothing may be stored in the aisles, recesses or in a way to obstruct another locker.
4. The Association assumes no responsibility for lost or damaged items.
5. Items located outside of the locker will be considered abandoned and will be discarded.

THEFT: If you are seen taking building items or items addressed to another Resident without their permission, for example: mail, newspapers, etc., you will be fined for each occurrence and/or reported to the police.

TRASH DISPOSAL

1. Garbage is picked up by Groot on Monday, Wednesday, and Friday.
2. All garbage must be securely sealed in leak-proof containers or plastic bags when placed in the garbage chutes or placed inside the dumpsters.
3. Boxes must be broken down.
4. Disposable diapers, sanitary napkins, paper towels, facial tissues and any non-biodegradable products shall not be flushed down toilets or otherwise be placed in the sanitary sewer system.
5. No garbage disposers are allowed due to over taxing of our plumbing system.
6. All appliances and construction debris, including carpeting must be removed by the vendor.
7. Contact Groot at 800-244-1977 for special pick-ups.

VANDALISM: Any acts of vandalism shall be first reported to the Palatine Police Department and then to the Association.

VEHICLES: Washing of cars is not permitted on Association Property.

VIDEO AND AUDIO SURVEILLANCE: The Association maintains surveillance cameras in the Common Elements to protect the property, enforce rules, deter criminal activity, and ensure the safety of Unit Owners and Residents. This Policy establishes rules for installation, access, retention, and release of video recordings in accordance with the governing documents and the Illinois Condominium Property Act (765 ILCS 605). Important Note: Audio is not recorded and audio recording functionality is permanently disabled on all surveillance devices.

1. Surveillance Camera Installation and Use.

- a. Surveillance cameras are unattended devices installed in the Common Elements for the purposes of deterring rule violations, criminal activity, and property damage, and for supporting enforcement actions, including the assessment of penalties, after review of recorded footage. Cameras may be placed where the Board of Directors determines surveillance is appropriate and, in the Association's, best interest, consistent with the governing documents and Illinois law.
- b. Unit Owners and Residents are advised that there is no reasonable expectation of privacy in the Common Elements. Any person present outside of a Unit may be recorded. Cameras shall not be positioned to capture the interior of any Unit.
- c. Surveillance cameras are intended solely for observational and recording purposes. They do not guarantee the prevention of crime or misconduct and do not replace the responsibility of Unit Owners and Residents to remain vigilant, secure their property, and report suspicious activity to law enforcement.
- d. Cameras are not actively monitored in real time, unless specifically authorized by the Board under limited circumstances.
- e. The Association expressly disclaims liability for unlawful acts on the property. Unit Owners and Residents observing unlawful activity should contact law enforcement and may notify the Board with approximate dates and times so relevant footage can be reviewed.
- f. Recording Retention/ Time-Saving Rule - Video recordings shall be retained for not less than thirty (30) days when reasonably possible, subject to system storage capacity and

technical limitations. Recordings may be automatically overwritten after this period unless otherwise preserved by the Board or pursuant to a written preservation request.

2. Video Access and Release.

- a. Access to recordings is restricted to the Board of Directors and its authorized agents. Recordings shall be password-protected and maintained in a secure manner.
- b. Recordings may be released or made available only to: Law enforcement in connection with an active investigation; The Association's legal counsel or insurance carrier; Parties with a subpoena, court order, or other lawful demand; Unit Owners and Residents with a documented incident-related request issued or approved by the Board of Directors, limited strictly to footage relevant to that request and subject to Board supervision and discretion.
- c. All requests must be submitted in writing with the date, approximate time, location, and purpose. The Board may deny requests that are incomplete, overly broad, unrelated to legitimate Association purposes, or that may violate privacy or legal protections.
- d. The Board may allow supervised viewing instead of providing copies. Redaction, cropping, blurring, or muting may be applied to protect privacy and legal interests.
- e. Any footage released or made available may be used only for the specific approved purpose. Use for harassment, commercial exploitation, social media posting, or unrelated disputes is strictly prohibited.
- f. Footage may not be copied, distributed, posted, published, uploaded, or shared - including to social media, websites, messaging platforms, or third parties - unless expressly authorized in writing by the Association or required by law. Violators will be legally and financially responsible for any unauthorized use or dissemination of the footage.
- g. The Association may require payment of reasonable costs for retrieval, review, redaction, copying, storage extension, or technical processing before fulfilling a request.
- h. Surveillance recordings are not Association "books and records" for general inspection rights, except as required by law or court order.

3. Personal Video Devices. Unit Owners and Residents may not install video doorbells, cameras, or other personal video recording devices outside their Units. Devices inside a Unit may not record, be directed at, or capture another Owner's or Resident's Unit, Common Elements, or shared spaces in violation of privacy rights or governing documents. No cameras or video devices are permitted on exterior walls, windows, balconies, or other portions of the building facade.

4. Preservation Requests. Upon written request, the Board may extend the retention period of specific footage. The requesting party must pay reasonable costs associated with preservation and storage. Any preserved footage remains subject to this Policy, including restrictions on viewing, copying, and distribution.

5. Acknowledgment Requirement. All recipients of released footage may be required to sign a written acknowledgment agreeing to comply with this Policy, including all use, distribution, and device restrictions.

6. Violations and Enforcement. Any Owner or Resident who violates this Policy may be subject to a fine of \$250 per violation or the current set cost per violation. Violators may also be held financially and legally responsible for damages or losses resulting from their violation. Enforcement may include Board review, hearings, and assessment of penalties consistent with the governing documents and Illinois law.

WASHERS AND DRYERS: Washers and dryers are not permitted in Units.

WINDOWS

1. Blankets, sheets and newspapers are not considered acceptable window treatments. Any exception to this rule must be approved in writing by the Board.
2. Temporary coverings such as sheets, bedspreads, etc., must be removed within a thirty (30) day period after occupancy.
3. Broken windows must be repaired immediately by the unit owner. All screens and windows must be in working order. Unit Owners who wish to replace windows must complete the Alterations and Additions form and receive approval from the Board of Directors in writing before the windows are replaced. Only approved windows may be used. (see remodeling)

RULES REGARDING THE ENFORCEMENT POLICIES: In accordance with section 18.4(1) of the Illinois Condominium Property Act, if someone is believed to be in violation of any of the provisions of the Declaration and By-Laws or Rules and Regulations, a signed written complaint must be submitted by an owner, the managing agent, Resident, or Member of the Board of Directors. A written complaint form prescribed by the Board shall be sent to the Management Company or the Board (Exhibit "C").

1. If a Unit Owner or Resident violates or is otherwise found to be in violation of any of the provisions of the Declaration, By-Laws, and/or Rules and Regulations of the Association, the following shall occur:
 - a. Upon first violation, the Unit Owner and/or Resident (if other than Unit Owner) shall be notified by the Management Company or the appropriate authorized personnel of the Association.
 - b. The notification shall be in a manner prescribed by the Board and substantially in the form attached as Exhibit "D". In certain circumstances and as set forth in these Rules and Regulations, a first offense may also result in a fine being levied against the Unit Owner/Resident.
 - c. Upon a second or continuous violation, the Unit Owner and/or Resident (if other than Unit Owner) shall be notified by the Management Company or the appropriate authorized personnel of the Association. The notification shall be in a manner prescribed by the governing documents of the Association and, if the Board so elects, by the Association's attorney. In addition, the Unit Owner shall also pay costs of any legal fees incurred by the Association as a result.
 - d. Upon further or continuous violations, the matter will be forwarded to the Association's attorney for appropriate legal action. All attorneys' fees and costs incurred as a result will be charged back to the responsible Unit Owner's account.
 - e. Notification may also contain such demands as are necessary to protect the interests of the Association in accordance with the provisions of the Condominium Property Act, the Declaration and By-Laws, and/or the Rules and Regulations of the Association.
2. Unit Owners shall pay all charges assessed within thirty (30) days of the notification that such charges are due. Failure to make payment within this time shall subject the Unit Owner to the legal and/or equitable remedies available to the Board for the collection of same.
3. These remedies are not exclusive, and the Board may, in addition, take any action provided

for in the Illinois Condominium Property Act, the Declaration and By-Laws, or as otherwise authorized by law or in equity to prevent or eliminate violations thereof or of the Rules and Regulations of the Association.

4. If the Unit Owner/Resident believes that he/she has been wrongfully charged with a violation, he/she may proceed as follows:
 - a. The notice of violation sets the date for a hearing on the alleged violation(s). The Unit Owner/Resident must appear at this hearing in order to protest the alleged violation. The hearing on the alleged violation will be held with or without the presence of the Unit Owner/Resident on the scheduled date.
 - b. At the hearing, the Board or hearing committee shall hear and consider arguments, evidence, or statements regarding the alleged violation. After a full hearing, the Board or Committee shall state its determination regarding the alleged violation. The decision of the Board shall be final and binding on the Unit Owner/Resident.
 - c. Payments of charges made under this policy shall not become due and owing until the Board has completed its determination. However, other legal or equitable remedies may be pursued by the Association during this time. Notification of the Boards determination shall be made substantially in the form attached as (Exhibit "E").
 - d. Time is of the essence of this policy. Notices are deemed made when deposited in the United States Mail, postage prepaid, to the Unit Owner at the Unit's address, or to such other address(es) the Unit Owner may have previously filed with the Management Company, and to the Residents at the Unit's address.

STATEMENT OF FINES

Any violation of the San Tropai Building Two Condominium Association Rules and Regulations will result in the following fines. Any expenses incurred by the Association because of a violation(s) will also be charged to the Unit Owner in violation.

<u>Violation</u>	<u>Fine</u>
All Violations:	\$250

RULES AND REGULATIONS BOOKLET

1. Each Unit Owner is provided with one copy of the Rules and Regulations booklet. Additional copies may be purchased from the Association for a reasonable fee.
2. All Rules, Regulations, Restrictions, and Covenants contained in the Declaration and By-Laws are incorporated as part of these Rules and Regulations and are subject to the enforcement policies set forth in the Section above.
3. These Rules and Regulations are binding upon all Unit Owners, Residents, their families, guests, tenants and invitees. Exceptions to these Rules may only be in writing and must be signed by the Board following a written request by a Unit Owner.

CONCLUSION

It is recommended that Unit Owners thoroughly review their copy of the “Declaration of Condominium Ownership and By-Laws” for additional information regarding rights and responsibilities of ownership. The Association realized that most residents routinely observe these rules and regulations. However, for the benefit of building harmony, it is necessary to clearly identify Association policy. We enlist your cooperation and request that you report any violations that you observe to the Management Company.

EMERGENCY CONTACT INFORMATION

Fire, Police, Medical Emergency: 911
Non-Emergency: 311
Association Mailing Address: 1275 East Baldwin Lane, Unit 800, Palatine, IL 60074
Association Email Address: santropai2@gmail.com
Master Association Email Address: santropaimasterboard@gmail.com
Management Company: Mperial Management Company
Hours: Monday through Friday 9:00 a.m.-5:00 p.m.
Mailing Address: 110 N. Brockway St., Suite 320, Palatine, IL 60067
Phone: (847)757-7171 x 803
Email: santropaipalatine@gmail.com

EXHIBIT "A"

ALTERATION(S) AND ADDITION(S) APPLICATION

OWNER(S): _____ **DATE:** _____

ADDRESS: _____ **UNIT:** _____

DESCRIPTION OF IMPROVEMENT: _____

LOCATION: _____
(Room(s))

START DATE: _____ **COMPLETION DATE:** _____

MATERIAL(S) TO BE USED: _____

CONTRACTOR'S INFORMATION: _____

HOW/WHERE OLD ITEMS WILL BE REMOVED FROM THE PREMISES: _____

A sketch of all improvements must be attached to this Application to show location and dimension relative to existing structures.

As of the approval date of this Application, I (Owner) accept full responsibility for the altered area and will maintain it in a safe and presentable condition.

OWNER REPRESENTATIONS:

Upon execution of this Application, as Owner of the Unit, am agreeing that I will abide by the Rules in this Agreement, and by all Rules and Regulations of the Association.

I understand if I fail to comply with the Rules set forth herein and by the governing documents of the Association, that I am subject to a fine being assessed to my Unit's account. I agree to contact the Board of Directors and Management if the alteration will not be completed by the "Completion Date" provided for within this Application and noted above. I agree that work shall not commence prior to 8:00 a.m. and that all work shall end for the day by 6:00 p.m., Monday(s) through Saturday(s). It is further agreed, as and by Owner, that no work shall be performed on Sunday(s). In accordance with the Rules and Regulations of the Association, I shall notify the neighboring units of said alterations. I am aware that I may not block the common elements (i.e., hallways, parking lots, etc.) and must clear and/or clean (i.e., vacuum, wipe down, etc.) any and all debris, dirt, etc., in the common elements, caused by the alterations made within my Unit.

Upon transference of the ownership or occupancy of the unit, the Owner shall inform the successor in title, including any purchaser by Articles of Agreement for Warranty Deed, or tenant, of the existence of these rules and regulations and the obligations set forth herein. All obligations herein shall pass to any successor in interest. If the transferee is unwilling to assume the responsibilities set forth herein, and execute a new hold harmless agreement, the dish must be removed prior to conveyance.

Signature: _____

Date of Application: _____

EXHIBIT "B"

SATELLITE DISH INSTALLATION AGREEMENT

This Agreement is entered into this _____ day of, _____, by and between _____ ("Unit Owner") and the San Tropai Building Two Condominium Association, an Illinois not-for-profit corporation ("Association").

The following recitals of fact are a material part of this Agreement:

1. Unit Owner resides at _____ and owns the property within the Association commonly known as: _____ Palatine, Illinois.
2. Pursuant to the Declaration of Condominium Ownership for the Association ("Declaration"), no Owner may install a satellite dish on the property without the written approval of the Association's Board of Directors.
3. Section 207 of the Telecommunications Act of 1996 titled *Restrictions on Over the Air Reception Devices* ("FCC Regulations") prohibits the Board members from restricting a Unit Owner from placing a satellite dish that is one (1) meter or less in diameter on portions of the property in which the owner has a direct or indirect ownership interest and where the owner has exclusive use or control.
4. FCC Regulations do permit the Board the right to adopt rules governing the placement, screening, color, etc. of these dishes, provided these rules do not (a) substantially increase the cost of installation, maintenance or use of the dish; (b) unreasonably delay the installation of the dish and (c) precludes reception of an acceptable quality signal.
5. Unit Owner desires to install a satellite dish on the property one (1) meter or less in diameter, and to comply with all other requirements of the Declaration and policies adopted by the Association's Board of Directors.

NOW, THEREFORE, in consideration of the mutual covenants and obligations set forth herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, it hereby is agreed as follows:

1. Unit Owner agrees to submit to the Board of Directors a completed Satellite Dish Installation Application (a copy attached hereto and made a part hereof as Exhibit "B").
2. All satellite dishes shall be constructed in strict compliance with the approved rules and regulations. Any deviation from the approved rules and regulations without the written consent of the Board of Directors may result in the dismantling and removal of the satellite dish by the Association. All costs of removal and restoration shall be borne by Unit Owner. The Association reserves the right to levy a continuing and daily fine for each and every day an unauthorized satellite dish shall remain on the premises after the Owner has been notified to remove it, or advised to re-install the dish in conformance with the rules and regulations. The fine shall be set by the Board of Directors in

accordance with approved guidelines for fines.

3. Unit Owner hereby indemnifies and holds harmless the Board of Directors, the Association, its agents and members from any and all claims, controversies or causes of action resulting from the installation or use of this satellite dish, including the payment of any and all costs of litigation and attorneys' fees resulting therefrom.
4. Unit Owner agrees to be responsible for any damage to the property or any injury to any individual as a result of the installation of the dish.
5. Upon transference of the ownership or occupancy of the unit, Unit Owner shall inform the successor in title, including any purchaser by Articles of Agreement for Warranty Deed, or tenant, of the existence of this Agreement and the obligations set forth herein. All obligations herein shall pass to any successor in interest, or the satellite dish must be removed by Unit Owner, and the property must be restored to its original condition.
6. Time is of the essence of this Agreement.
7. This Agreement shall be construed in accordance with the laws of the State of Illinois.

IN WITNESS WHEREOF, the parties have signed this document on the date set forth above.

**San Tropai Building Two
Condominium Association**

Unit Owner(s)/Resident(s):

By: _____

Its: _____

EXHIBIT "C"

OWNER/RESIDENT COMPLAINT FORM

Unit Owner/Resident Name: _____

Address/Unit No.: _____

Phone No.: _____ Email address(es): _____

Preferred Method of Contact: PHONE
 EMAIL
 (circle one)

Description of Event (include date/ time, if applicable), including specific provisions of the Declaration, By-Laws, Rules and Regulations and/or Condominium Property, Illinois General Not for Profit Corporation Act, or other Illinois laws that support the complaint:

(Use Additional Copies of Form if Necessary)

The following document(s)/evidence are attached concerning the Incident:

Describe what you want the Board to do to resolve the complaint:

Names and Contact Information for Witness(es) to Incident (if applicable):

UNIT OWNER SIGNATURE:

DATE:

EXHIBIT "D"

NOTICE OF VIOLATION

[DATE]

VIA [DELIVERY METHOD(S)]

[NAME]

[STREET NAME]

[UNIT NO.]

[CITY, STATE, ZIP]

Dear _____,

You, _____, are the owner of the property located at _____, Palatine, Illinois (the "Unit"), located in the San Tropai Building Two Condominium Association (the "Association").

The Association contends that on or about _____, 202__ you engaged in the following conduct _____.

This constitutes a violation of the Association's Rules/Article __, Section __ of the Association's Declaration of Condominium ("Declaration") that provides as follows:

[INSERT DECLARATION PROVISION HERE]

The Board of Directors of the Association may levy a fine, or take other action as permitted by law, if it determines that the violation did occur, after providing you with this Notice of Violation and an opportunity to request a hearing.

The demand for a hearing must be made in writing and submitted to the Board and/or Management, on a form similar to that which is attached hereto.

If you timely request a hearing, the hearing will be held on _____, 202__ at ____:__ p.m. in the _____ room of the Building.

If you fail to timely request a hearing or you fail to appear at the hearing, 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.

EXHIBIT "D" CONTINUED

REQUEST FOR HEARING

I, _____, hereby request a hearing on the charges made against me as contained in the Notice of Violation dated _____, 202__ alleging a violation of the Rules/Declaration of the San Tropei Building Two Condominium Association.

Owner/Tenant Signature

Owner/Resident's Name - Printed

Phone No.

Email Address(es)

Request Date

EXHIBIT "E"

NOTICE OF DETERMINATION

DATE: _____

[UNIT OWNER]
[STREET NAME]
[UNIT NO.]
[CITY, STATE, ZIP]

On this _____ day of _____, 20____, the Board found you to be in violation of the Declaration, By-Laws or Rules and Regulations of the Association regarding:

This was violated by: _____

The Board has taken the following action:

- () The Board has determined that no violation occurred.
- () The Board has determined that a violation has occurred. Accordingly, costs and expenses of \$_____ have been assessed against your Unit.
- () The Board has determined that a subsequent violation has occurred and costs and expenses of \$_____ have been assessed against your Unit. As such, we have been instructed to inform you that legal proceedings will be instituted if further violations occur.
- () As a result of a subsequent violation, legal fees in the amount of \$_____ have been incurred by the Association and these expenses are being charged against your unit.

Please see page(s) _____ of the Rules and Regulations regarding this violation (copy attached).

Very truly yours,

Board of Directors of San Tropai Building Two
Condominium Association

EXHIBIT "F"

LAUNDRY FAILURE REIMBURSEMENT REQUEST FORM

Owner/Tenant Name: _____
Unit No.: _____
Phone No.: _____
Email Address(es): _____
Date of Request: _____

INCIDENT INFORMATION

Date of Incident: _____

Description of Laundry Failure (*i.e., briefly describe what happened, including leaks, equipment malfunction, or other issues*):

EXPENSES FOR REIMBURSEMENT

Total Amount Requested: \$ _____

OWNER CERTIFICATION: I certify that the information provided is accurate and that the listed expenses are related to the laundry failure described above. I understand that the Association will investigate the incident and determine responsibility according to the Association's governing documents and applicable Illinois law.

Owner/Tenant Signature: _____ **Date:** _____

ASSOCIATION REVIEW - FOR MANAGEMENT/BOARD USE ONLY

Inspection Date: _____

Findings: _____

Decision: ☐ Approved ☐ Partially Approved ☐ Denied

Approved Amount: \$ _____

Board / Property Manager: _____

Signature: _____

Date: _____

EXHIBIT "G"

SURVEILLANCE CAMERA FOOTAGE REQUEST FORM

Owner/Tenant Information

Unit Owner/Resident Name: _____
Unit No.: _____
Phone No.: _____
Email Address(es): _____

Incident Information

Date of Incident: _____

Approximate Time: _____

Location of Incident (i.e., parking lot, hallway, recreation area): _____

Description of Incident: _____

Was this incident reported to police? ☐ Yes ☐ No

Police Department: _____

Report Number: _____

Reason for Request

- ☐ Footage involves my personal case (property damage, safety concern, or rule violation affecting me)
- ☐ Other legitimate Association-related purpose (please specify): _____

Requested Action

- ☐ Review footage by Board/Management
- ☐ Preserve footage beyond standard retention period (30 days)
- ☐ Copy footage to external media (USB/DVD)

Acknowledgment & Fees

I, _____, understand that:

- Footage may only be released for legitimate purposes and may not be available.
- Fees must be paid prior to processing:
- \$50/hour administrative review
- \$25per copy(USB/DVD)
- \$10/day for extended preservation beyond 30 days
- The Association is not responsible for incidents or crimes occurring on property.

Unit Owner/Resident Signature: _____ Date: _____

For Board/Management Use Only:

Date Received: _____

Action Taken: _____

Fees Collected: _____

Processed By: _____

EXHIBIT "H"

ASSISTANCE/SUPPORT ANIMAL APPLICATION

Owner/Resident/Tenant Information and Acknowledgements

Name: _____

Date: _____

Unit No.: _____

Unit Owner/Resident/Tenant Phone Number(s): _____

Email Address(es): _____

General

- I, _____, understand I do not have to provide my individual diagnosis.
- I understand that I am not required to provide medical records, details about my disability, or treatment information.
- I understand that I may be required to provide a medical provider letter.
- I understand that I may request reasonable assistance animal accommodations at any time during my residence in San Tropai Building 2.
- I understand that I will not be required to pay a "pet fee" for the assistance animal.
- I understand that I will be required to pay for any and all damages caused by my assistance animal.
- I understand that I will need to license my animal in accordance with the Village of Palatine requirements. I understand that my assistance animal is required to have all current vaccinations set by law.
- I understand that this accommodation can be revoked for, but not limited to animal aggression, excessive animal noise, lack of housetraining and animal neglect.
- I understand that I am wholly responsible for the care and control of my assistance animal
- I understand that I must provide adequate levels of cleanliness for the health and safety of the Assistance Animal, myself, and other tenants.
I understand that I will safely and responsibly dispose of my Assistance Animal's waste.
- I understand my assistance animal shall not be kept, bred, or used for any commercial purpose.
I understand that I need to have a disability-related need to have more than one assistance animal, and each one will need to be individually evaluated.
- I understand that my service animal must use a harness, leash, or tether, except in cases where the device may prevent the service animal's work or my disability prevents use of these devices.
- I have read and understand the statements above.

Printed Name:

Signature

EXHIBIT "H" CONTINUED

ASSISTANCE/SUPPORT ANIMAL APPLICATION CONTINUED

Animal Information

Date: _____
Owner/Tenant Name(s): _____
Unit No.: _____
Unit Owner/Tenant Phone Number(s): _____
Email Address(es): _____

This form may not have more than one animal.
For additional animals, please complete a separate form.

Name: _____
Breed: _____
Gender: _____
Age: _____
Weight: _____

Is the Animal a Service Animal or a Support Animal?

What work or task(s) has the Animal been trained to perform?

Veterinarian's Name: _____
Veterinarian's Phone No.: _____
Institution Name: _____
Rabies Tag No.: _____
Rabies Expiration Date: _____
Date of Expiration: _____
Microchip No.: _____

Cats, dogs, rabbits, and ferrets must be spayed or neutered by six months of age, unless the procedure is deemed medically unsafe by a veterinarian and doctor's note is provided.

Date of Procedure: _____

Please also attach the following records and information to this Application:

1. Village of Palatine Animal Registration Form;
2. Vaccination Records; Record of vaccination; and
3. Neuter and/or Spay Records.

EXHIBIT "H" CONTINUED

ASSISTANCE/SUPPORT ANIMAL APPLICATION CONTINUED

Medical Provider Letter

Date: _____
Unit Owner/Tenant Name: _____
Unit No.: _____
Phone No(s): _____
Email Address(s): _____

The following must be completed by a licensed Medical Provider:

Provider Name: _____
Name of Provider Institution: _____
Provider Address: _____
Provider Phone No.: _____
Provider License No.: _____
Date of License Issuance: _____
State of License: _____

- ☐ I, _____, am a licensed medical/mental health professional treating the tenant's mental or emotional disability.
- ☐ I, _____, certify that the tenant has a mental health related disability listed in the Diagnostic and Statistical Manual of Mental Disorders and is under my care.
- ☐ I, _____, certify that having the animal live with the tenant is necessary to the Unit Owner / Tenant's mental health or treatment.

For Association / Management use only:

Approved / Denied

Date _____

This form is active one (1) year from the approval date.