

# *Condominium Association #2*

Revised

*May 7th, 2025*

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In order to maintain an outstanding complex, we feel 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 and rules and regulations contained in this booklet are for the purpose of achieving and maintaining this goal, as well as to comply with the Condominium Homeowners' Association Declaration and By-Laws and the Illinois Condominium Property Act.

## **BOARD OF DIRECTORS**

The board of our Association is comprised of (7) members. The annual unit owners' meeting is usually held during the month of May. Notifications of monthly meetings are posted in the mail room and the bulletin board in the garage. All unit owners are encouraged to attend.

Election of the board members is at the annual unit owners' meeting. The board Members are responsible for the direction and administration of the property. To be comprised of no more than (7) members, less than (7) should be an odd number. Officers of the Board consist of a President, Vice President, Secretary, Treasurer and three directors.

## **OUR MANAGEMENT COMPANY**

The Homeowners' Association hires a Management Company to handle the day- to-day business of our Association. The Management Company is under contract and in general, is responsible for the conduct and performance of all maintenance and service contracted and paid for through your Association.

For emergency problems, questions and complaints, please contact the Management Company. If you feel it is necessary to contact a member of the Board, please do so by telephone or in writing.

It is recommended that unit owners thoroughly review their copy of the "Declaration of Condominium Ownership" for additional information regarding their rights and responsibilities of ownership. The following rules are by way of explanation and further elaboration to the Declaration.

## Assessment Fees

In order to meet monthly operating expenses (gas, water, trash collection, electricity, etc.)

And in accordance with the Declaration, it is imperative that assessment fees be paid on or before the first (1st) of each and every month when due. The method of payment will be specified by the Management Company, and you may choose to have the assessment withdrawn directly from your bank to the Management Company.

The following is the collection policy with regard to monthly assessments:

1. All assessment are due and payable the first of each and every month.
2. If the assessment payment is not received in the office of the Management Company in full on or before the 15<sup>th</sup> of each and every month, a late fee will be assessed against the unit owner.
3. The late fee will be \$50.00 per month beginning January 2020.

Legal proceeding on delinquent assessments and any other monies owed to the Association will begin at 60 days late.

Please note that pursuant to the Statutes of The State of Illinois, the Association is authorized to pursue various legal proceedings for the delinquent assessments and any other monies owed to the Association.

## BALCONIES/PATIOS

1. Balconies/Patios are limited common areas for your use and enjoyment. They are to be kept neat and clean.
2. Covered cooking grills are permitted provided the following requirements are met:
  - A. Only a covered electric or propane gas cooking grill is to be used.
  - B. Only an electric starter is to be used. Liquid lighter fluid and charcoal are expressly forbidden.
3. The Association is not responsible for items damaged, lost or stolen from balconies/patios.
4. Appropriate patio furniture and outdoor plants are permitted.

## BUILDING SECURITY AND SAFETY

1. NEVER ALLOW ENTRY OF UNAUTHORIZED PERSONS INTO THE BUILDING
  - A. Do not let unknown persons enter the building when you enter or leave.
  - B. Double check persons at your door after admitting them with the lobby intercom bell system. Admit no one by buzzer unless identity is given.
  - C. Notify the Management Company immediately of any broken locks, doors, etc.
2. Soliciting and loitering is not permitted in the lobbies, hallways, building grounds or any common element.
3. Make good use of our Management Company and Village protection:
  - A. Report any suspicious persons or unusual activities to police and the Management Company.
  - B. Inform the Management Company, a neighbor and/or a building board member where you can be reached during extended absence from the building.
  - C. If your unit has been entered, call both the Police and the Management Company without disturbing or touching anything in your unit.
4. There shall be no tampering with the fire alarm panels, smoke detectors, fire doors, fire extinguishers, emergency lights or any other building component which would tend to jeopardize the health safety and welfare of the residents.
5. The roof, boiler rooms and ladder rooms shall be entered by authorized personnel only.
6. Do not prop open any lobby, garage doors or any other locked exit doors and leave unattended.
7. There is a \$100.00 fine for a unit owner who allows their workmen to leave any door open and unattended. All doors to the building must remain locked at all times.

## COMMON ELEMENTS

1. Each unit owner is responsible for any damage to common areas caused by themselves, their residents or their guests as a result of negligence, carelessness or misuse. All costs for repair or replacement along with legal costs, if appropriate, will be billed to the unit owner and payment will be required ten (10) days of the mailing notice by the Management Company.
2. Boots, boot trays, umbrellas, shoes, buggies, plants, walkers, wheelchairs, furniture and shopping carts are prohibited in the hallways or at the unit entrance door in the hall.

3. Playing ball, games, skate boarding, loitering, etc. are prohibited in the front parking spaces.
4. Any oil leaks are to be cleaned by the owner/resident.
5. The Association is not responsible for loss or damage to vehicles or injury to persons in the parking areas.
6. The circular drive must be available at all times for emergency vehicles, so do not leave your vehicle unattended.

### GARAGE AREA

1. THERE IS A 5 MPH SPEED LIMIT IN THE GARAGE.
2. Prefabricated closed cabinets are allowed (refer to Figure 1) BUT must be contained within your personal parking space(s) that is between your yellow lines. Closed cabinets cannot be permanent. The back of the cabinet must be flush with the wall but not attached to the wall or floor. Nothing is to be stored on top of closed cabinets. Height must be low enough for water to be dispersed from sprinkler heads in case of a fire and 18" from any sprinkler head. Upon sale of a unit, your shed (s) must be disposed of. You must sell, give away or remove from the property and not placed in our dumpster. You must show proof at closing, or you will be charged a \$500.00 disposal fee per cabinet. No new homemade cabinets are allowed.
3. Bicycles must be hung on wall mounts in front of vehicle parking space unless pipes or water hoses interfere.
4. Shopping carts are permitted in garage.
5. Car washing is permitted.
6. Garage parking spaces are limited to automobiles and motorcycles only.
7. Parking spaces can only be rented to those persons who reside in our building.

### GARBAGE

1. All garbage shall be placed in leak proof containers, tied securely, and deposited in the garbage chutes or dumpster.
2. The Board asks your cooperation in keeping the dumpster areas in order. Large cartons and boxes should be broken down.
3. Recyclable items (paper, plastic and metal cans should be placed in marked bins marked next to the dumpsters.



Figure 1. An example of prefabricated closed cabinets allowed in the garage.

## LAUNDRY ROOM

1. Hours for use: 8:00am to 9:00pm. No laundry is to be started before 8:00am and must be completed by 10:30pm.
2. Turn off lights when leaving.
3. Clean lint traps in dryers when finished.
4. Make sure the sliding glass door is locked upon exiting the laundry room.
5. Keep all laundry supplies in your cabinet space.
6. All washed/dried articles must be removed from machine within 15 minutes after cycles are completed.
7. Not responsible for any articles left in laundry room overnight.
8. Washing machines and/or dryers ARE NOT ALLOWED in the apartments.

## INSURANCE

1. Owners/residents shall be individually responsible for insuring their personal property in their respective units, their personal property stored elsewhere in the Property and their personal liability to the extent not covered by the liability insurance for all owners obtained by the Association.
2. Each unit owner shall maintain his/her unit in good condition at his own expense and shall not do or allow anything to be done in his/her unit or the common elements which may increase the cost of or cause the cancellation of insurance on other units or on the common elements.
3. Full property damage and liability coverage on the common property is carried by the Association. Each new owner and his mortgagors will receive a copy of the Certificate of Insurance showing coverage under this policy.

## MAINTENANCE

1. For emergency problems with heat and water in common areas, call the Management Company.
2. The maintenance and landscaping contractors are employed by the Association for work in the common areas only. Repair work within the unit is the responsibility of the owner.

## MOVING

1. Notice must be given to the Management Company for ALL move-ins and ALL move-outs at least five (5) working days prior to the move. Only one move at a time is permitted. All moves must be done through the garage.
  - A. The move-in/move-out non-refundable fee is \$350.00
  - B. Please give your check in the amount of \$350.00 made payable to Normandy Hill Condominium Association #2, to any active board member or President of the Board Association of Building #2 as soon as you know the date you will be vacating the premises. The buyer of your unit should be advised of this procedure.
2. Movers are not permitted to tie-up the elevator. Reasonable access to the elevator must be given to all unit owners at all times.
3. Any moving in and out should be done with expediency and with the least disturbance possible. The security entrance doors should not be left open or unattended at any time. On completion of the move, make sure all security doors are locked shut.
4. Placing of furniture, boxes with personal items, etc. in the lobbies or out on the lawn, walks or parking areas is strictly prohibited.
5. The unit owner/resident is responsible for arranging for the prompt disposal of all packing materials. In the event these items do not fit in the trash dumpsters, it is each owner's responsibility for disposal. Cartons and boxes must be broken down and placed in garage dumpster.
6. Have maintenance people hang protective covers and place floor cover in the elevator. However, a notice must be given to the Management Company for ALL move-ins and ALL move-outs at least five (5) working days prior to the move.
6. NO moving of furniture is allowed through the lobby.

## ESTATE SALE GUIDE

Any unit owner is welcome to have an estate sale. Notify the Board of the dates and times at least one (1) week in advance. Estate sales are permitted between 9am and 5pm on weekdays. Weekends sales are permitted between 10am and 4pm.

All doors must remain closed and locked at all times.

Two helpers need to be stationed in the lobby.

1. To let customers know to wait their turn outside.
2. To escort no more than 3 customers into the building and to the unit having the sale.
3. As these are escorted back to the lobby 3 more can be escorted in.

No more than three (3) customers are allowed in the unit at any time.



As with any moving, you must have the elevator pads up and all large items moved through the garage.

No unknown persons are permitted to move about the building without an escort.

When your sale is over, make sure all common areas are clear of any items or trash, and elevator pads removed.

The Board hopes you have a safe and profitable sale.

The owner hosting the sale assumes all liability for any accidents, injuries, and or damage that occur with the event. Include in your notice of your sale a current copy of homeowners insurance showing your liability coverage.

The sale of hazardous materials, firearms, and/or illegal items is strictly prohibited.

All estate sales must comply with local laws and regulations, including obtaining any necessary permits.

### PARKING

1. All boats, trailers, recreational and commercially marked vehicles in excess of Five Thousand Pounds and vans higher than 6' 8" are prohibited from the outdoor parking areas overnight without written permission from the Building Association's Board.
2. To enable the maintenance personnel to clear the parking lots after snow fall, please move your vehicle to a plowed space so that the plows can clear the space you vacated.

### WORK IN UNITS

1. Before any work in any unit is started, unit owner is responsible to contact the management company contact to verify insurance, license, whatever is needed from any contractors, workers, trades, or anyone else doing contracted work.

### QUIET HOURS

1. Quiet hours shall be from 10 PM until 7 AM the following day. If the following day is a Saturday, Sunday, or Nationally recognized holiday, then the quiet hours are 11 PM to 9 AM the following day.

## VIOLATIONS

1. Section 18.4 (1) of the Illinois Condominium Property Act specifically authorizes the Board to levy reasonable fines for violations of the Declaration By-Laws, Rules and Regulations of the Association after notice and an opportunity to be heard within fourteen (14) days of notice of violation. Consequently, pursuant to a Resolution adopted by the Board, you are hereby advised that after notice and opportunity to be heard, the Board shall consider the imposition of reasonable fines ranging from \$25.00 to \$200.00 depending upon the severity and/or duration of the violation. Such fines shall be due at the time of the next regular monthly assessment after the fine has been assessed.

## RULES AND REGULATIONS BOOKLET

Each unit owner is provided with one copy of the booklet. Any additional copies may be purchased from the Management Company at a cost of \$5.00.

Every new unit owner must be given a copy of the Booklet by the selling unit owner.

Thank you,

The Board of Directors of Normandy Hill Condominium Association # 2





2- elevator

1 per parking space



2 Front Door



1- Pool fob



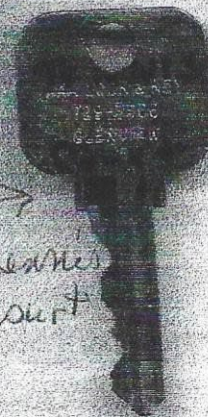
2- Front door fob



2- mail box



1 gate



1 fence Court

1 copy Declaration  
1 copy Rules

Figure 2. A set of keys that should be provided by seller to new homeowners.