

CAMBRIDGE GREEN
Condominium Association

RULES
AND
REGULATIONS

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PREAMBLE

In order to make residence in Cambridge Green Condominiums a mutually satisfying experience in cooperative living, our Declaration of Condominium specifies certain requirements concerning occupancy of units and use of common elements. They also provide that the Association itself establishes other rules and regulations necessary for orderly enjoyment of our facilities. Accordingly, the Board of Managers, after careful consideration, have adopted Rules and Regulations as set forth below. Their strict observation is the responsibility of all residents, and in being certain that they and their guests adhere to them. If said rules are violated residents/unit owners will be notified by the Board of Managers. Repeated violations will be subject to monetary fines and/or fees, after notice and an opportunity for a hearing. Amount of fines and/or fees to be agreed upon by a majority of the Board.

CAMBRIDGE GREEN CONDOMINIUM ASSOCIATION

Review of Declaration for Responsibilities

The following is an itemization of responsibilities for the Association and for the Unit Owner. This is a generalization and may not be all inclusive, but is meant to include as many items as possible.

Association Responsibilities

- The land - turf areas, planting areas
- Foundations
- Exterior walls
- Hallways
- Stairways
- Vestibules
- Storage Areas
- Roofs
- Portions of parking area not deeded with unit
- All pipes, ducts, flues, electrical wiring and conduits not servicing a single unit
- Public utility lines
- Structural components of each building outside, prime coat on walls, ceilings, and floors
- Siding, trim around exterior doors, painted wooden areas surrounding glass doors and windows, and all painted trim surrounding the mansard roofing.
- Gutters and connecting drainage
- Balconies
- Patios
- All exterior water spigots
- Outside walks and driveways
- Intercom system

Unit Owner Responsibilities

- The interior surface of all walls, floors and ceilings form the boundaries of the unit.
- All entry doors, windows, and glass in the walls forming the boundaries of a unit.
- Any pipes, ducts, flues, and electrical wiring servicing an individual unit.
- Electric socket within the area of the patio or balcony.

- Heating, cooling, ventilation systems, other equipment and appliances serving an individual unit.
- Exclusive garage owned by a unit owner.

RULES REGARDING ENFORCEMENT OF POLICIES

1. If a unit owner violates or is otherwise liable for a violation of any of the provisions of the Declaration, Bylaws, and /or Rules and Regulations of the Association, the following shall occur:

- a. It shall be the duty of all members of the Association to report incidents of misconduct, nuisance rule violation, or breach of the covenants as they pertain to the common elements to the Board or its agent.
- b. The unit owner will be notified upon the first incident of a violation.
- c. Upon a second or continuing violation by a unit owner, the unit owner shall be notified of the violation, in a manner prescribed by the Board, by the managing agent or the appropriate authorized personnel of the Association and, if the Board so elects, by the Association's attorney. The unit owner shall pay for the costs and expenses of the notification and in addition, any legal fees incurred by the Association as they are billed to the Association by the Association's attorney. After the first notification, a \$50.00 fee will be charged to the assessment account of the unit owner for each additional notification.
- d. Upon further or continuing violations by a unit owner, the matter will be forwarded to the Association's attorney for appropriate legal action. All attorney's fees and costs incurred will be charged back to the unit owner's account.
- e. Notification may also contain such demands as are necessary to protect the interest of the Association in accordance with the provisions of the Declaration, Bylaws, and/or Rules and Regulations of the Association.

2. Any unit owner charged hereunder shall pay any charges assessed hereunder within thirty (30) days of notification that such charges are due. Failure to make the payment in this time shall subject the unit owner to all of the legal or equitable remedies necessary for the collection thereof.

3. The remedies hereunder are not exclusive, and the Board may, in addition thereto, take any action provided for in the Declaration and Bylaws to prevent or eliminate violations thereof or of the Rules and Regulations of the Association.
4. If any unit owner feels that he has been wrongfully or unjustly charged with a violation hereunder, the unit owner may proceed as follows:
 - a. Within ten (10) days after the unit owner is notified pursuant to paragraph 1(b) of this section, the unit owner shall submit, in writing, a protest to the Board, stating the reasons the unit owner feels he or she has not committed a violation or deliver to the Association a request for a hearing concerning the alleged violation.
 - b. If no request for a hearing has been submitted within the aforementioned 10-day period, the hearing shall have been considered waived, the allegations in the Notice of Hearing and Violation shall be deemed admitted by default, and appropriate action, if deemed necessary by the Board, may be taken. The Unit Owner shall be notified by the Association of any such determination using the same form and in the same manner as if a hearing had been conducted.
 - c. Time is of the essence of this policy. Notices are deemed made when emailed to the email address provided by the owner, phone call made to the phone number provided by the owner, or posited in the United States mail, postage prepaid, to the unit owner at the unit address, or to such other address as the unit owner shall have previously filed with the Board.

These comprehensive Rules and Regulations shall be effective immediately upon notice to the membership of the Association which shall be given by mailing or delivering a copy of these rules to the unit address or such other address which is on file with the Association

GENERAL RULES

1. All rules, regulations, restrictions, and covenants contained in the Declaration and Bylaws are incorporated as part of these Rules and Regulations and are subject to the enforcement policies set forth in these comprehensive Rules and Regulations.

RULES REGARDING PETS, PET LITTER AND DAMAGE BY PETS

1. No animals, other than dogs, cats or other animals reasonably considered to be household pets, shall be raised, bred, or kept in any unit or the common element, provided they are not kept, bred or maintained for any commercial purpose.

2. No unit owner shall keep more than a total of two (2) pets in any unit.

The following are the specifications for the combinations of pets allowed.

- Two (2) cats
- One (1) dog if the dog weighs between 20 pounds to 50 pounds.
- No dogs over 50 pounds
- Two (2) dogs if each dog weighs no more than 20 pounds
- Fish tanks no larger than 10 gallons

NOTE: Copy of the veterinary physical exam indicating the pet's weight must be submitted with the pet registration. The physical exam must have the clinic letterhead and veterinarian's name and/or signature.

NOTE: Evidence of a pet's weight must be submitted to the management.

3. Dogs shall not be permitted upon the common elements of the condominium building unless they are carried or leashed. No leash may exceed eight (8) feet in length. This shall include animals left on balconies or tied to patios.

4. No pet may be left unattended at any time. This includes animals left unattended on balconies or tied to patios.

5. Residents and other persons attending to pets shall at all times be responsible for cleaning up after their pets and shall immediately remove and properly dispose of in a clean and sanitary manner all waste attributable to their pets in the dumpster.

- Pet owners are not allowed to store pet waste in containers of any form on patios, balconies, hallways, or exterior common elements.

6. Pets are prohibited from urinating and defecating directly outside of entrances on exterior common elements.

- a. Pet owners and other persons attending to pets must escort their pets a minimum distance of 30 feet away from the building before allowing the pet to urinate or defecate.
- b. Pets are strictly prohibited from urinating and defecating directly on patios, balcony floorboards, on pads placed on patios or balconies that are designed for

the purpose of pets relieving themselves, or on any other material used for the purpose of absorbing pet urine and collecting defecations.

7. No pet shall be allowed to create a nuisance or unreasonable disturbance.

8. Actions that will constitute a nuisance and unreasonable disturbance include, but are not limited to, crying, barking, scratching, or being hygienically offensive.

NOTE: "Start and stop" barking is the type that occurs periodically (no more than 4 times within a 16 hour period) for a brief duration when someone enters a unit or when the dogs are startled. This type of barking does not warrant a violation. Ongoing barking is for an extended period of time ranging from 5 minutes and continuing for hours. This type of barking warrants a violation.

9. Residents are not to engage in loud activities with their pets within their units. Running, throwing objects for animals to fetch, howling, and all other loud behaviors are considered a nuisance and an unreasonable disturbance.

10. Unit owners of the unit where the pet is kept shall be responsible for any damage caused by such pet to the common elements. Costs incurred by the Association in connection with any pet shall be charged to the assessment account of the responsible unit owner, shall constitute a lien against the unit owner's unit and be collectible in the same manner as any common expense.

11. Any unit owner, tenant, association officer or employee who observes any litter, damage or other problem caused by a pet, should report the problem to the Association, identifying the pet and the owner of the pet, or, if ownership cannot be determined, the address of or unit number of the residence in which the pet is kept.

12. Any pet found responsible for more than two (2) violations of the above rules shall be deemed by the Board, in its sole discretion, as causing or creating a nuisance or unreasonable disturbance, after providing notice and an opportunity for a hearing to the responsible unit owner, may be permanently removed from the property upon three (3) days' written notice. The Board's decision shall be final. Each unit owner shall assume full responsibility for personal injury and property damage caused by his or her pet(s) and the pet(s) of his or her residents, family, tenants, guests and invitees.

13. Tenants of the unit where the pet is kept found responsible for two (2) violations will be subject to the eviction process.

14. All pets must be registered and inoculated as required by law and registered with the management agent.

15. Damage to Property

- a. Dog walking is prohibited in all areas that have been planted with bushes, flowers, or ground cover. Unit owners will be responsible for the repair or replacement of plantings damaged. This includes areas that have been planted by residents that have sought the Board's approval.
- b. Unit owners will be responsible for the cost of repairs for damage done to the turf or landscaping plants on all areas of the exterior common elements due to pet urination or defecation. Exterior common elements include all areas within the Association's outer fence. Repairs included but are not limited to the removal and replacement of sod and any damaged landscaping plants.
- c. Unit owners will be responsible for the cost of repairs to any interior common elements. Repairs included but not limited to are carpet cleaning due to dirt accumulation as a result of pets entering with muddy paws or toileting accidents and if necessary replacement of carpet and underlying padding. Other repairs included are painting and patching of walls, trim work and doors.
- d. Unit owners will be responsible for the cost of clean up of pet defecation on any area of the exterior common elements. Areas behind and between garages as well as along the fence are included in the exterior common elements.

RULES REGARDING THE USE AND APPEARANCE OF THE COMMON ELEMENTS

No person shall commit waste on the common elements, interfere with the proper use of the common elements by others or commit any littering, vandalism, boisterous or improper behavior on the common elements which interferes with or limits the enjoyment of the common elements by other residents. Repair costs for damage to the common elements attributable to a unit owner or resident (or family member, guest, invitee, licensee, contractor or pet of a unit owner or resident) shall be charged to the unit owner's assessment account, constitute a lien against the unit owner's unit and be collected in the same manner as any common expense.

A. INTERIOR COMMON ELEMENTS

1. Under no circumstances are the exterior security doors allowed to remain unlocked, blocked open, or in any way made accessible without a key.

2. Storage of any kind is expressly prohibited in the common elements. Interior common elements include hallways, stairways, beneath stairways, and first floor closet.
3. Nothing shall be stored, whether in a unit or storage room, which creates a fire hazard
4. No smoking in any interior common elements.
5. No solicitors of any type will be permitted in the buildings at any time, except by individual appointment with the unit owner or occupant.
6. Temporary window and door coverings may be used for a maximum of three (3) weeks when the occupant first moves into a unit.
7. Only blinds and curtains are allowed to be hung in front of windows. Signs, sheets, blankets, flags, sports and school affiliated paraphernalia are all prohibited.
8. Window screens are to be kept closed to prevent drapes and curtains, etc. from being blown out of windows.
9. Painting, wallpapering or decorating of any common element by an owner is not permitted without Board approval.
10. Each occupant must exercise due consideration at all hours in the operation of his radio, television, musical instrument, or any other items, so that the sound will not disturb others.
11. Residents should call the police and inform the management company if other residents can be heard yelling and fighting to the extent that it can be heard within one's unit or in the hallways. These types of excessively loud behaviors are considered disturbances to the other residents.
12. No resident or contractor shall disconnect, adjust or tamper with any common utilities, i.e. water, electric, gas, and heat without consent of the management company. Unit owners will be liable for all repairs and damages caused by violation of this rule.
13. Under winter conditions do not turn your heat below 65 degrees. Anything below that could cause the pipes to freeze. Do not leave your unit if you have frozen pipes. Call managing agent.

14. Residents shall not litter or throw, or permit anyone to throw from windows and balconies any dirt, dust, cigarettes, cigars, ashes, water, paper or other material.

15. Residents shall not litter anywhere in the interior common elements. Unit owners will be charged for the cost of clean up of items inappropriately disposed of in the common elements. Unit owners are responsible for their tenant's actions.

16. Residents are not to write on the walls, banisters, carpet, unit entrance doors, or any part of the interior common elements with any object that can be used to make marks or used as a writing utensil. Unit owners will be responsible for the cost of the restoration of these areas.

17. Residents are to exercise due precautions when removing trash from their units to prevent cooking oil or any other liquids that might leak from their garbage bags onto the carpet in the hallways of the common elements. Unit owners are responsible for the cost of cleaning and if necessary replacement of permanently soiled carpeting.

B. EXTERIOR COMMON ELEMENTS

1. Exterior common elements include all areas beyond a unit's patio or balcony.

2. Items are not to be stored alongside the building, patios, behind bushes, behind garages, behind air conditioners, along the fences or any other outdoor areas.

3. Per the Village of Libertyville ordinance smoking is not allowed within 15 feet of the entrances of a building. Second hand smoke is a known health hazard. In addition, other types of second-hand smoke may contain depressants, stimulants and/or hallucinogenic properties.

4. Any games or other activity that causes damage to the common elements, parked vehicles, or is disturbing to others, are prohibited in any exterior common elements or parking areas

5. All recreation equipment, bicycles, etc. must be removed from common areas by sunset.

6. No skateboard or roller skating on sidewalks or parking lots.

7. Unit owners may not enclose any portion or common elements with a fence or other boundaries.

8. Broiling, cooking or barbecuing of any kind in common areas, in garages, parking spaces, or any part of the parking lots is prohibited.

9. No sunbathing shall be permitted in the parking areas and exterior common elements.

10. Residents shall not litter anywhere in the exterior common elements. Unit owners will be charged for the cost of clean up of items inappropriately disposed of in the common elements. Unit owners are responsible for their tenant's actions.

11. Residents shall not throw cigarette butts in the parking lot, anywhere in the lawn surrounding the parking lot, beneath balconies, areas surrounding patios, and all the areas surrounding the buildings. Unit owners will be charged for the cost of clean up of items inappropriately disposed of in the common areas. Unit owners are responsible for their tenant's actions.

12. Extra sets of keys to unlock the entrance to the building and a unit are to be distributed *only* to the people whose names are listed on the lease or as specified by the owner of the unit. Residents may not create extra sets of keys to distribute to non-residents for the purpose of allowing groups of individuals to enter the building and use the unit when the residents are not present. Should this rule be violated the owner of the unit will pay for the cost of new locks and keys for the residents of the building.

C. SEASONAL DECORATIONS

1. Seasonal decorations may be installed no earlier than one (1) month prior to and shall be removed no later than 2 weeks after the date of the holiday.

2. No external seasonal decorations are permitted except for decorations which can be placed on unit doors, balconies or patios. Any damages to interior and/or exterior common elements or other units as a result of decorations will be the responsibility of the owner of the decorations. Unit owners are responsible for their tenant's actions.

3. The decorations used shall not make any sound.

4. Decorations on external entry doors are prohibited.

5. Decorations that create a safety hazard are prohibited.
6. The use of artificial Christmas trees is urged due to the potential fire hazard of natural trees. If, however, natural trees are used, the unit owner must take responsibility for proper disposal. Unit owners are responsible for the clean up of all Christmas tree debris (pine needles, twigs, etc) in common elements. Unit owners will be responsible for the cost of clean up. Unit owners are responsible for their tenants actions.
7. Decorations in common elements are prohibited.
8. Nothing in these Rules shall be construed as prohibiting any reasonable accommodation for religious practices, including the attachment of religiously mandated objects to the front door of a condominium unit.

LANDSCAPING

1. No alterations shall be made to the exterior common elements without prior Board approval.
2. No rocks shall be placed or flowers planted in common elements without the approval of the Board.
3. Any additional trees, shrubs, or plantings must be approved by the Board.
4. Any plantings made by a unit owner, with permission of the Board, shall be the sole responsibility of the unit owner and any maintenance required to be made to or for said plantings shall be at the expense of the unit owner.
5. Lawn ornaments are prohibited on the common grounds. This includes artificial plants and figurines of all types.
6. Unit owners must have the Board's permission to install pavers anywhere on the premises.
7. Unit owners must have permission to hang bird feeders on the exterior common grounds. Should permission be given, the owner of the bird feeder is to weekly clean away the debris and remove the weeds sprouting as a result of the birdseed that falls beneath and surrounding the bird feeders. A limited number of bird feeders will be

allowed on the exterior common grounds. Bird feeders must have the owner's unit number written on it. The Association will remove from the exterior common grounds any bird feeder that appears to be neglected without providing notice to its owner.

8. Unit owners must have permission to hang birdhouses and place birdbaths on the exterior common grounds. Birdbaths are to be cleaned weekly. Birdhouses and bird baths in poor condition (chipped, broken, excessively weathered) will be removed from the exterior common grounds without the owner's permission. Birdhouses and bird baths must have the owner's unit number written on it. A limited number of birdhouses and birdbaths will be allowed on the premises.

9. Damage done as a result of unauthorized trimming of bushes and trees will result in a unit owner paying for the remediation and/or replacement of the damaged bushes and trees, after notice and an opportunity for a hearing.

10. Damage to the sod due to the wear caused by repeatedly walking in the same area will result in the unit owner paying for the cost of sod replacement, after notice and an opportunity for a hearing.

11. Damage done to any of the landscaping plants (ground cover, flowers, bushes, trees) on the premises will result in the unit owner paying for the cost of remediation or replacement, after notice and an opportunity for a hearing.

RULES FOR BALCONIES AND PATIOS

A. OUTDOOR COOKING

1. Libertyville Village ordinance bars the use of charcoal grills, or any other fuel operated cooking device on the property. Liquid starting fuels are prohibited.

2. Libertyville Village ordinance allows LP-gas cooking devices having LP-gas containers with a water capacity not greater than 2.5 lbs. Excessive flaming is prohibited.

3. All equipment not compliant with Libertyville Village ordinance must be removed by the unit owner within 3 days of notification from the Board or the unit owner will be charged for the cost of the removal.

4. A non-flammable material such as Masonite, or Durock must be placed underneath compliant outdoor cooking devices to prevent hot coals, grease and ashes from falling directly onto the balcony or patio.

5. For safety purposes an adult must be present whenever any compliant outdoor cooking device is in use.

B. FLOOR COVERING

1. The installation of indoor/outdoor carpeting and floor coverings are prohibited on balconies and patios.

C. PAINTING

1. No painting or application of any type of sealants on the patio or balcony floor, ceiling, railing or any other part thereof is permitted without prior Board approval. Unapproved paint or sealant applications will result in the unit owner paying for the cost of remediation after notice and an opportunity for a hearing.

D. PLANTERS

1. Planters on balconies cannot exceed 50 lbs each and an aggregate total not exceeding 200 lbs with a height no greater than the deck railing.

2. Planters are to be limited to a number, size, and shape that does not block water drainage or creates a cluttered appearance.

3. Planters are allowed on balconies and patios, provided that they are not fastened to, hung from or placed on the railings. Planters must be equipped with suitable drainage protection to keep from damaging the building and from interfering with other residents' use of balconies and patios.

4. Planters and all other types of attachments on railings is prohibited.

E. APPEARANCE

1. All residents are expected to keep their balconies and patios free of clutter and garbage. Aside from grills, furniture for seating, tables for dining, and planters, no other items should accumulate and be stored on patios and balconies.
2. Balconies and patios are not to be used for storage. Items are not to be stacked up and stored on patios. This includes but is not limited to furniture and all types of shelving. All types of shelving are prohibited on balconies and patios. Shelving is not to be adhered to the building's siding.
3. Large storage bins and tubs are prohibited.
4. Storing items under coverings on balconies and patios is prohibited. Outdoor furniture and grills are the only items that should require coverings.
5. Only furniture intended for outdoor use is allowed on balconies and patios and all types of furniture or items intended for indoor use are strictly prohibited.
6. Given the size of the balconies and patios, furniture for seating is limited to 4 items on the north side and 2 items on the south side. Outdoor tables for eating are limited to one and should be an appropriate size for the balcony or patio.
7. All containers for the purpose of collecting animal feces are prohibited on patios or anywhere else on the common elements surrounding patios.
8. Patios are not to be extended with the use of pavers or any other permanent or impermanent materials. These materials will be removed at the unit owner's expense.
9. Residents are prohibited from extending balconies in any form such as by attaching additional materials to railings. These materials will be removed at the owner's expense.
10. Large equipment and riding equipment such as scooters are not to be stored on patios.
11. Screens or partitions are prohibited on patios and balconies.
12. Bird feeders that contain seeds are prohibited on patios and balconies as the debris litters the balconies and patios.
13. Wind chimes or any items that create noise are prohibited.

14. Flags of all types, sports and school banners, pennants and other types of items intended to be heralded are prohibited from being hung on flagpoles or from railings. A United States flag no larger than 3' by 5' may be hung as a seasonal decoration for Memorial Day and the Fourth of July. Rules for SEASONAL DECORATIONS apply to a 3' by 5' United States flag.

15. For display of flags of the United States and military flags other than for Memorial Day and the Fourth of July refer to The Illinois Condominium Act for specifics. These types of flags can be no larger than 2 feet by 3 feet. These flags may be displayed on flagpoles but not attached to common elements and not hung on balcony railings. It is prohibited to bore holes in the buildings' siding to adhere flags or flagpole devices. The flagpole may not be longer than 4 feet. The flagpole must be secured in such a way as not to cause injury or harm to individuals or damage to the common elements or any limited common elements. Unit owners are responsible for injury or harm to individuals and damage to common elements or any limited common elements.

F. CONDUCT

1. Sitting on railings is prohibited.

2. Smoking on patios and decks is prohibited. Second hand smoke is a known health hazard. In addition, other types of second-hand smoke may contain depressants, stimulants and/or hallucinogenic properties. Smoke enters other units through windows and screen doors and creates a health hazard to other residents.

3. Throwing cigarette butts, cigar butts, any other smoking paraphernalia and all other types of items that can be ignited by flame over the sides of balconies is prohibited. This is a fire hazard.

4. Per the Village of Libertyville ordinance, smoking is not allowed within 15 feet of the entrances of a building. Second hand smoke is a known health hazard. In addition, other types of second-hand smoke may contain depressants, stimulants and/or hallucinogenic properties.

5. Residents shall not throw cigarette butts in the parking lot, anywhere in the lawn surrounding the parking lot and all the areas surrounding the buildings. Unit owners will be charged for the cost of clean up of items improperly disposed of in the common areas. Unit owners are responsible for their tenant's actions.

6. Smoking is prohibited on balconies and patios.

7. Each occupant and its guests must exercise due consideration regarding voice levels and activities at all hours so as not to disturb others.

8. Each occupant must exercise due consideration at all hours in the operation of his electronics, musical instrument, or any other items, so that the sound will not disturb others.

THESE RULES WILL BE ADDED IF THE NONSMOKING AMENDMENT PASSES

1. The Cambridge Green Association is a non smoking association therefore smoking is prohibited anywhere **inside** the buildings. Smoking inside units and hallways is prohibited.

NOTE: Should the non smoking amendment not pass, unit owners who have a smoker residing in their unit will be required to install a specific Board designated air purifier within their units.

STORM DOORS, SLIDING PATIO DOORS, AND WINDOWS

1. Storm doors, sliding patio doors, and windows must be maintained in good repair by the property owner. Maintenance of storm doors and patio doors are the responsibility of the unit owner. Storm doors and patio doors must be consistent in color and design of the building trim and must be approved by the Board prior to installation.

2. While there are no designated or preferred vendors for windows required, primary requirements that should guide your selection are that replacements must be identical in exterior appearance to the window being removed, taking advantage of any technological, composition, or material improvements. Window replacements must be of the same style as the originally installed: Double-hung in buildings 102, 104, 120, 122, 124, 140, 142, 150, 152, and casement in buildings 111, 113, 115, 131, 133.

3. Exam of Cambridge Green Condominium Declarations and Rules & Regulations, should precede any decision to replace your windows. Please see Articles 1, Section N (defines common elements); Article 3, Section 3 (describes the limited common elements); Article VI, Section 6 (requires owners to report additions or alteration to their units to the Board); Article VIII Sections A, C, G (addresses maintenance responsibility

and additions or alterations made by unit owners); Article XVI, Sections D, E (addresses unit owner insurance and exterior attachments) and Rules & Regulations;

4. An application for Cambridge Green Condominium approval for replacement window application must provide some manufacturer's information, with photo depiction, of what shall be installed. Application must also carry the installing service vendor's Certificate of Insurance, specifically listing Cambridge Green Condominium Association, as a certificate holder.

5. The replacement of the entry door to each unit is the responsibility of the unit owner. The Association requires the exact same door for all units. It is the unit owner's responsibility to contact the management company to acquire all the necessary specifications when replacing their unit's door.

6. The Association will do regular inspections of units' doors throughout the Association. The Association can request that a unit owner replace their door at the owner's expense should the door be in poor condition in regards to its appearance.

GARBAGE DISPOSAL

1. All garbage must be placed in sealed containers or sealed bags, so that it cannot be windblown.

2. For buildings 102-152 garbage is to be put on the curbs only on **the morning of** garbage pick up days. It is strictly prohibited that garbage be put out any earlier. Garbage that is put out during undesignated times is torn into by animals resulting in the contents of the bags dispersed on the common grounds. For the first violation a fee of \$50.00 will be charged to the assessment account of the unit owner. For a second violation a fee of \$100.00 will be charged to the assessment account of the unit owner. In addition to these notification fees, for each violation a \$250.00 clean up fee will be charged to the assessment account of the unit owner. Unit owners will be responsible for their tenant's actions.

3. Should a resident need to dispose of garbage earlier please dispose of garbage in the dumpsters located behind the condo buildings across the street. Please refer to the chart below as units are assigned to specific dumpsters so as to prevent a dumpster from overflowing.

| | |
|--|--|
| Units 102 - 124 | Units 140-152 |
| use dumpsters behind south side building 111-115 | use dumpsters behind south side building 131/133 |

4. Large items such as all types of furniture, mattresses, water heaters, or bikes are not to be placed inside or outside of the regular garbage dumpster or the recycling dumpster. Companies that remove large items are available and should be utilized by residents. Unit owners will be responsible for the cost of removing items dumped by their tenants.

5. Only recyclable items are to be placed in the recycling bin. Please go to Libertyville Waste Services at <https://www.libertyville.com/934/Household-Chemical-Waste-Disposal> to learn which items are to be placed in the recycling dumpster. Clothes, household goods, and bikes are not recyclable items. These items should be brought to a donation center.

6. All appliances and air conditioners are to be professionally removed from the premises and not discarded in or around the dumpster.

7. All construction materials are to be disposed of properly adhering to all environmental and municipal restrictions. This includes all nonsolid materials, such as paint, paint thinners, grouting materials, etc.

8. Contents from units being refurbished are not to be placed in dumpsters but brought to the landfill.

9. No substance of any kind or nature, other than water, shall be dumped into sewers. All liquids shall be placed in sealed containers and placed in a dumpster. Said container shall be of a type and kind which will prevent leakage of the substance contained therein.

10. Should the Association be put in a position such that it has to dispose of items dumped around the dumpster, in the interior common elements, or anywhere on the common grounds the unit owner responsible will pay the Association's cost for the removal. Unit owners are responsible for their tenant's actions.

REMODELING

1. All structural changes in units, other than decorating, must have the prior approval of the Board. This includes, but is not limited to, changes in electrical and plumbing systems and the installation of major appliances.
2. Approval of proposed changes does not relieve the unit owner of responsibility if there is damage to the common elements or any other units.
3. Depending on the nature of the remodeling, the Board may require the owner or contractor to obtain insurance to protect the Association and other units. All contractors must have a certificate of insurance.
4. No walls within a unit may be torn out as these provide structural support for the floors above.

WATER VALVES

1. A minimum of 24 hours notice to the residents of a building is required to turn off the main water valve to a building in order to make repairs. Notice must be provided to the management sufficiently in advance in order to inform the building's residents. A fee of \$200 will be charged to a unit owner in violation of this rule.

ALTERATIONS

1. No alterations of any kind may be made to any exterior area of the building, including but not limited to roofs, siding, balconies, and patios. Paint or sealants are considered alterations.

ANTENNA and SATELLITE DISH

1. Antennas must be installed solely in the unit owner's unit or on the unit owner's exclusive-use area. In general, that area would be a patio or balcony adjacent to and serving the unit. Installation of antennas on a limited common element does not convert the limited common element to individual-owned property. Antennas must not extend beyond the unit owner's exclusive-use area or encroach upon any common elements or another unit owner's unit or limited common elements. Antennas shall be located in a place shielded from view from outside a building or from other units to the greatest extent possible, unless such shielding would preclude or unreasonably delay or increase the cost of reception of an acceptable quality signal. Installation shall not be on

the common elements, even if an acceptable quality signal cannot be received from an exclusive-use area.

SIGNS AND ADVERTISEMENTS

1. Directional signs may be posted no earlier than one hour before and must be removed no later than one hour after the time for an event and may not be distributed so as to create an eyesore.
2. Signs of any nature may not be attached to exterior or interiors of buildings including windows or displayed on common ground without prior Board approval.
3. Bulletin boards in vestibules are to be used for general information and announcements.
4. For sale signs may not be posted on bulletin boards or in unit windows.

MISCELLANEOUS

1. The unit owner is responsible for the proper conduct of members of his family, his guests, tenants and tenants guests, and for seeing that they understand and observe all rules and regulations.
2. In order to prevent water damage to adjoining units and the common elements, all windows shall be tightly closed when a unit is not occupied.
3. Unit owners who own furniture such as water beds, filled with a liquid substance shall be responsible for any water damage to all units involved.
4. Any damage to the Common Elements or to another unit which is the result of improper maintenance, neglect or misuse shall be the responsibility of the owner of the unit from which the problem originated, to the extent not covered by the Association's insurance.
5. If a resident is leaving their unit for more than two (2) weeks they must provide a set of keys to the management company. The resident must also provide information such as a cell phone number and/or email should the management company need to contact them and access their unit in an emergency.

6. Each occupant and its guests must exercise due consideration regarding voice levels and activities at all hours so as not to disturb others.

7. Each occupant must exercise due consideration at all hours in the operation of his electronics, musical instrument, or any other items, so that the sound will not disturb others

NOTE: Measuring noise disturbances is subjective as volume, duration, and frequency have to all be considered, and to further complicate the issue, residents have varying tolerance levels to all three factors. The Board asks that these factors be described in detail when filing a complaint.

MONTHLY ASSESSMENTS

1. The monthly assessment is due and payable the first of each month. Monthly assessment payments paid after the 15th of the month will be considered late payments which shall be considered a violation of the Association's Rules and Regulations. Anyone in violation will be assessed a late fee of twenty-five dollars (\$25.00), which will be automatically assessed against an owner's account.

2. After 90 days, owners with unpaid assessments, will be sent a 10 day notice. If payment is not received within the 10 day period delinquents will be turned over to the attorney for collections.

RULES AND REGULATIONS REGARDING PARKING, MAINTENANCE, STORAGE AND MOVEMENT OF VEHICLES IN OR THROUGH THE COMMON ELEMENTS

DEFINITIONS

1. PERMITTED VEHICLES

The following are defined as permitted vehicles:

- a. Passenger type vehicles.
- b. Lightweight recreational motor vehicles (excluding campers).
- c. Motorbikes and motorcycles that are registered and licensed to be ridden on Illinois road and highways.

2. NON-PERMITTED VEHICLES

All vehicles other than those defined above as permitted vehicles or any vehicles without current state license plates and appropriate municipal vehicle stickers.

3. ABANDONED VEHICLES

No permitted vehicle shall be parked, maintained, or stored so as to obstruct the passage of other permitted vehicles or emergency vehicles on Association streets. All vehicles shall be parked within the permitted limits and within the marked boundaries for such vehicles.

A vehicle shall be deemed abandoned if:

- a. It is in a state of disrepair rendering it incapable of being drive in its present condition; or
- b. It has not been used or moved for seven (7) consecutive days or more and is apparently deserted; or
- c. It does not have a current, valid vehicle license plate; or
- d. The acts of the owner and condition of the vehicle clearly indicate it has been abandoned.
- e. Any vehicle that is abandoned may be removed by the Association without notice to the owner of said vehicle and at the vehicle owner's expense.

4. The Association or its agent, when apprised of a possible violation of any of the above noted rules shall investigate and determine whether a violation has occurred. If the Association determines that violation has occurred, it may take any or all of the following actions in addition to removal of the vehicle for the reasons and under the circumstances noted:

- a. Attach a notification sticker to the vehicle, preferable on the driver side of the window.
- b. Record the vehicle identification, including license number, vehicle sticker, date of violation, type of violation and vehicle owner if known, on a permanent record of violations to be maintained by the Association at its principal office or at such other place as is designated by the Board. Identify or attempt to identify the vehicle owner and notify the said owner of the violations.

- c. Identify the unit owner and/or resident whose vehicle is causing the violation or whose guest or invitee is causing the violation.
- d. Notify the Village authorities, asking that they issue a citation and/or remove said vehicle.
- e. Follow the procedures set forth in the enforcement policies as outlined in the comprehensive Rules and Regulations.

5. Upon receipt of notice of a violation, a unit owner must follow the procedures set forth in the enforcement policy.

6. The Board of Managers are hereby authorized to execute a contract with an appropriate company or individual to effect removal of vehicles pursuant to the authorization under these Rules and Regulations.

7. The Board of Managers may designate a person, persons, or a committee to make determinations of violations and to place stickers and notices on vehicles. Members of the Board of Directors or its agent shall notify the appropriate companies or individuals to remove vehicles.

GARAGES

1. No garage may be used for a commercial or business use. Unit occupants are prohibited from using garages for the repair of vehicles other than their own personal vehicles.

2. Garage doors should be kept closed and locked at all times and storage of items in garages is at the user's risk. Garage doors are not to be propped open with boards, broomsticks or any other devices created for such purposes.

3. No exterior alterations may be made to garage doors or garages.

4. No car engines may be left running in garages.

5. No major car repairs which cause any type of nuisance, fire hazard, or disturbance to neighbors are permitted.

6. Garages are to be used primarily for the storage of vehicles and other items. Care and consideration for others must be exercised if the garage is used for minor repair or maintenance of vehicles. Gasoline and other solvents in excessive amounts create

harmful and offensive fumes that permeate nearby units and may also create a danger of fire or explosion. If a unit owner stores anything in a garage which harms other units, it shall be removed upon notification by the Board. Nothing shall be stored in a garage which causes harmful or offensive fumes to enter an adjacent unit.

7. Garage sales shall not be conducted on the Association premise without prior Board approval.

8. Unit owners must maintain the appearance and structure of the trim surrounding their garage door.

PARKING LOTS AND PARKING SPACES

1. Cars are not to be worked on in the parking lot or in parking spaces.

2. All liquids and car parts associated with motorized vehicles such as oil, antifreeze, car batteries, etc. are to be properly disposed of. These items are not to be emptied into the sewers, or disposed of in the exterior common areas or in the dumpsters.

3. Parking spaces are not to be used for storage. No storage containers of any type are to be placed in the parking spaces. Parking spaces are for the use of permitted vehicles only.

4. One vehicle per parking stall. A motorcycle cannot park behind, in front of, or beside a car.

5. Cars are not to be parked in front of garage doors. Driveways are to be kept clear of vehicles so as not to obstruct the passage of garbage trucks, landscaping trucks, fire engines, emergency vehicles and all other utility vehicles.

BICYCLE TAGS AND PARKING

1. Any bicycle owned by a unit owner parked in the bicycle racks at the following buildings 111, 113, 115, 131, 133 must be registered with the management company and display an Association tag. This tag shall be affixed to the center support post of the bicycle, beneath the seat.

2. These tags shall be available from the managing agent for Cambridge Green Condominium Association ("CGCA").

3. These tags shall be issued, upon proof of identification, to unit owners or *bona fide* tenants of CGCA units. These tags shall be issued upon completion of a registration form, and payment of \$2.00, for each tag.
4. Any bicycle failing to display the CGCA bicycle tag, shall be affixed with a NOTICE OF VIOLATION, and recorded by the CGCA as violative of the Rule.
5. If any bicycle remains on CGCA property for more than four (4) days after affixed with a NOTICE OF VIOLATION, that bicycle, or tricycle shall be removed from wherever located upon the common areas, and discarded without further notice.
6. Bicycles may be stored on balconies on the south side.
7. Bicycles are to be stored in garages on the north side.
8. Storing bicycles or any other riding vehicles in any interior common elements is prohibited. They are not to be stored in hallways or beneath stairwells.
9. Storing bicycles, tricycles or any other riding vehicles in any exterior common elements is prohibited. They are not to be secured to railings, bushes, trees, or any other landscaping or exterior common elements.

SNOW AND ICE CONTROL INFORMATION

1. By snow removal contract, and standing policy, your Association plows parking areas, and shovels concrete stoop/walkway areas, only after 2-inch snow accumulation.
2. No chemical snow/ice melt spread is made on concrete stoops/sidewalks.
3. Any asphalt-surface (parking lot) rock salt spread is made only by management request, only when considered necessary.
4. Such is why sealed buckets are in each mailbox vestibule, along with a snow shovel. These buckets contain chemical melting agents available to residents to spread as they deem necessary.

5. To keep assessments at a reasonable level, the CGCA Board determined that CGCA residents would be responsible for cleaning their own stoops and sidewalks when snow accumulated less than 2 inches, and in-between snow events.
6. Further, CGCA Board determined that CGCA residents must spread the provided chemical melting agents on the same surfaces. This is especially true when precipitation is rain, which may freeze into ice.
7. All CGCA unit owners, with their tenants, are expected to participate, cooperate and abide by these CGCA contracting policies.
8. All CGCA unit owners are responsible for their tenants' conduct.
9. Snow piled in snow clearing operations must never be considered, or used for recreational play.
10. CGCA unit owners and/or tenants who fail to fully understand these facts jeopardize the safety of all residents.

NOTIFICATION OF SALE OF UNIT

1. Any sale of a unit must conform fully to applicable Illinois and local laws and ordinances. The Association requires a Notice of Occupancy to be completed and delivered to the managing agent ten (10) days prior to the new occupancy, on a form provided by the Association, including, but not limited to, information on the prospective owners and pets and a statement that the potential occupants have read and understood the Rules and Regulations.
2. Upon the sale of the unit, the new unit owner shall meet with the management company to review the Declaration, Bylaws, Rules and Regulations.

LEASES, TENANTS AND NON RESIDENT UNIT OWNERS

1. All unit owners who do not reside in a unit owned by them shall provide the Board with their **permanent resident address, phone numbers, and email** where they may be reached both at home and at work, and during both the day and night should there be an emergency. Any expenses of the Board incurred in locating a unit owner who fails to provide such information shall be assessed to that unit owner's account. Unless otherwise provided by law, any unit owner who fails to provide such information shall be

deemed to have waived the right to receive notices at any address other than the address of the unit, and the Board shall not be liable for any loss, damage, injury or prejudice to the rights of said unit owner caused by any delays in receiving notice resulting therefrom.

2. 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 a period of at least one (1) year, unless the Board consents in writing to the contrary.

3. Every lease shall be in writing and shall be subject in all respects to the provisions of the Declaration, Bylaws, and the Rules and Regulations of the Association.

4. Every unit owner intending to lease a unit shall give prior notice to the Board of such intention. Whereupon the Board shall provide the unit owner a rider which shall be added to the lease and shall be signed by all the parties executing the lease.

5. Each unit owner shall be responsible for providing his or her tenants with copies of the Declaration, Bylaws, and Rules and Regulations of the Association. In addition, the Association shall be given both a signed copy of the lease and rider to every lease of any unit on the property no later than the date of occupancy or ten (10) days after the lease is signed, whichever occurs first. Any expenses incurred by the Association in obtaining these documents shall be charged to the unit owner responsible.

6. All resident moves out from, or into any unit, whether by the unit owner or tenant, shall be governed by the following terms of notice, and tender of unit owner's funds for possible damage resulting from any move:

- a. Ten (10) days before any move, whether in or out, the unit owner shall deliver to the Board's designated management the fully complete form here attached. In every case of any new tenant moving in, the unit owner must include a copy of the lease for the new tenant.
- b. Completed form shall be attached with separate checks, drawn upon the unit owner's account only, as follows:
 - i. \$100, as a non-refundable fee for any move, whether in or out, by the unit owner or tenant.
 - ii. \$250, as a fee refundable, upon inspection for common element damage.
- c. Failure to deliver fully completed form, ten (10) days prior to the moving event, with both identified unit owner's checks, shall be subject to a fine of \$250.

- d. Move ins and outs must take place on the date on the form. Move ins and outs that take place on a date other than that written on the form are subject to a \$100 fine.
- e. All moves restricted to between the hours of 8:00 am and 8:00 pm.
- f. Cambridge Green Condominium Association Board will determine the cost of any repairs; assign the cost to the relevant unit account, refunding from deposited checks, if applicable. Unit owners may request in writing an appearance at the next convenient Board meeting to contest Board finding of damage.

7. In the event of any violation of the Declaration, Bylaws, or Rules and Regulations of the Association by a tenant, the Board, in its discretion, shall determine what action or actions are necessary against the unit owner or tenant, as the case may be. When the Board in its discretion, determines that a violation or series of violations warrant termination of the lease, the Board may take whatever action or actions are necessary to terminate the lease.

8. All expenses of the Board, in connection with any violations under these rules, shall be assessed to the account of the unit owner responsible therefore.

9. Provisions herein which relate to the execution of new leases shall become effective upon the expiration of any lease which is currently in effect. However, the requirements set forth in number 5 above are effective immediately. Unit owners shall supply the Association with a copy of any existing lease within thirty (30) days.

10. All pets residing in the leased unit must be registered with the management.

11. New unit owners and tenants shall meet with the management company to review the Declaration, Bylaws, Rules and Regulations. Management company fees apply.

12. Unit owners are responsible for their tenants actions and all fees incurred should their tenant be in violation of the Rules and Regulations.

THESE RULES ARE IF THE NINTH AMENDMENT PASSES

13. The maximum number of units that may be leased at any given time is two (2) units per building. In order to ensure that the maximum number of leased units is not exceeded, each unit owner desiring to lease his/her unit must notify the Board or its authorized agent, in writing, of such desire prior to leasing such unit. The Board or its authorized agent, shall inform such unit owner whether or not his/her leasing would exceed the maximum number of leased units.

14. Unit owners must reside in their unit a minimum of 1 year before being placed on a waiting list to use the unit as a rental property.

15. The waiting list for rental properties will be ordered according to the number of years a unit owner has resided on the premises. Unit owners who have resided on the premises the longest will be placed at the top of the waiting list and the following owners will be ordered in accordance to the number of years residing on the premises.

FAIR HOUSING COMPLIANCE / HANDICAPPED ACCESS

It is the policy of the Association to comply in full with the provisions of all applicable fair housing laws, ordinances and regulations. Until determined by federal or state legislation or an administrative agency or court of law having proper jurisdiction, the Common Elements shall not be subject to the public facility requirements of the Americans with Disabilities Act.

REASONABLE MODIFICATIONS

To the extent required to conform to the Federal Fair Housing Act, the Illinois Human Rights Act and/or other applicable law, a unit owner may, at his or her sole cost and expense, make reasonable modifications to the common elements or the limited common Elements serving his or her unit, subject to the following:

1. All modifications must be approved by the Board prior to the commencement of construction.
2. The Board may request that all requests for modifications to Common Elements or Limited Common Elements be submitted in written form. However, the Association will give appropriate consideration to reasonable modification requests made orally.
3. In cases in which a Resident's disability is not obvious or otherwise known to the Association or if the Resident's need for a modification is not readily apparent or known, the Board may require that a Resident provide additional information specifying the general nature of the disability, describing the requested modification and/or describing how the requested modification is necessary to provide an equal opportunity for a Resident to use and enjoy the property.

4. The Board may require that a Unit Owner provide copies of plans, specifications, drawings, certifications and/or other reasonable documentation describing and/or depicting the proposed modifications.
5. The Board may establish reasonable guidelines for construction of any proposed modification and may require that a Unit Owner provide reasonable assurances that the construction will be performed in a workmanlike manner.
6. The Board may require a Unit Owner to obtain and furnish adequate proof of any required building permits, mechanic's lien waivers and other documentation customarily furnished in connection with construction projects.
7. All modifications shall be constructed by properly insured and licensed contractors where such insurance and licenses would otherwise be required for the proposed modification, and the Board may require that a Unit Owner furnish adequate proof of such insurance and licenses.
8. To the extent permitted by law and depending on the nature and location of the modification, the Board may require that, after completion, the modification will be maintained as necessary by the Unit Owner, at his or her sole cost and expense, in a safe and attractive condition.

