



# House Rules & Regulations

Adopted by the Board of Directors  
August 28, 2002

Amended  
**December 3, 2008**  
(amendments in bold)

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**LPP House Rules & Regulations**

**TELEPHONE DIRECTORY**

<b>Management Office .....</b>	<b>(773) 975-6020</b>
Office Hours: Monday – Friday 8:00 a.m. to 6:00 p.m.	
<b>Doorman-Front Desk/Emergency (24 Hour Phone) .....</b>	<b>(773) 975-6026</b>
<b>Garage .....</b>	<b>(773) 975-6025</b>
<b>Cable – Comcast Customer Service .....</b>	<b>(866) 594-1234</b>
<b>Convenience Store.....</b>	<b>(773) 525-7577</b>
<b>Ambulance – Emergency .....</b>	<b>911</b>
<b>Fire Department – Emergency .....</b>	<b>911</b>
<b>Police (Non-Emergency) Halsted at Addison .....</b>	<b>(773) 744-8320</b>
<b>46<sup>th</sup> Ward Alderman's Office .....</b>	<b>(773) 878-4646</b>
<b>Post Office – Lakeview Station .....</b>	<b>(800) 275-8777</b>
<b>Website Address.....</b>	<b>www.lakeparkplaza.com</b>

## LPP House Rules & Regulations

### INTRODUCTION

It is the policy of your Board of Directors to establish a minimum number of rules and regulations. Condominium living does require certain “ground rules” so that each resident can enjoy the maximum benefits of his or her home without interfering with the rights of other residents to do the same.

The basic rules and regulations, including your rights and obligations, are set forth in the Declaration and By-Laws that were accepted by you and your unit owner when your home was purchased. Among other things, the Declaration and By-Laws provide that the Board of Directors may from time to time adopt such rules and regulations as it may deem advisable for maintenance, conservation and beautification of the property and for the health, comfort, safety and general welfare of the owners and occupants of the property.

This document sets forth rules and regulations in addition to those in the Declaration of Condominium Ownership, Easements, Restrictions, Covenants, and By-Laws of the Lake Park Plaza Condominium Association and are approved by the Board of Directors. Deletions, additions, or alterations to these rules may be made from time to time by the Board as it deems advisable. Members of the Association and residents will be advised of such changes as they occur. Within this document, regardless of the term used to describe the occupant of a unit, such as unit owner, renter, resident, or investor, all rules apply to anyone having any interest or arrangement with the Lake Park Plaza Condominium Association or any of its members.

Remember that Lake Park Plaza will only be as good a home as we make it. Everyone should take a personal interest in the general well being of our building in order to maintain its reputation as a fine place to live and to enhance the value of its units.

### HOUSE RULE VIOLATIONS, REPORTING & FINING PROCEDURES

The Board of Directors has established fines and fining procedures for those who violate the rule and regulations of our building. Fines and fining procedures are detailed below and are intended to benefit all owners and residents. Please note that any violation which continues for more than one day shall be considered a separate violation each day, except as otherwise noted herein.

Please report any violation of the house rules to the doorman or the Management Office as soon as possible after the occurrence, ideally the same day. Provide as much written information as possible including name, floor, unit #, description of the violation and the description of the pet (if applicable). The doorman will include your statement in his daily report. **Verification of any violation will be needed.**

## **LPP House Rules & Regulations**

Prior to the imposition of any fine or charge, the Management Office will send a warning letter to the offender to desist from further misconduct. Should the problem continue, the offender and/or unit owner will be given notice and an opportunity to be heard at a hearing before the Board of Directors. A fine is levied if the violation is confirmed or if the offender fails to appear before the Board of Directors without a valid **explanation**. Procedures for subsequent offenses are the same, except those fines are higher, as detailed **below**. Please note that any violation which continues for more than one day shall be considered a separate violation each day, except as otherwise noted herein.

**The Board of Directors has set the fine for violation of any rule (except as otherwise noted herein). The Board of Directors has set the fine of \$50.00 for the first violation. The fine will double for subsequent violation; i.e. 2<sup>nd</sup> violation \$100.00, 3<sup>rd</sup> violations \$200.00, 4<sup>th</sup> violation \$400.00. In addition, a separate charge may be assessed reflecting the costs associated with repairing any damage to building property caused as a result of the violation.**

### **STATEMENT OF UNDERSTANDING**

Prior to moving into the building, **we require that residents sign and return the completed form stating they have** received a copy of the House Rule of Lake Park Plaza Condominium Association and understand they are subject to them, as well as fines for rule violated. This form also includes pet registration.

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### **AFTER HOURS PHONE**

The Management Office is open Monday through Friday, 9:00 a.m. to 6:00 p.m. The Building Manager or a representative is reached during those hours at (773) 975-6020. After hours, report any emergency to the doorman at (773) 975- 6026 (available 24 hours a day).

### **AMBULANCES**

The doorman should be notified at (773) 975-6026 if an ambulance has been called so that he may prevent elevator delays and facilitate emergency personnel in reaching their destination.

### **ASSESSMENTS AND MISCELLANEOUS CHARGES**

Association assessments and miscellaneous charges are invoiced monthly and are due and payable on the first day of the month. An invoice is sent to you as a courtesy; failure to receive one does not constitute the allowance of a late payment or non-payment. A late fee of \$50/month will be added to your account if the Management Office does not receive payment by the 15<sup>th</sup> day of the month. The prompt payment of assessments enables the Association to pay its bills promptly and maintain an excellent financial position and credit rating.

## LPP House Rules & Regulations

Failure to bring current all unpaid assessments, expenses, late charges and other amounts may constitute a lien in favor of the Association which can be recorded and foreclosed, and the unit owner evicted from the premises.

### BALCONIES

1. Only heavy outdoor-type furniture and accessories are permitted on the balconies. Balconies are not to be used for storage.
2. All items on balconies must be heavy enough and secured well enough to remain stationary during very strong winds.
3. To prevent deterioration of the concrete, no floor covering of any type may be used. Any violation which continues for more than one week shall be considered a separate violation each week.
4. To preserve the outward appearance of the building, residents are not permitted to paint or otherwise alter the ceilings, floors, walls or railings of their balconies. Also, residents are not to install any canopy, awnings, radio or television antenna, other equipment, sign or fixtures, or items of any kind without written permission of the Association. Any violation which continues for more than one week shall be considered a separate violation each week.
5. For safety reasons, plant materials are not to be affixed to the outer side of the balcony railings. Also, as a courtesy to your neighbors, please tend balcony plants in a manner that prevents water from overflowing onto balconies below.
6. Barbecuing and other forms of cooking on balconies can be hazardous and offensive and, therefore, are discouraged. Any resident whose outdoor cooking becomes objectionable will be required to refrain from such practice. All equipment must be heavy enough and secured well enough to remain stationary during strong winds.

### BICYCLES

The bicycle storage rooms are located on the ground level. All bicycles in these rooms must be registered with the office. Upon registration you will be given an identification sticker which must be affixed to your bicycle and an assigned storage location. Any bicycles without a sticker or not in their assigned spot may be removed from the storage room. The key to these rooms is available from the doorman. For security reasons, a resident **may be asked for a** picture I.D. and sign for the key. The key must be promptly returned after use. Also for security reasons, protect all bicycles with a strong lock and chain. The Association is not responsible for loss or damage to bicycles.

Bikes must be taken to and from units using the service elevator. (The passenger elevators may be used only if the service elevator is locked out.) Bikes should be taken from the building using the rear dock door, the Convenience store door, or the doors

## **LPP House Rules & Regulations**

leading to the garage. Bikes must never be taken in or out the front door or left unattended in common areas.

Out of respect for Lake Park Plaza Owners and Residents; to satisfy insurance requirements; to maintain the beautification and landscaping goals of the Association: bicycles are not to be chained to the fences at any time or for any reason. If a bicycle is chained to the fence, just as with an illegally parked car, we will contact the owner and they will have fifteen (15) minutes to remove the bicycle. If the bicycle is not removed within fifteen (15) minutes or the owner cannot be located, the bicycle will be impounded. The bicycle can be reclaimed after the individual reviews the bicycle rules with Management.

If a bicycle must be impounded, the owner is subject to fines in accordance with established policy as set forth in the House Rules. Non-Owners will be subject to a fee for reimbursement of expenses or the Association.

### **BUILDING SECURITY**

The following procedures are designed to make building security more effective.

1. All visitors must sign in and be announced by the doorman and permission received from the resident before a visitor is admitted.
2. Deliverymen and tradespeople should enter the building through the lobby where they will receive instructions from the doorman.
3. For security reasons, do not allow access to anyone you do not know.
4. Immediately report any suspicious persons or activities in the building to the Management Office (773) 975-6020 and/or the doorman at (773) 975-6026.
5. If you are expecting a delivery, outside service person, housekeeper, etc., to come to your unit when you are not home and they do not have a set of keys, please advise the Management Office or the doorman so permanent or temporary access can be arranged.

### **BULLETIN BOARDS AND NOTICES**

Residents wishing to post announcements or notices on the bulletin board in the laundry room should leave a typed 3" x 5" card or a note (which will be typed by the Management Office) with the doorman or Management Office detailing what you wish to say. Notices will be posted on the laundry room bulletin board for 30 days.

No other notices are allowed anywhere in the building, including flyers under doors, unless approved by the Management Office. Bulletin boards in the mailrooms are for use by Management only.

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### COLLECTION POLICY

The Board is empowered to impose penalties and collect delinquent assessments and all other charges by suit or otherwise and to enjoin or seek damages from a Unit Owner as is provided in the Declaration and the By-Laws.

Any Legal expenses incurred in the collection of any account balance from any delinquent Unit Owner shall be paid by such delinquent Owner and shall be a charge against the Unit of said delinquent Owner. Any legal expenses incurred in enforcing provisions of the Declaration or of the By-Laws against any Unit Owner shall be paid by such Unit Owner and shall be a charge against the Unit Owner against whom legal action was taken.

On or before the last day of each month, invoices for the following month's assessment and miscellaneous charges shall be mailed or delivered to Unit Owners which shall be deemed late if not paid by the **15th day** of the following month.

As of the 15<sup>th</sup> of each month, a \$50.00/month late fee shall be assessed to any unit owner whose account reflects an outstanding balance. From time to time, the Board of Directors in accordance with By-Laws may adjust the amount of the late fee.

The Board is empowered to send a letter, approved in form by the appropriate Association Attorney, by certified mail, return receipt requested to the delinquent Owner when the account is forty-five (45) days past due. Said letter (including any attachments as deemed appropriate) shall advise the delinquent Owner of the nature of the delinquency and that the Association will file a lien against the delinquent Owner's unit when the account is ninety (90) days past due and that the Association may commence foreclosure proceedings on the lien once the account is one hundred and twenty (120) days past due.

The Board is empowered to file a lien against the delinquent Owner's Unit when the account balance becomes forty-five (45) days past due. To commence a foreclosure on the delinquent Owner's unit when the account balance becomes one hundred and twenty (120) days past due if the Board determines it is in the best interest of the Association to do so.

### COMMON AREAS

Common areas are all areas of the building and grounds other than individual units, the Management Office, and the convenience store. Common areas are governed by the established rules of the Association, including those herein, as well as by special notices that may be authorized by the Board of Directors from time to time.

Fire Department regulations require that hallways be kept clear of obstructions at all times. For this, as well as for safety reasons, personal property, including doormats and boots, are prohibited in any part of any common area, including stairwells.

## **LPP House Rules & Regulations**

Residents are not permitted to do any decorating or hanging of signs in any part of any common area. Rollerblading is not permitted in the Common Areas.

Smoking is not permitted in all Common Areas; **including stairwells.**

### **CONSENT FOR UNIT ACCESS IN YOUR ABSENCE**

If the Management Office has keys to your unit, you may arrange to have them allow someone to have permanent or temporary access to your unit in your absence, i.e., a housekeeper who comes once a week, a friend watering your plants, or a real estate agent showing your unit. Please keep in mind that the Association is not responsible for keys left with the doorman and discourages this practice.

### **DECORATIONS**

**Decorating your home is encouraged; however, decorating the unit door or common hallways is strictly forbidden; based on the Chicago Fire Department.**

### **DELIVERIES**

Deliveries of supplies, goods, and packages other than by couriers shall be made only through the rear dock door and on the service elevator. Deliverymen should register with the doorman to receive instructions. The Association shall not be responsible for any property delivered to or left with any employee of the building. The Association reserves the right to control and limit entry to the building by tradespeople, delivery people, and sales people to minimize traffic and confusion.

### **DISTRIBUTION OF MATERIAL TO UNITS**

With the exception of official business of the Association, no mass distribution of printed materials and/or samples is to be made to individual units or left in the common areas of the building without prior approval of the Management Office.

### **DISTURBANCES**

1. Residents and their guests shall not make any disturbing noises in the building, nor shall they do anything that will interfere with the rights, comfort, or convenience of other residents of the building. **Please, respect your neighbors at all times.**
2. Television sets, radios, any and all forms of **electronic devices where sound is projected through speakers and musical instruments may be used only at such volume as not to disturb other residents. This equipment should not be audible outside the confines of your unit.**
3. Parties within units should not disturb neighbors. Party activities must be restrained and contained within the particular unit having the party. At no time should the door to your unit remain open to the hallway. The host or hostess of the party will be held responsible for the conduct of guests.

## **LPP House Rules & Regulations**

4. Remodeling or construction that would cause noise audible outside the confines of the unit is limited to certain time periods. (See “Remodeling or Construction.”)

### **ELEVATORS**

1. Smoking is not permitted in elevators by City Ordinance.
2. Tradespeople, service personnel, and delivery people must use the service elevator, after having signed in at the front desk.
3. Dogs (**See Pet Rules**) and bicycles should be taken to and from units using the service elevator. The passenger elevators may be used only if the service elevator is locked off.
4. Never abandon a cart on an elevator.
5. Any person moving in or out of the building must make prior arrangements with the Management Office for the use of the service elevator. (See “Moving” for additional information.)
6. No signs or notices are to be placed in the elevators except as authorized by the Management Office.
7. Proper attire, including footwear, must be worn in the elevators. Residents using the elevators going to and from the pool must wear proper covering over their swimsuits and on their feet.
8. As a courtesy to other residents and guests, persons who have just completed a swim or an athletic workout are requested to use the service elevator.

### **EMPLOYEES OF THE ASSOCIATION**

The primary responsibility of the Management Office is to carry out the day-to-day operation of the building and the maintenance of the common areas. Employees of the Association are under the direction of the Management Office. Any suggestions or comments concerning the behavior or work of any employee should be made directly to the Management Office. No one except the Management Office or persons they so authorize may give Association employees work or verbal orders.

### **EQUIPMENT AND SYSTEMS**

All operating systems, including heating, ventilating, air-conditioning, plumbing, electrical, and cable outlets shall be used only for the purposes for which they are designed and intended. As a safety precaution, do not overload any electrical circuit or wall outlet as this could pose a fire hazard. A circuit breaker panel is located in each unit.

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Residents shall not interfere with any building system and shall not waste or permit any waste of water. Immediately report any water leak, including a leaky faucet, so the leak can be fixed before any damage is caused.

### EXERCISE ROOM

The exercise room is located on the second floor and is available for use by all residents 16 and over. Guests may use the exercise room only if accompanied by a resident. Use of the room and its equipment is at the sole risk of the user. The Association assumes no responsibility **or liability whatsoever** for personal injury or property damage to anyone or anything. Music may be played as long as earphones are used. The hours of use of the exercise room are daily from 5:00 am to 10:00 PM. Residents must use their common element key to enter the exercise room. No one under the age of 16 will be permitted to use the exercise room under any circumstances.

### GARBAGE AND REFUSE

1. A recycling program is in place for glass, newspapers, aluminum and tin cans, and plastic bottles. Residents are encouraged to participate in this program. Newspapers should be deposited in designated containers in the garage or by the service elevator on the first floor. Aluminum cans, tin cans, glass and plastic containers should be rinsed out and deposited in the designated containers in the garage or by the service elevator on the first floor. Please contact the Management Office for detailed information about this program.
2. All other garbage and refuse must be wrapped or securely bagged and deposited in the trash chute. Be sure that refuse placed in the chute clears the flap and actually drops. Do not leave anything on the chute room floor or service elevator landing.
3. Never throw a lighted object or explosive material down the chute.
4. **Items that are too large for the garbage chute, such as boxes, furniture, bed frames, or large appliances, must be taken down to the dumpster in the garage or the back loading dock dumpster. These items do not include construction debris such as cabinets, carpet, etc. These items must be completely removed from any and all building areas by either the resident or their contractor. Residents and contractors are NOT allowed to leave any garbage or debris in the freight elevator area. Any charges incurred by LAKE PARK PLAZA will be charged back to the unit owner. Do not force anything into the chute that is too large to clear the chute door.**

### HALLWAYS

**Common hallways must maintain a clean and clutter free environment. This includes no shoes, entry mats, umbrellas, or any other debris.**

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### HOSPITALITY ROOM

The Hospitality Room is located on the second floor and is available by reservation for rental by all residents. Reservations should be made at least two weeks in advance with the Management Office. **The fee to use the room is \$10.00 for one hour, up to a two hours maximum use. For longer periods of time a fee of \$100.00 is required.** A \$200.00 security deposit is required in the form of a cashier's check, money order, or a certified check together with the completion of the Hospitality Room Agreement form available in the Management Office.

All parties must be concluded by 11:00 PM Sunday through Thursday evenings, and by 2:00am Friday and Saturday evenings. All music must be turned off at Midnight for a party held on Friday evening, 1:00 am for a party held on Saturday evening and 11:00 PM for parties held on Sunday through Thursday evenings. The volume of the music shall be so as not to disturb the average reasonable resident of the building. **NO LIVE MUSIC** will be permitted under any circumstances. Violation of the music portion of this rule will result in forfeiture of the entire deposit; there will be no exceptions.

### INSURANCE REQUIREMENT

All unit owners are required to obtain insurance covering their personal liability and compensatory (not consequential) damages to another Unit caused by the negligence of the Unit Owner or his/her guests, residents, or invitees, or their liability, regardless of any negligence, arising from the use or operation of the Unit. Unit coverage shall be an amount no less than \$250,000.00. Proof of said insurance must be submitted to the Association upon request.

The personal liability of a Unit Owner or Association member must include the deductible of the Unit Owner whose Unit was damaged, any damage not covered by insurance carried by the Association under Section 12 of the Illinois Condominium Property Act, as well as the decorating, painting, wall and floor coverings, trim, appliances, equipment, and other furnishings to another Unit or the Common Elements.

All Unit-to-Unit damage claims shall be disputed and handled between Unit Owners and their respective insurance companies and/or legal counsel. If the homeowner who is responsible for damages does not hold a current insurance policy with coverage as described above, the Association will pay for repairs to the Common Elements and charge back the Unit Owner for all costs involved. Subject to notice and an opportunity for a hearing, a minimum fine of \$200.00 will be assessed to said Unit Owner for his/her failure to carry proper insurance.

In the event the Unit Owner does not purchase and produce evidence of insurance required by this rule within the thirty (30) day period from the adoption of this rule, the Board may, in its sole discretion, purchase the insurance coverage and charge the premium cost back to the Unit Owner.

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### LAUNDRY FACILITIES

Laundry facilities are located in the basement and are for use by residents only. The laundry room contains 26 coin-operated washers and 13 dryers. Please help keep the room clean.

The laundry room is open 24 hours, six days a week. The laundry room is closed on Tuesday from 12:01 am to 6:00 am, for cleaning. No one will be allowed into or to use the laundry room during the cleaning time. There will be no exceptions.

For better security, the laundry room is locked at all times. Residents must use their common area key to gain entrance to the laundry room.

1. Inoperative machines should be reported by noting the problem on **the chalkboard or by completing the "Out of Order Ticket"**. **Please hang the top portion** of the form on the inoperative machine and forward the bottom half to the Management Office. The laundry machine company will be notified and your money will be refunded.
2. Do not use any dye in the washers.
3. In consideration of other residents, please remove your laundry from washers and dryers as soon as the cycles are completed.
4. The Association is not responsible for lost or damaged clothing.
5. At no time are pets allowed in the laundry room.

### STORAGE LOCKERS

Each unit is entitled to one locker. Residents must supply their own lock. Lockers are located in the basement area and are assigned by the Management Office. Locker room keys are available from the doorman. For security reasons, you must show a picture I.D. and sign for the key. The key should be promptly returned after use. Chicago Fire Department regulations prohibit the storage of explosive and flammable materials in lockers. This includes, but is not limited to: paint, paint thinner, aerosol, cans, cleaning fluids, gasoline, ammunitions, liquor, excelsior, and other packing materials.

Storage of any articles in the aisles is prohibited. The Management Office reserves the right to remove any such articles without notice.

All lockers must be emptied on your moving day to ensure space is available for incoming residents. Any remaining items will be discarded after 30 days.

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### MAINTENANCE AND SERVICE

Specific inquiries and requests for service should be directed to the Management Office at (773) 975-6020, weekdays from 9:00 am to 6:00 PM, or you may complete a Request for Service form available at the doorman's station.

Written work orders will be prepared by the Management Office for all work to be performed in a unit.

Service requests, other than emergencies, will be performed **as soon as possible**. For those residents who work during business hours and who wish to be home when service is performed, limited special arrangements can be made with the Management Office.

Some maintenance work will require a charge. The charge is not always known in advance, as the parts used in the actual repair determine it.

Non-resident owners should complete a maintenance request charge form. This form will either allow the renter to authorize minor, necessary repairs or list a number where the owner can be reached to authorize the repair. Unit owners residing in the building may have the repair charges on their assessment billing.

In the event of an after-hours emergency, such as water leakage or electrical failure, please notify the doorman immediately at (773) 975-6026, available 24 hours a day.

### MOVING

Moving is permitted Monday through Friday in two shifts, 9:00 AM through 1:00 PM and 1:00 PM through 5:00 PM and on Saturday between the hours of 9:00 AM and 1:00 PM only. **Moving is not allowed on Sunday** and/or all legal holidays. **NO EXCEPTIONS!**

Any person moving in or out of the building must make prior arrangements with the Management Office for the use of the service elevator. These arrangements should be made as soon as your moving plans are completed.

The Association requires a security guard for all move ins and move outs and that the cost of the security guard shall be absorbed by the person moving in or out. Fees for a resident moving into the building are \$150.00 plus \$100 deposit, which will be returned if there is no damage to building property, i.e., doors, hallways, elevators, etc. during the move or overtime charges.

A \$150.00 move out fee is charged to any resident moving out of the building plus \$100.00 deposit, which will be returned if there is no damage to building property, i.e., doors, hallways, elevators, etc., during the move. Any additional move in or move out time over four (4) hours will be charged at a rate of \$25.00 per hour. All moves must be over by 6:00 p.m. Residents moving from one unit to another within the building will be charged a \$50.00 transfer fee.

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All move outs must be paid with a certified check, cashiers check or money order, three (3) days in prior to the move.

In the event a move is attempted in violation of any Association rule, the Management Office is authorized to disconnect the electricity to the service elevator. (See "Selling or leasing your unit.")

Residents are responsible for any damage to the common areas caused by themselves or their movers, employees, or agents when moving in or out of the building. Deposits will not be returned if any damage occurs.

### **PARKING – FRONT DRIVE AND REAR DOCK**

Parking in the front driveway at the entrance of the building is permitted for the pick-up and discharge of passengers. Remember that this drive is also a fire lane for the building. Parking in the rear dock area is restricted to delivery and moving vehicles; upon arrival, the driver must register with the doorman.

All persons parking in the front driveway must sign their name and unit number in the book at the doorman's station. The maximum time you are allowed to park in the front driveway is 15 minutes. After 15 minutes, a violation sticker will be adhered to the side window. After 30 minutes, the car will be towed at the owner's expense. The driveway must be kept open at all time for emergency vehicles. Permitting parking in front of the building for a few minutes is a consideration given to residents and should not be violated.

Any vehicle parked in the driveway or the rear dock area without the doorman's knowledge will immediately be towed away at the vehicle owner's expense.

Residents and guests are urged to refrain from unwarranted use of their horns in the driveway or dock area at any time.

In order to avoid any problems or embarrassment, residents are encouraged to advise their guests of the front driveway parking restrictions, as well as the option of parking in the garage.

The doormen have been instructed to enforce these rules. Please remember that they are employees following instructions and should not be asked for special parking consideration.

### **PARKING – GARAGE**

The Board of Directors shall have full authority to operate and use the garage for and on behalf of all residents.

1. There are two types of parking: valet and self-park.

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2. Any resident who desires monthly parking in the garage must register their vehicle with garage management and affix a decal to the vehicle as directed.
3. Parking in the garage without a garage decal or charge ticket (guests) is prohibited, and such unauthorized vehicle may be immediately towed from the garage.
4. Parkers shall not acquire any easement rights to use a particular space, and spaces may be assigned or reassigned at the sole discretion of garage management.
5. Moving any vehicle, other than your own, is prohibited.
6. All vehicles are to be parked and retrieved by garage attendants only, except for self-park vehicles.
7. Valet parkers are prohibited from driving their vehicles to or from the basement or ground level parking areas. Any valet parker who violates this rule will be held responsible for any damage done as a result of the violation.
8. Valet parkers must not remove the keys from their car. If this occurs, the vehicle may be towed at the owner's expense.
9. Self-parkers must park only in their assigned stall and in such a manner that does not use more than their assigned stall. Self-parkers must drive safely and cautiously in the garage and not over 5 miles per hour and have lights on at all times. Yield right-of-way as in normal driving.
10. Loading and unloading of vehicles in the garage will be in an area so designated by garage management.
11. All vehicle damage must be reported to the garage management prior to the vehicle leaving the garage premises or the garage management shall be relieved of all responsibility for said damage.
- 12. Parking privileges cannot be transferred by the residents to any other person.**
13. If the garage management determines a vehicle is unsafe to drive in the garage (e.g., bad brakes, no horn, and no lights) that vehicle will be so tagged and will not be permitted into the garage until all safety defects are corrected.
14. Neither the Board of Directors, the Association, nor garage management, will be responsible for any articles left in a vehicle in the garage.
15. A motorcycle may be parked in the garage for a monthly parking charge, depending on the availability of space.
16. In the event more residents desire monthly parking than there are spaces available, said spaces shall be allocated one per unit, and if after such allocation spaces are

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still unavailable, this will be handled in such a manner and according to such priority as determined by the Board of Directors.

17. The Board of Directors has the authority to set different rates for different classifications of parkers. All garage fees are due on the first day of the month. **If payment is not received by the 15<sup>th</sup> of the month, a \$25.00 late fee will be assessed automatically. If payment is not received by 45 days, the car decal will be removed, garage privileges will be denied, the car will be subject to removal and collection procedures will be instituted.**
18. Valet parking services are available for guests of residents. Guest parking rates are posted in the garage and are subject to change by the Board of Directors. A time-stamped claim check will be issued each guest parker upon arrival. Payment may be made in one of two ways: cash or ~~charge to a resident's account (as indicated by resident's signature on claim check)~~ **by pre-paid coupons applied to the claim check by a resident.** [Effective 3/1/2010].

## PETS

The following rules and regulations apply to all pets kept in units by residents and their guests:

1. Each resident is responsible for any personal injury or property damage caused by their pet or any other pet brought to the premises by them or their guests. Each resident shall indemnify the Association and its agents and hold them harmless against the claims, actions, loss, or liability of any kind whatsoever, including reasonable attorney's fees, that arise from the privilege of maintaining a pet within the condominium property.
2. Except for those pets registered with the Management Office by September 6, 2002, no pet may weigh more than 50 pounds when full grown.
3. Only animals commonly considered household pets may be kept in the units. This is limited to dogs, cats, birds and fish.
4. The number of pets is limited to "two" in any one unit. This definition shall refer to a maximum of a.) two dogs, or b.) two cats, or c.) one dog and one cat in any one unit.
5. All pets, with the exception of birds and fish, must be registered with the Management Office and evidence of inoculation compliance with city ordinances must be presented. New residents must register their pets prior to moving into the building. This is for the health and well being of each and every pet, as well as for the benefit of all residents of the building. Forms are available in the Management Office and may be revised from time to time.
6. All dog owners will be required to complete and sign a registration form with the Management Office annually beginning September 6, 2002. The dog owner will receive an LPP registration tag that the dog must wear in the common areas or on

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the building grounds. A registration fee of \$60 per dog is due at this time on an annual basis. Any resident bringing a new dog into the building after September 6, 2002 must pay a non-refundable one time move-in fee of \$100.00.

7. All pets must be on a short leash, carried, or in a pet carrier when in any common area of the building or on the buildings grounds. Pet owners or keepers must clean up after their pet and dispose of the refuse properly. It is the responsibility of dog owners to use the special graveled area located on Pine Grove Avenue for their dogs. There is also a special trashcan for dog refuse on the elevated platform near the graveled area.
8. Pet may not be taken through the front door at any time, under any circumstances. All pets must be brought into and out of the building through the rear dock door, the garage pedestrian door, or the convenience store door. (The convenience store door is open during posted Convenience store hours.) Pets may be taken through the lobby only en-route directly to or from the garage and only if they are on a leash, carried, or in a pet carrier. Pets are not permitted to linger anywhere in the lobby, including the mailbox area. They are not permitted anywhere on the second floor of the building, the party room, the exercise room, the laundry room, the bicycle rooms, the locker rooms, the swimming pool, the sun deck, or the tennis courts. Pets are not to walk on or otherwise use the building lawns or landscapes.
9. Pets must be taken in and out of the units on the service elevator only. When the service elevator is locked or not in service, pets may be taken on the passenger elevators on a short leash, carried, or in a pet carrier. However because other residents and unit owners may be allergic or afraid of pets, waiting for a passenger elevator with few or no passengers is requested.
10. Residents must check in all visiting pets at the front desk.
11. Any resident who fails to comply with House Rules concerning pets may be assessed a fine, as stated in the collection policy, after notice and an opportunity for a hearing; and the fine shall be subject to a late fee policy of the association.
12. Unit Owners shall be responsible for pet fines incurred by their tenant. Tenants not in compliance with House Rules concerning pets will be notified in writing, and will subject the unit in which they are residing to a fine for each violation, or further action at the discretion of the Board of Directors up to and including eviction of the pet and/or tenant.
13. Owners of pets causing prolonged or frequent disturbances to residents of Lake Park Plaza, or in any way constituting a nuisance will be subject to written notification and continued violations will be subject to a fine after a notice and an opportunity for a hearing, and/or eviction of the pet.
14. A cleaning fee of \$25.00 shall be levied on any resident who permits his or her pet to defecate or urinate on the property of the Condominium Association. This fee

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shall be assessed by Management and shall be subject to the late fee policy of the Condominium Association, including any additional legal fees.

15. It shall be the responsibility of the Board of Directors to determine what action may be taken against pet owners who repeatedly violate the rules. Please remember that the Association is provided with legal remedies to enforce all pet rules and regulations, which includes without limitation, levying of fines and the removal of a pet from the building upon a three days written notice from the Board.

### PROPER ATTIRE

1. Wearing loungewear such as a bathrobe, pajamas, etc., in all common areas is prohibited.
2. Foot coverings are required in all common areas.
3. Swimsuit coverings are required in all common areas of the building.
4. For safety reasons, dripping wet swimsuits are prohibited in all common areas, including elevators.

### RECEIVING ROOM

All courier packages can be received by the doorman and held for you in the receiving room. A note will be left in/on your mailbox, and you may retrieve your package from the doorman 24 hours a day. Due to the small size of the room, large packages (such as furniture, lamps, etc.) cannot be accepted in the room; they must be delivered directly to the unit.

### REMODELING OR CONSTRUCTION

**These rules provide a minimum guideline and shall not be construed as an all-inclusive list of regulations and requirements. The purpose of these rules is to protect the safety and comfort of all residents and to preserve the integrity of the building's structure and the elements which are community property. Unit owners are responsible for the actions of and damages caused by their contractors. The following rules are strictly enforced by the LPP Association.**

1. All plans for remodeling and/or construction must be submitted to the Management Office for review; including a **"DETAIL" scope of work and any and all architectural designs must be provided** at least 30 days prior to the planned commencement of remodeling or construction. The Board reserves the right to have major construction plans reviewed by an independent architect whose charges must be paid by the resident. Remodeling/construction may not commence until Management/Board approval is received. A reasonable schedule for completion must also be submitted and followed.

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2. All work must conform to Chicago Plumbing, Electrical and Building Codes, as well as to requirements set forth in the Condominium Declaration and By-Laws LPP Rules and Regulations.
3. Construction work must only be performed in the units-not in any common areas such as hallways, stairwells, loading dock, or storage areas.
4. The contractor or resident must remove construction debris from the premises. Any charges incurred by the building for such removal may be billed to the unit owner. No construction debris may be thrown down the garbage chute. (See Garbage Rules.)
5. All contractors should be informed that all materials must be brought through the rear dock entrance and taken to the unit via the service elevator. Major deliveries must be scheduled with the Management Office to ensure availability of the service elevator.
6. The rear dock door is only for delivering or picking up materials and may not be used as a parking area. (See "Parking-Front.")
7. Common areas, such as hallway carpets and walls, should be protected from damage when delivering or removing materials.
8. Any damage to common areas will be charged to unit owner.
9. Hand trucks or dollies must be used to move materials and only on the service elevator. Material should not be dragged across common area floors.
10. Any plumbing shut down must be scheduled with the Management Office at least two days in advance.
11. New faucets installed must have individual and separate shut off valves. Any violation of this rule that continues for more than one week shall be considered a separate violation each week.
12. Hard surface floor covering (other than in bath and powder rooms) must have a sound-absorbent under-cushion installed to prevent transmission of noise to the unit below. This under-cushioning must have a sound transmission or impact coefficient insulation equal to 60. The Management Office has information on various types of sound-absorbing systems. Prior approval of such installation must be obtained from the Board. If prior approval is not obtained, the Board may require removal of the non-confirming floor, or covering of the non-confirming floor with carpet. Any violation of this rule that continues for more than one week shall be considered a separate violation each week.
13. Building personnel will be instructed by the Management Office not to permit tradespeople into the building to work in units if owners have not complied with the rules and regulations for remodeling and construction.

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14. Unit owners must obtain a valid up-to-date business license, a certificate of insurance from all contractors working in their units. The certificate must list Lake Park Plaza Condominium Association, the unit owner and Chicagoland Management and Realty, as additional insured, not as certificate holders.
15. All construction and remodeling that would cause noise audible outside the unit will be limited to the time periods: Monday through Friday – 8:00 am to 5:00 PM ; Saturday – Noon to 5:00 PM; and Sunday –NONE.
16. The unit for which water shut-down of a tier is requested, for construction and/or remodeling purposes will be charged a \$50 service fee.

### SELLING OR LEASING YOUR UNIT

It is imperative that unit owners who plan to lease or sell their unit follow the specific guidelines set forth below. These procedures must be followed according to the Declaration and By-Laws of the Lake Park Plaza Condominium Association.

Please understand that these provisions and procedures are for the protection and welfare of all unit owners.

1. *According to our Declaration, Article VIII, Page 6:*  
“If a Unit Owner...Lease a Unit, a copy of such lease and a credit report on the respective tenant shall be furnished to the Board within ten (10) days after execution thereof. The lessee under such a lease shall be bound by and shall be subject to all of the non-monetary obligations of the Unit Owner-Lessor under the Condominium Instruments and each such lease shall expressly so provide. The Unit Owner-Lessor shall not be relieved thereby from any said obligations. Any privileges established by the Board for use of the Recreational Facilities or other Common areas shall be accorded to either the Unit Owner or the lessee as proved by the Unit Owner and the lease. The Board shall not be obligated to extend such privileges to both the Unit Owner and the lessee.
2. An owner who intends to lease a unit must supply the Management Office with certain information on the intended lessee. Also, a Lease and Credit Report must be submitted to the Management Office prior to the tenant’s move-in date. If this information is not supplied to the Management Office the acknowledgement that the renter is a resident of the building will not be given and they will not be allowed use of the facilities and amenities of the building, including the service elevator. (See “Moving.”)
3. An owner who intends to lease a unit is responsible for informing the intended lessee regarding the House Rules of the Association. Failure to do this does not relieve the owner or lessee from responsibility for abiding by such rules.

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4. Prior to moving into the building, residents must complete and return the form provided stating they have received a copy of the House Rules and understand they are subject to them, as well as to fines for rule violations. This form also includes specific statements regarding the Association's pet rules, including registration of pets.
5. In case of the sale or lease of a unit, the House Rules should remain with the unit. The Board of Directors reserves the right to charge a fee for additional copies of the House Rules.

### **SHOPPING CARTS**

For your convenience, shopping carts are available for your temporary use. These carts are located in the garage office area and are numbered. As you go by the doorman's station, you must sign your name, unit #, and the time in the sign-out sheet. Carts should be taken to and from units preferably using the service elevator, whenever the service elevator is not locked out. Please return carts to the garage office area immediately after use. If a cart is not returned within 30 minutes, or is found abandoned, the responsible party will be fined to offset building personnel's time in locating and returning the cart. The responsible party will also be charged for any damage that may have been caused by the cart while signed out to them. Please cooperate with your doorman.

### **SMOKING**

Smoking in common areas, which includes stairwells and the garage, is strictly prohibited according to Fire Department regulations. Please extinguish cigarettes prior to entering the building or leaving your unit.

### **SWIMMING POOL**

Pool membership information, including application and rules will be provided to all residents each spring. The Board of Directors will determine membership fees and hours of operation. The pool is generally open from Memorial Day weekend through Labor Day weekend.

### **TELEVISION RECEPTION AND CABLE TV**

Lake Park Plaza is serviced by a **digital master cable system**, which includes the availability of optional subscription cable TV. In order to prevent damage to this system and poor reception by both you and your neighbors, please contact the Management Office before connecting any TV set to the system. If you desire optional subscription cable TV, please contact the customer service department of the cable TV provider. (See Telephone Directory)

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### TENNIS COURT

1. The tennis court is available to all residents and their guests on a first-come, first-serve basis. Residents must accompany guests. An adult must supervise children under 12.
2. Please limit your play to one hour when others are waiting.
3. Only tennis shoes may be worn on the court.
4. Persons using the court who are not member of the pool may not use the pool area of the sun deck for recreational or swimming privileges.

### UNIT KEYS HELD BY MANAGEMENT

Lake Park Plaza does not have a master key system. Unit owners and residents are encouraged to provide Management with keys to their units in the event of an emergency, as well as to facilitate building personnel completing service requests in their units.

Building maintenance employees will only be allowed access to units for service request made by unit owners or residents, or in the event of an emergency. If you do not leave a key with the Management Office and we have to enter your unit in an emergency, any repairs to the door and doorway area are the owner's responsibility.

A unit owner/resident is solely responsible for keys left for pick up by another party at the front desk. The Association discourages this practice.

### WASHERS AND DRYERS IN UNIT

**Due to the limited capacity of the aging pipes, placing washers and dryers in units is prohibited as of December 3, 2008. Lake Park Plaza has a laundry facility located in the lower level of the community. All units that contain a washer and dryer are considered "Grandfathered" to said unit. Any additional units attempting to install a washer and / or dryer will be fined and legal action to remove said appliances will be administered by the LPP legal office at the expense of the violators' unit owner.**

### WATER FURNITURE

Residents shall not install or place on the premises any item of "water furniture." Water furniture refers to any bed, mattress, chair, sofa, or other item of furniture that contains as part of its elements any substance in a liquid state. Any violation will be assessed a fine for each week it continues.

Fish aquariums are allowed on the premises. However, any damage to common areas or other units caused by them will be the responsibility of the unit **owner**.

**WINDOW TREATMENT**

In order to preserve a uniform appearance of the building exterior, all windows in all units should have window coverings, and the exterior color should be neutral to the outside appearance of the building. Any violation of this rule that continues for more than one week shall be considered a separate violation each week.

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