GLENVIEW CONDOMINIUM ASSOCIATION RULES AND REGULATIONS

The following Rules and Regulations have been adopted by the Board of Directors in accordance with its authority as stated in Article VI 6.2 of the Bylaws.

Rules pertaining to Limited Common Elements (Underground parking areas and balconies and patios):

Underground parking areas are limited to occupants only, who in turn are limited to their assigned spaces. (Article VII of the Declaration and Article IX 9.1 (d) of the Bylaws.

Balconies and patios are to be kept clean, orderly, uncluttered and free of inappropriate items (even for short periods of storage) with the exception of patio furniture. A unit owner shall not paint or change the appearance of his/her balcony or patio without the written approval of the Board of Directors. (Article VII and Article XI of the Declaration; Article VII 7.3 and Article IX 9.1 (i) of the Bylaws.

Failure to comply may result in the institution of assessments or legal action to enjoin or remove such addition or alteration.

Rules pertaining to Common Elements (Article VI and Article VII of the Declaration and Article VII 7.2 and 7.3 of the Bylaws):

There shall be no obstruction of the Common Elements nor shall anything be kept or stored on any part of the Common Elements, nor shall anything be altered, constructed, or removed from the Common Elements, except upon the prior written consent of the Board of Directors.

There shall be no change in materials, design, or color of the exterior without the prior written approval of the Board of Directors. No unit exterior shall be painted unless the exterior of all other units are painted at the same time.

Failure to comply may result in the institution of assessments or legal action to enjoin or remove such addition or alteration.

No dogs may be kept in any unit or is permitted in any of the Common or Limited Common Elements. (Article X of the Declaration and Article IX 9.1 (b) of the Bylaws.

The provisions in the section "Enforcement of these Rules and Regulations" hereinafter stated on page 10 are applicable to the foregoing Rules.

HOUSE RULES AND DIRECTIVE REGULATIONS

PROHIBITIONS

Littering (including cigarette buts, candy and gum wrappers, gum, etc.) in the common areas which includes the garage, parking lot, elevator, hallways.

Smoking in the common areas inside and outside of the building is **prohibited** at all times.

Placing boots, umbrellas, rugs, mats or wheelchairs in hallways, or hanging pictures or other decoration on any Common wall. (Article VII 7.3 of the Bylaws).
Exception: The addition of an appropriate decoration, plus an appropriate nameplate, if wanted, will be permitted on the unit owner's entrance door.

Storing flammable liquids or combustibles in storage lockers or individual units. (Fire regulation.)

Storing food in storage lockers of individual units.
Exception: Food that is in sealed glass or unopened cans.

Door-to-door solicitation.

Placement of political flyers on any bulletin board.

Use of garage by nonresidents for washing or servicing cars or any other purpose.

Car storage in the garage by nonresidents or nonmembers.

Car washing in front outdoor parking area.

Smoking in hallways, elevator, and in the Association Room or Guest Room at any time.

Barbequing on wooden balconies. (Fire regulation.) Charcoal grilling is only allowed in the backyard. The person grilling is responsible for disposing of coals in your own metal container and the coals must be disposed of off-site. Coals are not allowed in our garbage dumpster.

Hard surface flooring in the living room, dining room or bedrooms of second floor units is **PROHIBITED**. These rooms must be carpeted. Anyone who obtains a unit in any fashion which said unit was grandfathered in prior to the passage of this rule must carpet the living room, dining room and bedrooms prior to occupancy.

PARKING

Standing or parking of vehicles on upper circle driveway in areas other than spaces marked for parking is prohibited (exceptions: when garage is being cleaned, when parties are being held, when carpet is being cleaned, and when moving).

No parking directly in front of main entrance walkway.

Parking on our property is for residents and guests only. **No vehicle may be left in our parking lot for more than 24 hours without specific permission from the Board of Directors.** Exception to this would be during the period between November 15th thru March 15th when winter parking restrictions apply.

Winter Parking Restrictions: **No over-night parking will be allowed on the parking lot between 12:00am – 6:00am during the period of November 15th thru March 15th without specific permission from a Board member. Violators will be ticketed or towed at owner's expense.**

Parking of commercial / business vehicles is prohibited anytime. Exception: business vehicles making deliveries or service calls to our building.

Commercial / business vehicles owned / operated by residents must be parked in the garage. The total number of vehicles kept on the property by the owner / occupant of any one unit must not exceed the number of assigned underground parking spots for that unit. The exception to this would be for one bedroom apartments, which are allowed one additional vehicle.

Violators will be ticketed and towed at owner's expense.

Safety and security practices

Close garage door **PROMPTLY** after entering or exiting garage, and be certain no one is under or approaching doorway.

The speed limit on our surface parking lot and in the garage is **5mph** (slightly faster than walking speed). Driving across parking spaces in the garage is prohibited. You must stay in the driving lane.

Cars exiting or entering the garage should have their headlights on to avoid a serious accident.

Exercise caution when opening lobby entrance door with buzzer system. **KNOW WHO WANTS ENTRY.**

Have questionable strangers in building identify themselves to your satisfaction; contact a Board member if appropriate.

Reinforce security of windows and patio doors. **First floor unit owners must close and lock patio doors when not home.**

When a resident goes away for an extended period of time, such member should give his/her unit key and car keys to a member or to a friend or relative for use in case of emergency, and this information must be passed on to a Board member. A member should know how to reach an off-premises tender of the keys.

Housekeeping

Any spotting of hallway carpeting should be immediately reported to a Board member.

Each unit owner shall be responsible for cleaning up the grease or oil in his/her parking stall or stalls promptly to minimize the

staining of the concrete and the tracking of grease to hallways, elevator and individual unit carpeting. Cleaning/absorbent material will **not** be provided by the Association.

Recyclable trash must be disposed of in accordance with the recycling guidelines issued by waste removal company to meet state mandated requirements. Every unit was provided with a summary of current trash disposal regulations for our building. Trash that is not specified for recycling must be placed in the regular dumpster in the trash room. All trash placed in the dumpster must be bagged securely and either taped or tied shut to prevent the strewing of rubbish for safety and sanitary reasons.

Flush grime, grit, and soap down the garage sewer after washing your car. Be sure water is turned completely **off** and hoses returned properly to the provided hangers.

No bottles or cans of any type and no rags are to be kept in your garage parking stalls.

To reduce the amount of fumes that enter the first and second floors, please close all garage doors securely upon entering or leaving.

Cigarette butts, candy and gum wrappers, and any other trash are not to be discarded on condominium grounds or in flower pots at the entrance to our building.

Pick up that carelessly discarded item.

All hanging plants or planters and supportive hardware that are not screwed in must be removed from all patios and balconies from October 15th through May 15th.

Consideration of our neighbors

Park in center of car stalls; pull up as far as possible. Unless approval by the Board of Directors is granted, backing into car stalls is not allowed because exhaust fumes get trapped and soil the walls.

Limit volume level of radio/TV/stereo, etc. Be considerate of our neighbors.

Maintenance of condominium attractiveness

Carpeting is not permitted on wood balconies because it causes the wood to rot. If patio carpeting is used on the patios with concrete floors, it should be gray and cemented down to maintain uniformity in appearance.

Maintenance fee

Association maintenance fee is due on or before the first of every month.

Requests for Board hearings

All concerns, suggestions, rule violations, or complaints should be signed and given to the Secretary for placement on the agenda of the next Board meeting for consideration by the Board.

Board, General, or Annual meetings

In order to have orderly meetings, a member shall notify the Secretary in writing and state the subject to be discussed so that it may be placed on the agenda. To facilitate the discussion of an anticipated major motion, provide the President and Secretary with a copy thereof.

Sale of a condominium unit

A nonrefundable transfer fee of $250.00 from **both** the seller and buyer shall be paid to the Management Company at or prior to the closing of said unit.

Each realty company or real estate broker that obtains the listing for a condominium unit may put up a "for sale" sign for **one month only**. For the duration of the listing contract, a "for sale" sign and flags may be used during open houses when a realtor is on the premises. Said signs and flags are to be removed upon completion of the open house. The same regulations apply when a unit owner acts as his or her own agent.
Any owner planning to move out and expects to throw away anything more than a few bags of normal garbage **must** make arrangements with Waste Management/Veolia for a separate dumpster to be delivered to the association's parking spot (#13). **Request must be made in advance as that space is currently used.** You must use the separate dumpster and NOT the community's dumpster. This will be at the owner's expense.

Guidelines for Estate Sales/Private Household Sales

These guidelines are intended for those estate sales or private household sales where the general public is notified by date, place, and hours of sale and large numbers of people are expected to attend. Specifically, individual sales by a homeowner, i.e., selling a couch or dining table by placing an ad with a telephone number and thereby controlling access to our building, are not intended to be covered by these guidelines.

1. The Board of Directors should be notified ten days ahead of time of a coming estate or private household sale.

2. No parking on condominium parking lot.

3. Building access limited to area of unit where sale is conducted; close hallway fire doors as appropriate.

4. Directional signs and personal assistance to be provided by the business firm.

5. Sale hours may begin no earlier than 9:00 a.m. and must end by 4:00 p.m.

6. No sales to be conducted from the basement storage areas or from the parking lot, except automobile sales which must be conducted from the parking lot only.

7. Five (5) days prior to the sale, business firms must submit written proof of liability insurance or post a $500.00 cash bond to provide for repair of property damage or for cleaning of the common areas.

8. A committee of two (2) consisting of one (1) Board member and one (1) volunteer Association member shall inspect the traffic area to be used immediately prior to the sale and again after the final pickup of larger household items. This shall occur within 24 hours after the sale.

9. Owners are reminded to provide protective covering for large furniture items during removal to protect elevator walls and hallways.

<u>Association Room / Guest Room</u>

The following are procedures for reserving and conditions for using the Association Room / Guest Room:

1. Requests for reservations must be made in writing to a Board member for the date or dates desired. If previously reserved, your request will be put on a standby list in the order received, if

desired. Reservation records for both original reservation date(s) and standby reservation date(s) shall be maintained by this Board member.

2. The Guest Room, bath, and Association Room will be cleaned before the guests arrive by the cleaning service engaged by the Association. The Board member must have at least three days notice of guest's arrival. Under no circumstances are scouring compounds to be used to clean the shower stall.

3. Members will be responsible for any damage done by their guests. Any existing damage should be noted between the member and the Board member before impending use.

4. Members shall inform their guests of the Association's **"No Smoking"** rule in the Association Room / Guest Room.

5. Members shall be responsible for controlling noise to a reasonable and considerate level.

6. The thermostat in the Association Room will be left on 68° in winter and during the summer the air conditioning will be set at 78° when not in use.

7. Residents must provide their own sheets and pillowcases and make up the bed(s) for their guests. Upon the departure of their guests, residents should remove their sheets and pillowcases and remake the bed with the provided light blue blanket and bedspread.

8. Rental fees of the Guest Room /Association Room are at the prevailing rates at the time of reservation. These fees, which are determined by the Board of Directors, are always reasonable.

9. Rental fees shall be paid to the Management Company no later than the day following the departure of the member's guest. Member is responsible for all payments.

10. Check-out time shall be 12:00 noon.

Enforcement of these Rules and Regulations

When a unit owner violates the Rules and Regulations, the Board of Directors shall have the option of engaging an attorney to handle the persistent nonconformity or of assessing the unit of the noncompliant owner after due notification has been of no avail. The Board of Directors may assess a unit owner or joint owners for violation of a Rule or Regulation in the amount of Three Hundred Dollars ($300.00) a month after issuance at least one week apart of two written notices stating the infraction. If noncompliance with the Rule or Regulation continues, at a time the Board deems appropriate it has the option of proceeding with the engaging of an attorney for placement of a lien against the unit or for other appropriate legal action to ensure enforcement of these Rules and Regulations. The Board reserves the right to suspend further assessments in case of mitigating circumstances, such as the owner's hospitalization.
Payment for all attorney and court costs shall be the sole obligation of a nonconforming unit owner. The Board of Directors will act as an appeals committee. Any unit owner who is assessed for damages will have fifteen (15) days from the date of the second notification to send a letter to the Board of Directors appealing the assessment so that a meeting can be arranged to review the appeal.