

Belmont Harbor 1 Condominium Association



**526 West Roscoe Street
Chicago, Illinois 60657**

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INTRODUCTION

All Rules and Regulations are applicable from the date of adoption by the **Belmont Harbor 1 Condominium Association**, located at 526 West Roscoe Street, Chicago, IL 60657, hereinafter called "*Belmont Harbor*", "*the Association*" or "*the Board*".

These Rules and Regulations are made to establish a pattern of courtesy and cooperation, as well as to improve and maintain respectable building and living conditions for the express benefit of all residents. Observance of these house rules is imperative as violations can result in the assessment of monetary fines.

ADMINISTRATION OF THE RULES

Unit Owner Responsibilities

Unit owners are responsible for knowing and following these rules. Unit owners are also responsible for ensuring that their family members, guests, visitors, renters, contractors, and other workers know and follow the rules. Any violation of these rules by the unit owners' family members, guests, visitors, renters, contractors, and other workers will be treated as a violation of the rules by the unit owners themselves, directly subjecting them to the penalties contained herein. Unit owners are liable for any damage to common elements or other owner's units arising from causes with their units. In addition, unit owners are liable for any damage caused by and or rules violations incurred by individuals for whom unit owners are responsible for having in the building. Fines will be imposed and other enforcement actions may be taken directly against the unit owner for any incidents of non-compliance with these rules by the unit owner's family members, guests, visitors, renters, contractors and other workers.

In accordance with a law passed by the State of Illinois, which became effective July 1, 1984, the Board of Directors has the power to assess a fine (amount to be determined by the Board) on a unit owner who violates any of the Rules and Regulations, By-Laws, Unit Leasing Policy or any other policy of the Condominium Association and a non-resident unit owner whose renter violated any of the Rules and Regulations, By-Laws, Unit Leasing Policy or any other policy of the Condominium Association. A new law, which became effective July 1, 1990, states that if a renter violates any of the Rules and Regulations, By-Laws, Unit Leasing Policy, or another policy of the Condominium Association, the Board may take legal action directly against the renter (including eviction), as well as against the respective unit owner. Should a fine be levied on an individual, this individual has the right to request a hearing regarding same before the Board of Directors. Arranging for such a hearing is the responsibility of the individual and, therefore, a fine may be imposed without a hearing if the Board is not contacted by the individual in what the Board determines is a reasonable amount of time. The Board is also responsible for unit owner, renter and association compliance with the Illinois Condominium Property Act of 2018.

Enforcement Procedures and Fines

Step 1: Informal Resolution

The first and primary means of making these rules work for the benefit of everyone is through the voluntary compliance and good will of all residents. The rules are intended to serve our common interests and create a pleasant living environment, maintain the building in the best possible condition, and to protect our mutual investment. Therefore, all unit owners, renters, residents are asked to voluntarily comply with these rules to promote adherence to the rules by others. In the event of any conflicts arising between residents and or rule violations by residents, the respective parties are requested to attempt to resolve these matters directly with each other in the spirit of cooperation, civility, and mutual respect.

If unit owners, renters or residents are unable to resolve an issue directly with each other, then the matter should be referred to the Board in writing. The Board may attempt to resolve the matter informally with the respective parties. If the Board is unable to resolve the matter informally, then the complaining party may file a written complaint with the alleged offender and request a formal hearing and disciplinary proceedings before the Board.

Step 2: Written Warning

Whenever a rule violation is alleged to have occurred following attempts at informal resolution, or whenever the Board independently determines that a rule violation may have occurred, the alleged violator (or in the case of a renter, the unit owner), will receive a written notice of the claimed violation from the Board.

The notice shall: 1) describe the action or behavior that is in violation of the rules; 2) cite the specific rule that was violated; 3) identify the corrective action to be taken to comply with the rule; 4) give a deadline date by which the corrective action must be completed; and 5) provide a warning notice that a fine may be imposed if the corrective action is not completed by the deadline date. Following an opportunity for a hearing to determine whether a violation has occurred, the notice shall state that the unit owner has a right to request a hearing on the alleged violation, and if so requested, the Board will schedule a hearing within the following thirty (30) days.

Step 3: Fines

In addition to other remedies under the Declaration or the Illinois Condominium Property Act, the Board may impose fines for violations of these rules, after notice and the opportunity to be heard are provided. Except where otherwise indicated, the following schedule will be used in assessing fines for non-compliance with these rules. Incidents of non-compliance with different rules are not cumulative and will be treated as "first offenses," while repeated incidents of non-compliance with the same rules are cumulative during a three-year time period. The Board does, however, retain the right to review and consider a party's history of non-compliance with any rule when considering current instances of non-compliance during a hearing or otherwise.

Fines for certain violations will be assessed as specified in the schedule of fines and other fines to be determined on a case-by-case basis. Fines may be modified in the future by the Board. (See **Exhibit E for the Schedule of Fines and Fees**)

Board Hearing

The Board will provide to unit owners the opportunity for a hearing to appeal fines and other penalties imposed for rule violations. To request a hearing, a unit owner must submit the request to the Board in writing, stating why the hearing is being requested and what remedy the unit owner is seeking. The Board will schedule the hearing with the unit owner. After the hearing, the Board will determine what action to take.

ASSESSMENT AND COLLECTIONS

All assessments, special assessments, fees, charges, and fines are due and payable on or before the first of each month and considered late after the 10th of the month. Payments can be made payable to: *Belmont Harbor 1 Condominium Association*. They can either be mailed to the address below or made electronically via approved services, such as Zelle, POP Money, or Venmo by contacting the Treasurer of the Belmont Harbor 1 Condominium Association.

Belmont Harbor 1 Condominium Association
3712 N. Broadway, PMB #230
Chicago, IL 60657

Late Payments

A late payment fine as noted in **Exhibit E, Schedule of Fines and Fees** will be assessed by the Condo Association against a unit owner if payment in full is not received by the 5th of each month at the remittance address designated or via approved electronic payment services. All fines are deducted from payments before application of payment to assessments.

Collection of Past Due Accounts

When any portion of the unit owner's account becomes sixty (60) days past due, the delinquent unit owner's account will be forwarded to the Condo Association's attorney for legal proceedings to collect all sums due and owing to the Condo Association. The unit owner in default is responsible for attorney's fees and costs incurred by the Condo Association in collecting past due assessments and related charges.

BICYCLES

Bicycle Storage Etiquette

All residents or renters must complete the **Bicycle Registration Form** in **Exhibit C** to store a bicycle in the dedicated common areas. Those utilizing the outside bike rack and basement area storage are required to adhere to the requirements set forth by the Board in order to maintain a clean, safe, and secure environment for residents.

Bicycles are not to be locked to the front fence or pillars or in the lobby. Those doing so risk having the lock cut and the bicycle removed from the property. However, it is permissible to lock them to the chain link fence in the rear of the building.

Rules for Approved - Registered Bike Storage in Dedicated Common Areas

Registered bicycles must comply with the following rules:

1. Number of bicycles: One bicycle per resident can be stored in a dedicated common area, space permitting.
2. Availability of Bicycle Storage Space: In the event that the number of bikes exceeds the space available, residents will be allowed to use the dedicated common areas based on the order that the Bicycle Registration forms were received, with owner-residents given priority over rental-residents.
3. Location of Bicycle Storage: The two dedicated common areas where bikes may be stored are:
 - The bike rack near the back door;
 - In the basement, under the stairs so as not to block walkways.

Alternatively, bikes may also be stored in:

- Unit storage lockers
 - In unit
4. Items Other Than Bikes: These dedicated areas are not to be used for storage of personal items other than the bike. It is permissible to have a crate or other carrying device on the bike, but no items may remain in those storage devices while stored in the dedicated common areas. Daily removal is required.
 - a. Storing items in a dedicated common area will result in a fine as noted in **Exhibit E, Schedule of Fines and Fees** and a request to remove the items from the dedicated common area immediately
 - b. Failure to remove the items immediately will result in the loss of approval to park the bike in the dedicated common areas.
 - c. Failure to pay the fine within 2 weeks will result in the loss of approval to park the bike in the dedicated common areas.

5. Bike's Appearance: The bike must be occasionally cleaned so as not to diminish the building's appearance.
- a. A bike with excessive accumulated dirt will result in a fine as noted in **Exhibit E, Schedule of Fines and Fees**.
 - b. Failure to clean the bike immediately will result in the loss of approval to store the bike in the common areas.
 - c. Failure to pay the fine within 2 weeks will result in the loss of approval to store the bike in the common areas.

Motorized bicycles, motorbikes and scooters

Motorized bicycles, motorbikes and scooters are considered to be vehicles and are only to be parked in one of the six parking spots. They are not to be stored on the bicycle rack or any other common area inside or outside the building.

Unit owners are responsible for any damage to common areas caused by their bicycle, motorbike or scooter. Unit owners also bear responsibility for damage caused by their visitors' or renters' bicycles, motorbikes and scooters.

All bicycles and other wheeled vehicles, including shopping carts, must be taken up and down the rear stairway only and may only be taken out through the back door. **Motorized vehicles, excluding motorized wheelchairs/assistive devices, are not permitted in the building at any time.**

Motorcycles, motorbikes, scooters, etc. may not be "driven" into the driveway. These vehicles must be turned off at the street and walked the balance of the way. Conversely, when leaving the premises, they must not be started until reaching the street.

Removal of Abandoned Bikes and Bikes not in Compliance with the Building Rules

Bicycles that have not been approved to be stored in the building's common areas will be removed and discarded. The Belmont Harbor 1 Condominium Association is not responsible for property left in common areas without Board approval.

BUILDING ENTRY

The security of building residents and their property is of paramount concern to the Association.

All residents are responsible for any person they allow access to the building. Residents should be aware of who is entering the building behind them and to whom they are holding the door open for. All guests and visitors to the building must use the main lobby entrance. If you do not recognize someone as a resident, do not let them in the building.

Keep all exterior doors closed at all times. Do not prop open doors.

BUSINESSES

Units may not be used for any type of commercial activity, however, harmless business use of a unit will be permitted as long as that use conforms to zoning regulations, is not detectable by sight, sound, or smell, and does not increase vehicular traffic or pedestrian traffic in and around the building, or create parking shortages or violations.

CABLE TELEVISION AND INTERNET

No other cable tv or satellite dish service is permitted on the property, other than those approved by the Board. All residents, unit owners and renters should not install any other cable television or internet service in the building. Renters should be informed by their landlords about this requirement prior to signing a lease to rent a unit in the building.

COMMON ELEMENTS

The common elements of the building are defined in the Declaration of Bylaws and are owned by all unit owners in the proportion set forth in the Condo Declaration. Common elements include the hallways, stairways, mail room, entrance, lobby, laundry and storage areas, driveway, outside perimeter of the building and other areas not included with a specific unit. Read the Condo Declaration for clarification.

The following are prohibited in common area of the building:

- Loitering
- Smoking or Vaping
- Recreational activities such as exercising, amusement games, etc.
- Utilization of bicycles, tricycles, skateboards, in-line skates, roller skates, or scooters
- Propping open of doors or tampering of locking mechanisms

There will be no sunbathing, lounging, or barbecuing anywhere in the front of the building or anywhere on the property.

All unit doors must be kept closed when not in use due to a requirement by City of Chicago building code to prevent the spread of fire; to ensure an even balance of air pressure throughout the building; to eliminate the spread of cooking odors to other units on the same floor; and to maintain an even temperature in the common area hallways.

Nothing may be swept out into the corridor, stairwells or from owner's units. Residents are required to educate any domestic help about these rules.

The City of Chicago Fire Department regulations prohibit placement of furniture, art objects, bicycles, sleds, buggies, carts, doormats, animals or any other personal property in the hallways or stairwells.

COMPLAINTS

In the event of any problems between unit owners, renters, or residents or rule violations by unit owners, renters or residents, the respective parties are requested to attempt to resolve these matters directly in a friendly manner. If these attempts are unsuccessful, the problem should be referred to the Board in writing. The Board will then provide an opportunity for a hearing and take whatever action it deems necessary, including the imposition of fines or referral of the matter to the Condo Association attorney. If deemed a violation, the unit owner will be responsible for all legal fees, costs and expenses incurred by the Condo Association.

DAMAGE

If, due to the act or neglect of a unit owner, or of his or her agent, servant, tenant, family members, invitee, contractor or licensee cause damage to the Common Elements, Limited Common Elements or to a unit or units owned by another owner, or maintenance, repair or replacements are required which would otherwise be a Common Expense, then such unit owner shall pay for such damage or such maintenance, repairs and replacements, as may be determined by the Condo Association, to the extent not covered by the Condo Association's insurance.

EMERGENCIES

All building emergencies should be reported to 911 and the Board members should be notified if the emergency could endanger a unit owner, resident, renter or the building. In case of emergency, members of the Board or person(s) authorized by the Board may enter any unit immediately. (See also: *Plumbing and Water Emergencies*). In the event that the building needs to be evacuated for an emergency, residents should leave personal items behind and proceed across the street to 525 Roscoe where a member of the Board will take a roll call of residents to provide to emergency services.

FINES

All violations of the Rules and Regulations are subject to fines determined by the Board in accordance with the severity of the violation as outlined in the "Administration of the Rules" section of the Rules and Regulations and the **Schedule of Fines and Fees** as noted in **Exhibit E**.

FLAMMABLE MATERIALS

Fire Department regulations stipulate that explosive and flammable materials cannot be stored in storage lockers, garage spaces, or common areas. These materials include paint, paint thinner, aerosol cans, cleaning fluid, used cleaning rags, gasoline, oil and ammunition. For the protection of everyone, any violations observed should be reported to the Board.

GUESTS

All guests and invitees of residents are responsible for complying with all of the Condo Association's rules during their visit. Unit owners, residents and renters are responsible for the actions and behavior of their guests and invitees. No acts of violence or threat of violence made by guests or unit owners, residents or renters against property or people will be tolerated.

INSURANCE

Should it become necessary for the Condo Association to file an insurance claim on the building insurance policy for damage done to common elements by an uninsured individual, then that individual responsible for the damage and repair must pay the deductible.

Although the Association maintains insurance on the building, individual unit coverage (such as but not limited to, insuring the contents and fixtures within and individual unit and liability for accidents occurring within an individual unit) is not included. For this reason, each unit owner is required to carry at his/her expense an individual condominium owner's policy, and be in accordance with any insurance provisions dictated by state or local law. Unit owners must provide proof of insurance on annual basis when requested by the Board. Unit owners are responsible for the acts of their tenants and may want to require the tenant to maintain such a policy in addition to the unit owner's policy.

KEYS, LOCKS, LOCKOUTS, SECURITY SYSTEMS

Should any lock on any unit door be changed or an additional lock be installed, the unit owner is responsible for furnishing copies of the new key(s) to the Board of Directors. For the conservation, health, safety, and general welfare of the building, the Condo Association has accessible a set of keys to each unit. It is ONLY for the reasons noted in the Rules and Regulations that these keys will be used. Very strong legal reasons absolutely prohibit their use to open units for lockouts.

Unit Owners

You are responsible for passing on your unit keys and the mailbox key to your new renter or new owner. Should you permanently depart the building, building key fobs must be turned over to a Board member. Failure to do so will result in a deactivation fee as noted in **Exhibit E, Schedule of Fines and Fees**.

Renters

Upon permanent departure from the building, unit keys and mailbox keys should not leave the premises with you but, at some point, be turned over to the unit owner or left in the vacant unit. Building key fobs must be turned over to a Board member. Failure to do so will result in a fob deactivation fee, as noted in **Exhibit E, Schedule of Fines and Fees**. If the renter fails to pay this fee, the unit owner will be accountable to pay this fee on behalf of their renter.

Lockouts

No member of the Board of Directors nor the Maintenance Engineer is permitted to open doors for residents due to key loss, key damage, or otherwise.

Options

- Have an extra set of keys at your workplace and/or leave a set with someone you can call.
- You may call a locksmith to open your unit door, but one may not be used to open the front or rear doors of the building.
- If you rent, place a call to your unit owner who is responsible for seeing that you gain entrance. Windows and doors may not be broken in order to get into the building or a unit.

The building-key fob, which opens the front and back doors is issued to new residents by the Board of Directors, who have sole responsibility for the distribution and collection of the key fobs. For each key fob requested there is a **non-refundable** fee as noted in **Exhibit E, Schedule of Fines and Fees**. Transfer of this key fob is not permitted between unit owner and renter (or anyone representing them) at lease signing or at any other time, or between seller and buyer (or anyone representing them) at closings or at any other time.

Doing so will result in the key fob being deactivated and the unit owner having to pay a fob deactivation fee per missing fob, as noted in **Exhibit E, Schedule of Fines and Fees**.

Obtaining a building key fob or code is strictly a matter between the Board of Directors and each resident requesting a key fob, and must be transacted and recorded as such.

Security System

A security system has been installed in the lobby and rear door entrances of the building. The cameras record activity in these locations to help provide security for residents. Residents can view video from both cameras on channel 4 from their televisions connected to the cable tv in the building. Owners, renters, residents and their guests or visitors are hereby informed that their activities in these common areas are being recorded for the purpose of building security.

LAUNDRY

Laundry, articles of clothing, rugs, or the like shall at no time be hung in windows or exposed on any exterior part of the building. No one is permitted to shake rags, dust mops, rugs, or the like out of windows or doors at any time.

Coloring or dyeing of any kind is not permitted in the laundry machines or laundry tub.

Laundry facilities are only to be used by residents of the building. Residents are requested to be respectful of other residents and to not monopolize both washers and dryers for more than one washing or drying cycle at a time. No laundry should be left in the washer to dryer for more than 15 minutes after the end of washing or drying cycle. No laundry, baskets, soap, dryer sheets or clothing should be left in the laundry room.

Only liquid detergent is to be used in the washing machine trays. If powdered detergent is used it must be placed directly into the washing machine drum and never in the tray. Laundry detergent pods are never to be used in the washing machines. Soap and bleach spills on and around the machine (and the table used for folding clothes) should be cleaned up immediately so as to not attract dirt or ruin clothing placed on top of the machines or table. Spills will happen – but please be courteous and clean them up when they do. When you've finished using the dryers please clean out the lint traps.

LEASING

Leasing Policy

Unit owners are responsible for any violation of the Rules and Regulations or Policies committed by themselves, their agent, prospective renters or any other individual on the property in conjunction with the lease of the unit.

Eligibility to Lease Out Unit

All unit owners current with monthly assessment payments and having no other outstanding balance on their unit's account are eligible to lease their unit.

Unit owners wishing to lease their property must provide their address and day and evening phone numbers to the Board. If the lease is renewed at the end of the term, the owner must again contact a Board Member and verify that the Board has their current contact information.

Unit owners must provide the Board with a copy of the signed lease prior to or at the beginning of the Introductory meeting. No unit shall be leased for transient purposes and, therefore, leases cannot be written for less than ten (10) months. ***The Belmont Harbor 1 Condominium Association does not allow units to be rented for AirBnB or similar short-term vacation rentals.*** Owners are asked to use a lease form that meets the City of Chicago, Department of

Housing legal standards. If the lease is renewed at the end of the term, the unit owner must again submit a copy of the signed lease to the Board prior to the effective date of the new lease.

Any person living on the premises and having a key fob to the building will be considered a resident and therefore subject to the same Move-In Fees and other provisions found in the Unit Leasing Policy. Unit owners will be responsible for these fees if the Board is unable to collect them from the renter.

All renters will sign an agreement that they have been informed of the possibility that, by court order, they will have to assign their rent payments to the Belmont Harbor 1 Condominium Association. The Condo Association has successfully used this legal remedy when unit owners are considerable behind on their months assessments and attempts to receive even partial payments have been unsuccessful.

At no time may unit owners, or a representative or representatives of the unit owner, transfer their building key fobs to a renter or new unit owner. For security reasons, key fobs are issued only by the Board.

Unit Occupancy

Studio units shall be leased to and occupied by no more than one individual.
One bedroom units shall be leased to or occupied by no more than two individuals.

Advertisement of Unit

The unit owners, or representative of the unit owner, may advertise their unit for sale or rent in any usual and customary manner with the exception of posting notices in the windows of the unit or windows or doors of the building. No signs may be posted outside on the property or the adjoining sidewalk, street signs or lampposts. As there is no resident manager on-site, this form of advertisement leads to individuals randomly ringing unit buzzers in order to view the unit. This presents an unacceptable safety risk to the building's residents.

Introductory Meeting

1. All new residents of the building are required to meet with the Board of Directors for the purpose of an introductory meeting PRIOR to moving into the building.
2. Any fees assessed to a unit owner because of lack of proper notice or non-attendance by the unit owner, are to be paid directly to those Board members conducting the Introductory Meeting, before the start of the meeting. If payment has not been received, the Board members have the discretion to re-schedule the meeting for a later date when the assessed fees have been received.
3. The format of the Introductory meeting may include, but not limited to:
 - a. Applicable fees assessed to unit owner are paid;
 - b. A copy of a properly executed, signed lease is submitted to the Board;

- c. The Board member verifying the unit owner's information on the **New Owner/Resident Form** in **Exhibit A**;
- d. The completion of the **New Owner/Resident Form** by the new resident in **Exhibit A**;
- e. New resident receives the welcome overview, questions answered by a Board member
- f. New resident received the Rules and Regulations and Policies, critical provisions reviewed;
- g. New resident provides signature to confirm receipt of the above information and agreements to court-ordered assignment of rental payments to the Condo Association;
- h. New resident and Board confirms move-in date;
- i. New resident submits payments for applicable fees.

Move-In/Move-Out

Unit owners should advise renters of the policies contained in the Move-in/Move-out Policy prior to the renter signing the lease, as the unit owner will be responsible for any violation of that policy by the renter. Unit owners are responsible for notifying the board of the signed lease and proposed move-in and move-out date. Move-in dates will be confirmed at the introductory meeting.

Showing of the Unit

The process of showing the unit to prospective residents must be conducted in a manner that protects the safety and privacy of the residents. Prospective residents must not be left unattended in any part of the building including the lobby.

Hours for showing the unit shall be conducted no earlier than 8:00 am and no later than 9:00 pm.

If a representative of the unit owner will be showing the unit, the unit owner is responsible for contacting the Board and notifying them of the representatives name and the name of their firm, if applicable. The Board will provide a Renter Package to the representative when requested. It is recommended that unit owners request that their representatives receive this package to assist in the marketing of the unit and in order to explain the Rules and Regulations and Policies prior to the renter signing a lease.

Selection of Renter

Owners are encouraged to explain to the prospective renter the difference between rental property and a condominium. Because it is a shared investment amongst many people, and because resident owners anticipate a private residence environment, community standards and use of the property are more rigorously monitored than in a typical rental property. The Move-In/Move-Out fees and the Rules and Regulations should be reviewed prior to the renter signing the lease. The issue of the lack of soundproofing in the building should also be reviewed for confirmation that the prospective renter is at home in a building where TVs and stereo systems volume must be kept low.

Unit owners are encouraged to receive credit reports on prospective renters. This is a time-proven method of confirming if the person will be responsible for their rental payments and a fairly reliable predictor for selecting an individual to maintain your property. Selecting a prospective renter who will enjoy their residency in the building is a worthwhile investment of time, lessening the chance of a resident who will be disruptive to the unit owner, the Board and fellow residents.

Notice for Introductory Meeting and Attendance by Owner

1. A Board member must be contacted by the unit owner to arrange an Introductory Meeting with their renter or, if they are selling the unit, the new owner. For renters, the meeting must take place prior to the day of the move-in. For new owners, the Introductory meeting must take place prior to the closing or the day of the move-in, whichever is first.
2. When the Board receives proper notice and the unit owner participates in the Introductory meeting, no fee will be assessed the unit owner.
3. The minimum notice required is 7 days. If less than 7-day notice is given to the Board, the unit owner may be assessed a fee to be paid directly to the Board members conducting the meeting. Fee noted in **Exhibit E, Schedule of Fines and Fees**.
4. If the unit owner is not available to participate in the Introductory meeting, the unit owner is assessed a fee to be paid directly to the Board members conducting the meeting. In this case, the non-participation fee must be sent to the Board member prior to the meeting, as well as the fee for short notice, if applicable.

LOBBY

There will be no unnecessary lounging, sitting, or needless tarrying upon the front step, the sidewalks, driveway, rear parking area, inner or outer lobby, stairways, railings, landings, halls, or other common areas.

MAIL, DELIVERIES AND PACKAGES

Mail is delivered according to US Postal Service Schedules. If a Resident plans to be away for an extended period of time, the Resident should arrange for someone to collect the mail or arrange for the post office to hold mail delivery. As a courtesy to Residents, building residents are asked to move small packages delivered by the US Mail or other means from the entrance into the lobby area. Residents expecting a large or oversized package over 100 lbs should schedule a time for the delivery of the package and bring the item through the back door.

MAINTENANCE

Outside contractors approved by the Board are utilized to maintain the mechanical systems of the building. Unit owners are responsible for maintenance for all systems inside their units as well as their air conditioning wall units. Emergencies in a unit (e.g. flooding, electrical problem, gas) should be reported to a Board Member immediately.

MOVING

The Board of Directors must be notified of move-in and move-out dates. Move requests are considered on a first come, first served basis. Moving in or out of the building is permitted any day of the week, but only between the hours of 9:30 am and 5:30 pm, and must be accomplished by way of the rear entrance, only. Upon notification to the Board, unit owners of the cars parked at the rear door will be contacted so that they can be out of the way in order to facilitate a move. As no furniture or other items will be permitted to be moved through the front entrance, please make sure that your moving vehicle is low enough to clear the carport (8'-2") in order to get to the rear of the building. Otherwise, your moving truck must double-park in the street and movers will be expected to carry household goods down the driveway to the rear entrance. No more than 2 moves can be scheduled on the same day. In such situations, the maximum time permitted for each move is 3 hours, one to be scheduled in the morning from 9:30 am - 12:30 pm and a second from 1:30 pm - 4:30 pm in the afternoon.

Move-In Fees

New Resident

Each new unit owner, resident or renter is required to pay to the Board of Directors a **non-refundable** move-in fee as noted in **Exhibit E, Schedule of Fines and Fees**. To be paid by check by the new unit owner, resident or renter, to the order of: **Belmont Harbor 1 Condominium Association** or an approved electronic payment service, such as Zelle, POP Money, or Venmo.

Building Key Fob Fee

The building key fob, which opens the front and rear doors, can only be issued to new owners, renters or residents by the Board of Directors. Transfer of the key fob is not permitted between unit owners and renters (or anyone representing them) at lease signing or at any other time. Those unit owners who exchange or transfer building keys fobs instead of returning them to a Board member will be charged a fob deactivation fee as noted in **Exhibit E, Schedule of Fines and Fees**.

Move-In / Move-Out Protocol

A move-in requires a minimum 10-day notice to Board members; ideally two weeks. A mutual date/time is set for the Introductory Meeting with a Board member, the owner and the unit owner's renter. In addition, arrangements are made with the owners of the parking spaces to move cars for back door access. The meeting is held prior to the move-in date. The notice should be sent to the Board members via email so the members receive the notice at the same time.

New Owner Move-Ins

Contact the Board members prior to the closing date to ensure setting an Introductory Meeting prior to the planned move-in date and completion of the **New Owner/Resident Form** in **Exhibit A**.

New Renter Move-Ins

Include the following in the email to Board members:

- Submission of a completed **New Owner/Resident's Form** in **Exhibit A** that includes the name of the renter, their email address, phone number
- Date of requested move-in
- Confirmation that the renter has received an explanation of the required move-in fees. The fees are listed in **Exhibit E, Schedule of Fines and Fees** and are also found on the Condo Association's website. For security reasons, unit owners are not allowed to give their building key fob to their tenant. That transaction is conducted during the Introductory Meeting.
- Confirmation that the tenant has reviewed the following documents on the Association's website:
 1. Rule and Regulations
 2. Amended By-Laws
 3. Move-In / Move-Out Protocol
 4. Bike Policy

A move-out requires a minimum 10 days, ideally 2-week notice to Board members from the Owner of the unit and payment of the move-out fee to the Condo Association, as noted in **Exhibit E, Schedule of Fines and Fees**. Two-week notice is preferred to make arrangements to move cars for back door access. Lack of move-out notice will result in a fine as noted in **Exhibit E, Schedule of Fines and Fees**.

Move-ins and move-outs are permitted **only between the hours of 9:30 am and 5:30 pm**.

All furniture/items are to move in and out of the building through the back door. At no time is furniture/items to be moved into the building through the front entrance or the front stairway. A parking space in the rear of the building will be empty to accommodate access to the back door.

The hook near the back door will allow you to keep the door open during you move-in. Once your move-in is completed please undo the hook and make sure that the back door is securely closed.

A moving vehicle is allowed in the back of the building during your move-in between 9:30 am and 5:30 pm. As a courtesy to others residents, please put a cell phone number and unit number on the dashboard in case other residents needs to reach you during your move. When making arrangements for a moving vehicle please note that the drive port clearance is 8'-2" (eight foot and two inches).

Moving vehicles (van, truck, or car) are not allowed to park in the driveway or to block the drive entrance.

If the moving vehicle cannot clear the 8'-2" (eight foot, two inches) drive port it may not be parked in the driveway; that would impede access to the building by those who own/rent

parking spaces. This is not allowed, even if the vehicle is left attended and a driver is available to move the vehicle upon request. Park (or double park) on the street. Owners and renters can contact the Alderman's office for a permit to reserve a street parking space. Discuss with a Board member for more information.

Please note: The building security key fob (which opens the front and back doors) is an exchange between the Condominium Board and (either) the unit owner or the renter and must be returned to a Board member upon move out of the building.

NOISE and OTHER NUISANCES

The operation of vacuum cleaners and similar appliances, including musical instruments, will not be permitted before 11:00 am or after 10:00 pm any day of the week.

At no time is it permitted for anyone to speak out of unit windows nor will anyone be permitted to get someone's attention by calling from the ground level. All residents are responsible for notifying their guests to use the door buzzer, intercom or personal cell phones.

Honking of vehicle horns is not permitted at any time in the driveway, rear, or front of the building. Residents: If you don't intend to wait in the lobby or outside, please inform your guests prior to their arrival that they must get your attention by going into the out lobby and ringing your doorbell.

All residents must have permission from the Board of Directors before bringing any type of musical instrument into the building. Owners may be encouraged to carpet the majority of prime living space of their unit if noise becomes a regular nuisance to neighboring units. In the case of renters, the cost of such floor covering may either be borne by the unit owner or the renter.

No furniture filled, or to be filled, wholly or partially, with liquids (to include fish tanks over 15 gallons) shall be placed on premises.

OPEN HOUSES, ESTATE SALES AND AUCTIONS

To accommodate sales of units while at the same time maintain building security, visitation and showing of units via open houses for unit owners and real estate agents may occur no earlier than 8:00 am and no later than 9:00 pm any day through the week.

Lock boxes are only allowed to be hung in the rear of the building on the steel criss-crossing beams on the west wall of the car park or on the bike rack. Lock boxes cannot be hung on unit doors, on the fence in front of the building or on any common elements. Unit owners or their agents must be present during showings and must meet prospective buyers or renters in the units. Prospective buyers or renters may not wander around the building unless accompanied

by the unit owner or their agent at all times. "For Sale" and "For Rent" signs may not be posted in unit windows or any other common areas, or sideways entrances of the building. Estate sales, auctions, garage sales open house signs or any other similar activities are also strictly prohibited without prior written approval from the Board.

PARKING

Guest or temporary resident parking (outside an individual parking space) in the rear of the building is prohibited. Because the area is so small, maneuverability becomes impossible if wrongfully parked vehicles are in the way. Therefore, only authorized vehicles (those belonging to a parking space owner or a parking space renter) are permitted to use the area, and only in an individual space.

ALL VEHICLES WRONGFULLY PARKED IN THE REAR (OR ANY VEHICLE PARKED IN THE DRIVEWAY) RISK BEING TOWED AT THE VEHICLE OWNER'S EXPENSE.

Neither the Condo Association, nor any member of the Board shall be held liable for damage to vehicles as a result of towing.

Unit owners must provide the make, model, year, color, and license plate number for their car on the **New Owner/Resident's Form** in **Exhibit A** or **Parking Space Form** in **Exhibit B**.

Unit owners may lease their parking spaces, but must provide to the Board a copy of the lease along with the **Parking Space Form** in **Exhibit B** that includes contact information for the vehicle owner in addition to the vehicle make, model, year, color and license plate number. Parking space renters must also receive a copy of the Rules and Regulations and agree to abide by them in their lease.

Parking spaces should be free of excessive oil, transmission fluid, anti-freeze, brake fluid, steering column fluid, etc. Residents should use some mechanism for catching leaks and drips from their automobiles. The parking spaces will be periodically examined for cleanliness. Parking spaces noted as inordinately dirty will be noted and the owner will be notified in writing. The owner will be given 10 days to clean the parking space.

PEST CONTROL

The Condo Association contracts for pest control services for the common areas and for individual units. Members of the Board or person(s) authorized by the Board may enter any unit to ensure they receive treatments on a regularly scheduled basis. If you see or suspect insects or rodents, you must contact the Board immediately to determine what services are needed to address the issue. Of special concern are bed bugs, residents are required to immediately notify the Board upon discovery of bed bugs in their units. The unit owner is responsible for the cost of eradicating the bed bugs. All follow up cleaning is the responsibility of the unit owner or resident.

PETS, EMOTIONAL SUPPORT and SERVICE ANIMALS

Pets

Under no circumstances will pets of any kind be allowed on the premises - to reside or visit.

Emotional Support and Service Animals

The Condo Association requires the following information be provided to the Board prior to allowing an emotional support or service animal to visit or reside in the building:

Documentation from a physician confirming the visitor or resident has a disability as defined by the Fair Housing Act and a disability-related need for the animal to provide assistance, perform tasks or services for the benefit of the disability.

Once this documentation is received and reviewed by the Board, the animal can reside or visit the building. The following rules must be observed while the animal is in the building:

- The animal must be on a leash, or in a carrier, or must be under the owner's complete control, while on any Common Elements.
- The animal is not permitted to run at large, and no animal may be left unattended on the Common Elements or Limited Common Elements at any time.
- The animal shall not be permitted to defecate, urinate, or track in mud/dirt on the Common Elements. In the event of an accident, the resident or visitor must immediately pick up, clean up, and dispose of waste from the Common Elements. If the visitor is a guest of a leasing resident, the landlord must be notified of the incident. If it's an owner, the owner must notify the Board. All animal waste/soiled litter must be bagged in plastic and tied closed.
- The animal shall be controlled so as not to create a nuisance including, but not limited to, excessive barking, while on the Property. The animal shall not be allowed to create a nuisance or unreasonable disturbance or to damage any Common Elements or property of any other owner or resident.
- Owners and their tenants are responsible for the actions of the animal, and the costs of repairing any damage caused by the animal (including the use of a cleaning service) shall be charged to the Owner responsible as a part of his or her share of the Common Expenses.
- The owner of the animal must provide updated vaccine documentation to the Board.
- The animal must enter the building through the rear entrance.
- The animal must be walked on the street and not on the property.
- It is recommended that the animal be identified as a service animal with a vest.

PLUMBING AND WATER EMERGENCIES

To prevent pipe damage, chemical drain cleaners are strictly prohibited and cannot be used under any circumstances. If you are having a problem with your drain, it should be routed by a licensed plumber.

While the Condo Association continually tries to maintain the exterior of the building, leaks may occur from time to time. Report all leaks and/or plumbing emergencies to a Board member.

All damages from unit leaks, including but not limited to those resulting from resident negligence, are the financial responsibility of that unit owner. If a resident at any time becomes aware of water leakage or damage, a Board member should be notified immediately. Water damage is often difficult to trace. The earlier a plumber is hired by the Condo Association the better the chance of finding and repairing the problem.

Once the source of a leak is determined, the unit owners involved will be informed of the nature of the problem and the name of the party responsible, which may be another unit owner or the Condo Association.

If the source of any water damage is considered the unit owner's responsibility (according to the Declaration), all damage caused by the water is the financial responsibility of the unit owner. The respective unit owner is also responsible for the cost of finding and repairing the source of the water damage, including the fees of any outside professionals hired by the Condo Association.

Unit owners are encouraged to resolve any problems with other unit owners involved and their respective insurance companies. The Board cannot settle claims or disputes between unit owners.

Unit owners should report such problems to their homeowner's insurance company. Unit owners considered responsible for damage to any common element or another unit will be considered financially responsible for the costs and repairs regardless of any insurance company's position on the matter.

Leaking water is considered an emergency, and the investigation of a problem may require immediate access to the unit. A Board member or plumber hired by the Condo Association may require immediate access to the unit. They may access any unit without unit owner or renter notification or approval to investigate a reported leak. Force may be used to gain access to the unit if it cannot be accessed with the key on file. The unit owner will be responsible for the cost of repairing any damage incurred.

REMODELING AND CONSTRUCTION GUIDELINES

The Board of Directors recognizes that unit owners desire to make improvements to their unit, which positively impacts the value of the building. However, the Board must balance that desire with the protection, safety and comfort of all residents as well as preserving and protecting the Common Elements of the building. Unit owners who desire to remodel their unit must satisfy the following guidelines.

General Guidelines

Unit owners must furnish a copy of these remodeling guidelines to their architect, designer, contractor and/or tradesman.

Workers must enter through the building's rear entrance only and all equipment and materials must be moved through the building's rear entrance only. The unit owner and their workmen are responsible for the removal of all debris from the building. The unit owner is responsible for any damage to the common elements of the building, such as walls, doors, flooring, etc. The Board of Directors has the authority to request an uncooperative contractor to leave the building.

Materials and equipment may not be stored in any common areas of the building. Contractors are not allowed to smoke in any common areas, including the lobby, corridors, stairwells, or laundry room or within 50 feet of the property.

Approval of Proposed Work

Unit owners must notify and provide the Board of Directors with a completed and signed **Acknowledgment of Remodeling Guidelines Agreement Form** in **Exhibit D**, which includes a memo from the unit owner with the scope, \$500 Construction Damage Deposit Check (Refundable), exact scope of work provided by vendor, and vendor Certificate of Insurance with required coverage limits.

Hours

All work shall be performed between the hours of: *Monday – Friday: 9:00 am through 5:00 pm. Saturday: 10:00 am through 5:00 pm.* Construction is prohibited on Sundays or holidays.

Authorization for Entry

Upon submission of the **Acknowledgement of Remodeling Guidelines Agreement Form** in **Exhibit D** and approval by the Board, a Board member will meet with the contractor to provide a key fob for entry to the building. When the renovation is completed, the contractor will return the key fob to the Board member; failure to do so will result in a fee charged to the unit owner as noted in **Exhibit E, Schedule of Fines and Fees**.

Deliveries

All deliveries of equipment or materials used in the remodeling project must be scheduled in advance with the Board of Directors. All equipment, materials, and debris must be moved through the building's rear entrance only. Contractors must organize delivery of all materials on a specified day/time. Upon notification to the Board, owners of the cars parked at the rear door will be contacted so that they can be out of the way in order to facilitate a delivery. In accordance with the Rules and Regulations, contractors and delivery companies are prohibited from parking in the parking area in the rear of the building or in the driveway. Standing is permitted only while loading and unloading equipment or materials.

ALL VEHICLES WRONGFULLY PARKED IN THE REAR OF THE BUILDING (OR ANY VEHICLE PARKED IN THE DRIVEWAY) RISK BEING TOWED AT THE VEHICLE OWNER'S EXPENSE. Neither the Condo Association nor any member of the Board shall be held liable for damage to vehicles as a result of towing. A fine will also be levied against the unit owner if a delivery is taking place outside of the scheduled timeframe.

Debris

The unit owner or their contractor is responsible for the removal of all debris. No debris may be left in the common areas, in the parking area in the rear of the building, in the driveway, or in the garbage dumpster. Construction fines will be issued for violation of this policy.

Plumbing

Installation of new toilets and sinks may require replacement of shut-off valves. If this is necessary, a water riser shut-off must be scheduled with the Board of Directors under the following terms:

1. Water shut-offs will only be scheduled between the hours of 9:30 am – 4:00 pm.
2. Requests for water shut-offs must be submitted at least 3 business days in advance.
3. Water/riser shut-offs require that the local valves are replaced: Shower stop valves must be installed with any shower upgrade and angle stops must be installed when replacing bathroom or kitchen faucets during a remodeling project that requires a water/riser shut-off.
4. The contractor/plumber must be on-site and ready to proceed at 9:30 am sharp or the shut-off will be cancelled and will not be rescheduled until the next available date. The building will not begin draining the water until the contractor/plumber has arrived at the building. The Association is not responsible for payment or reimbursement of fees to Unit Owner's contractors.
5. Only one riser will be shut-off or scheduled per workweek.

All work, including but not limited to plumbing work must be performed in accordance with the City of Chicago Building Code. All open flame soldering must be accompanied by a fire extinguisher.

The Board of Directors must be notified at least 24 hours in advance of any work that could cause offensive odors, fumes or nuisance, such as surface refinishing. The contractor should use his or her best efforts to use materials that do not emit noxious fumes. Proper ventilation must be provided during any application or drying process to minimize the transfer of dust or fumes. Unit doors must NOT be propped open.

Inspection

The Board of Directors reserves the right to inspect all remodeling work and to stop the work if it is not in compliance with the approved project. If unapproved work is performed, the unit owner must restore the unauthorized work to its original condition at his or her sole cost, or obtain the Board of Directors' approval of the unauthorized work before any further work can be done. Work not in accordance with building specifications or City code will not be approved.

License

All contractors must be licensed if required by the City of Chicago.

Fees

Any legal or engineering fees incurred by the Condo Association as a result of the unit owner's remodeling project shall be charged to or reimbursed by the unit owner.

Construction Categories

The Board of Directors has established three separate categories (A, B, C) of work. Each is subject to the general guidelines above. Additional guidelines may apply to specific categories. The categories are defined as:

Category A

Minor remodeling such as painting, wallpapering, installation of window coverings, closet shelving and upgrades, or carpet installation. Carpet installation requires ¼" foam padding to meet acoustical requirements.

Category B

Minor upgrades to unit plumbing, electrical or mechanical systems that is limited to the Owner's Unit and which does not involve the common areas, examples:

1. Replacement of plumbing fixture or bathtubs.
2. Replacement of counters and cabinets.
3. Demolition of nonstructural wall or wall within a Unit.
4. Installation of refrigerators with ice makers or drinking water.
5. Relocation of electrical outlets or changing circuit breakers.
6. Installation of hard floor surfaces in a bathroom or kitchen.

Category C

Alterations affecting the common area and/or building systems (plumbing, electrical or mechanical), including:

1. Relocating any plumbing fixture.
2. Increasing the amount of electrical services to accommodate additional appliances lighting or other electrical equipment.
3. Installation of a wet bar.
4. Changes in demising walls (walls separating two Units) use of easements to combine Units through Limited Common Elements.

If the proposal includes the demising of walls within Category C, the Unit Owner must submit, for approval by the Board, the plans and specifications that have been approved in advance by an architect licensed by the State of Illinois and be in accordance with the City of Chicago Building Codes, the Belmont Harbor I Condominium Association's Rules and Regulations.

General Prohibitions

The following items are prohibited from being installed in a unit: garbage disposals and washers and dryer units. Any such units installed prior to the adoption of these rules and regulations by the Condo Association will be permitted to remain on a case-by-case basis and may be requested to be removed if deemed to cause damage to the building's Common Elements.

Contractor Insurance

If remodeling work falls within Categories B or C, the Unit Owner must provide a certificate of insurance from the contractor at least 48 hours prior to the start of work. The insurance coverage shall be provided by a company licensed by the State of Illinois and must be issued with the following:

Insured:	Contractor
Certificate Holder:	Unit Owner, 526 W Roscoe St, Chicago, IL 60657.
Additionally Insured:	Belmont Harbor 1 Condominium Association Board of Directors, and all agents.
Policy Limits:	Commercial General Liability \$1,000,000 per occurrence

The insurance policy shall provide that it may not be canceled without first giving the Association ten (10) days' prior written notice.

The Board of Directors will review the proposal to determine the scope of work and provide approval prior to starting any in-unit construction projects.

Violations

Unapproved or unauthorized renovations are subject to fines. Daily fines may be assessed until construction violations are resolved. The Condo Association has the right to hire a

contractor to resolve any construction defect that may cause harm or damage to another unit or Common Elements. Unit owners are responsible for all expenses related to action required to resolve construction deficiencies.

SALE OF UNIT

Please notify the Board prior to placing a unit on the market for sale. The Condo Association has the Right of First Refusal. Preparing paperwork for the closing can take up to 3 weeks depending on the circumstances. All communications must be conducted via email with all parties on all of the emails. A list of requested documents should be included in an emailed request. In instances where a unit owner's assessments are in arrears the process may take longer to conduct and complete.

SELF-MANAGED ASSOCIATION

The Belmont Harbor 1 Condominium Association is self-managed by unit owners who have volunteered personal time. All unit owners benefit from the lack of outside management fees in the monthly assessments. Condo Association related business is conducted via emails and typically attended to during non-business hours. Allow five (5) business days for a response, though responses are typically sent the next day. Because of vacations, etc., it is important that all Board members be included in emails for a prompt response.

Owners who elect to live off-site and lease their unit must have access to an email account to conduct the typically timely issues related to the leasing of the unit, regarding their tenant, and the physical well-being of the unit should there be water damage, etc.

Routine correspondence may be sent to the Association's mailing address at: *3712 N. Broadway, PMB #230, Chicago, IL 60657*. Notify a Board member so it is retrieved within a few business days. A phone call to a Board member is an option for minor issues. The call may not be returned until the next business day. The Board member may request that the issue be communicated to all volunteers listed below via email. That brings about a quicker resolution and assures the ability to a) resolve miscommunications and b) track the issue's details and communication timeline.

SMOKE ALARMS

The City of Chicago requires that all residential units be equipped with a smoke detector and carbon monoxide alarm. Each and every unit owner, and non-resident, is responsible for the purchase and installation of a smoke detector for their respective unit(s). The individual residing in the unit (unit owner or renter) is responsible for maintaining the smoke detector, i.e. making sure it is in proper working order at all times and replacing the batteries, as needed.

SMOKING and VAPING

The building is a smoke-free building. Smoking of cigarettes, e-cigarettes or vaping devices, cigars, and pipes or carrying of lighted smoking materials is not permitted in any unit or common area of the building. Smoking materials must be extinguished and properly disposed of before entering the building. Residents may not smoke in the parking area or driveway of the building. Owners, renters, residents, and guests that are observed smoking in their unit or in common areas will be fined as noted in **Exhibit E, Schedule of Fines and Fees**. Unit owners will be responsible for payment of these fines. Smoking or vaping can only be done in front of the building on the street.

SOLICITATIONS

Soliciting of any kind by any outside organization is not permitted in the building. For security reasons, 'moving' sales or any other type of sale, involving the sale of unwanted furniture and/or household goods, etc., cannot take place in an individual unit, the building, or anywhere on condominium property.

STORAGE

There are 20 basement storage lockers - one assigned to each unit. Each locker has 2.5" red unit numbers attached to each door. They cannot be removed without the express permission of a Board member. Each resident is responsible for putting a padlock on the door and keeping it locked. New residents are required to immediately padlock their respective locker - with or without content.

The doors to the basement shall be kept locked at all times. Neither the Condo Association nor the Board of Directors shall be held liable for any loss or damage of or to any personal property placed in the basement or any storeroom, or in any other storage place in the building.

TRASH AND RECYCLING

All garbage is to be taken out of the rear door only and placed in the dumpster in the rear of the building. (There are no inside garbage chutes.) Garbage must be enclosed in plastic bags and tied at the top. No refuse is to be left sitting on the ground near the dumpster, as it does not get picked up by the disposal service. Debris left outside the dumpster not only produces an unsightly appearance, but is also then accessible to stray animals and rodents. Please cooperate, if for some reason you have oversized articles to be discarded, such as appliances, old carpeting, furniture, etc., place them outside to the left of the dumpster along the north wall and notify the Board so that a call can be made to the scavenger to arrange for an extra pick up. Regular garbage pick-up is three times a week - Monday and Friday.

All recycling is to be taken out the rear door only and placed in the recycling bins on the east side of the building by the lobby. Residents may only recycle items approved for recycling by the City of Chicago. All items must be placed in the container directly and should not be in a plastic bag. Moving boxes and large cardboard items should be broken down and placed behind the recycling bins. The recycling bins are picked up every other Tuesday.

UNLAWFUL ACTIVITIES

The Condo Association will not permit the premises to be used for any unlawful purpose or purpose that will injure the reputation of the Association or that of the residents of the building, nor for any purpose which will disturb the residents of the building or the neighborhood.

WEBSITE

For updated information and announcements from the Belmont Harbor 1 Condominium Association, unit owners, residents, and renters should visit the Condo Association website at www.belmontharbor1.com. Unit owners should email the Board to obtain usernames and passwords to access the unit owner sections of the website.

WINDOWS

No signs or decals of any kind may be posted in the windows of any unit.

All shades or other window covering must of neutral color on the outside. All draperies must be lined in a neutral color. Neutral is defined as white, off-white, ivory, creme, beige, or other color as specifically approved by the Board.

No unit owner shall display, store or use any clothing sheets, blankets, laundry or other articles outside his/her unit or which may be visible from the outside of his/her unit.

Residents are responsible for washing the inside of unit windows. The maintenance staff maintains the windows of the common areas. The exterior of all windows will be washed as many times as needed and affordable as deemed by the Association.

Exhibit A - New Owner/Resident Form

Exhibit B - Parking Space Form

Exhibit C - Bicycle Registration Form

Exhibit D - Acknowledgment of Remodeling Guidelines Agreement Form

Exhibit E - Schedule of Fines and Fees

Unit No.

Form Completed By
(circle one)

Owner-Resident
Investment Owner-Landlord
Renter

New Owner/Renter

Full Name(s)

Name(s) to Appear on Mailbox

Mailing Address

Phone Number

Email

Emergency Contact Person

Name

Relationship

Address

Phone

Email

Move-In Date and Time**Insurance Policy Information**

Provider Name

Policy Number

Agent Name

Address

Phone

Email

I received a copy of the Belmont Harbor I Condominium Association's Rules and Regulations and agree to comply with all procedures and rules as outlined.

Signature of Owner(s)

Date (mm/dd/yyyy)

Signature of Renter(s)

Date (mm/dd/yyyy)f

Parking Space No. _____

Form Completed By
(circle one)Owner-Resident
Investment Owner-Landlord
Renter**Owner**

Name _____

Mailing Address _____

Phone Number _____

Email _____

Parking Space Renter (if different than
Owner)

Name _____

Address _____

Phone _____

Email _____

Automobile (if applicable)

Make, Model, Color _____

License Plate # _____

I certify the following documents are attached to this form:

_____ Parking Space Lease

I received a copy of the Belmont Harbor I Condominium Association's Rules and Regulations and agree to comply with all procedures and rules as outlined.

Signature of Owner(s)

Date (mm/dd/yyyy)

Signature of Renter(s)

Date (mm/dd/yyyy)

Request for Approval to Store a Bike in the Building's Designated Common Areas

Resident

Name

Unit No.

Phone Number

Email

Bicycle

Make, Model, Color

License Plate #
(if applicable)

Please initial each box and sign your name and add the date:

_____ By submitting this form, I agree to follow the rules and regulations regarding bike storage.

_____ I also agree to display the registration tag supplied by the Belmont Harbor 1 Condominium Association.

_____ I confirm that I have cleaned my bike prior to submitting the form and have visibly placed a temporary sign on my bike that displays my unit number so that the bike can be inspected for approval.

I received a copy of the Belmont Harbor 1 Condominium Association's Rules and Regulations and agree to comply with all procedures and rules as outlined.

Signature of Resident

Date (mm/dd/yyyy)

Unit Owner

Name

Unit No.

Phone Number

Email

Contractor

Company Name

Contact Name

Phone

Contractor Insurance Policy

Provider Name

Policy Number

I understand the Board of Directors' approval and a pre-construction meeting scheduled with a Board member and my contractor is required prior to the commencement of any work or scheduling of any delivery. Further, I understand any subsequent changes to original scope and approved plans for remodeling of Unit(s) must be reviewed and re- approved by the Board of Directors.

1. I agree to make the Unit available for inspection by the Board of Directors periodically during the project.
2. I agree to inform all neighboring units (above, below, adjacent) about this project 48 hours before the project starts by placing notes under doors that includes the proposed start and end date for the project.
3. I agree to pay any construction fines if my contractor violates the construction guidelines in this packet.
4. Finally, I agree to advise the Board of Directors in writing upon completion of the work.

I received a copy of the Belmont Harbor I Condominium Association's Remodeling Guidelines and agree to comply with all procedures and rules as outlined.

I certify the following documents are attached to this form:

- _____ Memo from Owner regarding scope of work or proposal from vendor
- _____ \$500 Construction Damage Deposit Check (Refundable)
- _____ Vendor Certificate of Insurance with required coverage limits

Signature of Owner

Date (mm/dd/yyyy)

FINES

Fines for certain violations will be assessed as follows and other fines to be determined on a case-by-case basis by a decision of the Board of Directors:

Class One

\$101-\$400. Include violations, but not limited to:

- \$400 fine for failing to schedule a move-in or move-out and failing to pay the move-in or move-out fee.
- \$200 fine for unlawful activities conducted in a unit and/or legal action.
- \$200 fine for vandalism and damage to common areas, or actions that threaten the safety and welfare of residents and/or legal action.
- \$200 fine for remodeling and construction policy violations.

Class Two

\$51-\$100 Include violations, but not limited to:

- \$100 fine for noise violations.
- \$100 fine for smoking or vaping in a unit or common area of the building.
- \$100 fine for pet policy violations.
- \$100 fine for storing flammable items in a storage unit.
- \$100 fine for moving violations such as parking moving truck in the driveway or moving items out the front door of the building.
- \$100 fine for installing unapproved cable tv/internet providers or satellite dishes in the building.
- \$100 fine for failing to provide unit keys to the Board for accessing units in case of an emergency.
- \$100 fine for not returning key fobs to the Board.

Class Three

\$0-\$50 Include violations, but not limited to:

- \$25 fine for owner not attending Introductory Meeting for renter
- \$25 fine for less than seven day notice in scheduling Introductory Meeting
- \$35 fine for littering common elements.
- \$50 fine for monthly assessments past due after the 5th of the month.
- \$50 fine for not providing proof of home owner or landlord insurance within 30 days of being requested by the Board.
- \$50 fine for non-compliance with the advertisement of a unit for sale or rent or placing lock box in an un-designated area of the building.
- \$50 fine for parking violations.
- \$50 fine for storing items in a common area.

- \$50 fine for not registering a bicycle stored in the common areas with the Condo Association.
- \$50 fine for a bicycle with excessive accumulated dirt stored in a common area.

Fines may be modified in the future by a Board decision.

FEES

- \$200 Move-In Fee (Non-refundable)
- \$200 Move-Out Fee (Non-Refundable)
- \$35 Fob Activation Fee (Non-Refundable)

Fees may be modified in the future by a Board decision.

DEPOSITS

- \$500 refundable deposit held by the Condo Association for contractors doing work in the building. Deposits are returned less the cost to repair any damage to Common Elements of the building during construction.