

ONE EAST SCOTT CONDOMINIUM ASSOCIATION
RULES AND REGULATIONS

INDEX

<u>Subject</u>	<u>Page</u>
Bicycles and Roller blades	1
Building Security	1
Construction Procedures	1
Deliveries	2
Driveway and Garage	2
Elevators	3
Employees of the Association	3
Fire Extinguishers	3
Hallways	4
Laundry Facilities	4
Lobby	5
Maintenance and Service	5
Move-ins and Move-outs	5
Noise	6
Pets	6
Receiving Room	7
Refuse Chute	7
Selling, Leasing or Refinancing	8
Storage Lockers	8
Swimming Pool and Sun Deck rules	

BICYCLES & ROLLERBLADES

1. The Bicycle Room is in the Basement level of the Garage; it is solely for the convenience of residents.
2. The association is not liable for loss or damage to any bicycle. Bikes should be protected with strong locks and chains.
3. Bicycles must be stored in an orderly manner using the bicycle racks provided.
4. Bicycles must be moved via the service entrance, not through the lobby or front elevators, unless the service elevator is reserved or is otherwise out of service. Bicycles should be clean before bringing them in to the building.
5. All bikes must be registered with the Management office. An annual non refundable fee of \$10.00 is required to register a bicycle. This fee includes a decal and a key to the bike room.
6. All bikes are to be locked up **inside** the bike room and not chained or located outside the bike room.
7. Rollerblades are never to be worn in any areas of the building.

BUILDING SECURITY

1. The Building is equipped with a Key Security System for all common area doors. A deposit of \$15.00 is required on each key. All keys **MUST** be returned to the Management Office when a resident vacates the building. The security deposit will be refunded to the resident upon return of the keys.
2. Any security system is useless if you allow a stranger to walk behind you or if you open the door for people you do not know.
3. Report any suspicious persons or activities promptly to the Building Manager, Doorman or Maintenance Staff.

CONSTRUCTION PROCEDURES

1. Construction may only be done between the hours of 9:00 am. and 6:00 pm., Monday through Friday. Construction is not permitted on Saturday or Sunday.
2. If an owner combines two units, the owner **MUST** submit to the Managing Agent a notice of intent to do so within 21 days prior to any work to be done in connection therewith, as well as a short description of the placement of any door or opening and the work that the owner or his or her agent plans to perform. Upon notice to the unit owner by the Association within seven days of the expiration of said 21 days, a unit owner **MUST** also submit complete architectural plans to the Managing Agent for review by the building's structural engineer. In such event, construction shall not continue until approval.
3. All work done on any unit must adhere to all building codes and otherwise be performed in such a manner as not to be hazardous or potentially hazardous to any unit owner.
4. Owners **MUST** obtain a certificate of insurance from their contractors prior to remodeling, and must submit a copy to the Managing Agent.

5. It will be necessary to schedule the use of the freight elevator for the transporting of all construction materials.
6. Removal of all construction debris is the responsibility of the owners, who should instruct their contractors to remove all such debris and leftover materials from the premises. The garbage chute may not be used for discarding debris (including, but not limited to, paint pots, plaster, drywall, carpeting, tile, etc.) since doing so could cause damage to the chute.
7. Spray painting, sawing, glass cutting and shaking out of drop cloths, etc. are not permitted in the hallways or stairwells.
8. If any equipment or materials have the potential for damaging the hallways, clean drop clothes must be used to completely cover the traffic areas and provide total protection to the hallway carpeting. They should be removed at the end of each workday.
9. Unit owners will be charged for any damage to or extra cleaning of, the common areas due to remodeling.
10. Only the rear door entrance is to be used by workmen and residents when work materials and large items are brought into or are removed from the building.
11. The Board of Directors and/or the building staff have the authority to inspect any work being performed, to halt construction, and to levy fines if the construction procedures are not adhered to.
12. No tools or apparatus of any kind are to remain in the hallways while any remodeling is taking place.
13. When redecorating bathrooms or kitchens, be certain to keep the exhaust vents intact and unobstructed.
14. When changing the supply lines under sinks, PVC or rubberized piping cannot be used. The pressure in a high-rise is too great to accommodate this material and the pipes will burst.
15. When remodeling, it is a good idea to have your contractor consult with the Building Engineer. This small step can help prevent costly damage in the future.

DELIVERIES

1. All deliveries must be made through the service entrance. All residents and visitors with grocery carts, strollers or bicycles, should use the service entrance.
2. Residents expecting a delivery or wishing to have an individual admitted to their units must sign an Entry Authorization Form. Keys to the units will not be released unless a written authorization is received. Forms are available in the Management Office or the Front Desk.
3. Residents expecting deliveries should notify delivery personnel of these requirements.

DRIVEWAY AND GARAGE

1. The circular driveway at the entrance of the building is for short-term use only. The time limit for parking in the driveway is 15 minutes. If a vehicle remains in the driveway for longer than 15 minutes, it may be towed at the expense of the owner of the vehicle.
2. The garage is presently leased to State Parking. Any arrangements for monthly parking must be made through State Parking.

ELEVATORS

1. Smoking in elevators is prohibited by city ordinance.
2. No drinking or eating is allowed in any elevator.
3. Proper attire, including footwear, must be worn in the elevators and all common areas.
4. All persons using elevators going to and from the pool must wear proper covering over their suits and on their feet.
5. PLEASE DO NOT LITTER THE ELEVATOR. Take particular care to avoid damage to or soil on elevator walls.
6. Deliveries of construction material, furniture, groceries and major appliances must be made via the service elevator.
7. Any resident moving into or out of the building must make prior arrangements with the Building Manager for the use of the service elevator. These arrangements must be made in advance of your moving date and as soon as your moving details are complete (see MOVE-INS AND MOVE-OUTS, page 6)
8. Any items too large for the service elevator may need to be moved under the supervision of the elevator maintenance company. The cost of this service will be borne by the resident.
9. Bicycles are permitted only in the service elevator, unless the service elevator has been put in non-access mode by building personnel.

EMPLOYEES OF THE ASSOCIATION

Employees of One East Scott Condominium are under the guidance of the Building Manager and the Management Company. Any suggestions or comments regarding the attitude or work of any employee should be made directly to the management office. **NO ONE EXCEPT THE MANAGEMENT OFFICE OR PERSONS AUTHORIZED BY MANAGEMENT MAY GIVE ONE EAST SCOTT CONDOMINIUM ASSOCIATION EMPLOYEES WORK OR VERBAL ORDERS.**

FIRE EXTINGUISHERS

Hand operated fire extinguishers are located in the stairwells on each side of the building. If you need to use one of these extinguishers in you unit, call the Fire Department (911) before you leave your unit to get the extinguisher. The operating instructions are on each of the extinguishers. All residents are advised to read the operating instructions on these extinguishers and to familiarize themselves with the stairway exits of the building. If you use any fire extinguisher, notify the Building Manager or the Building Engineer so that

the used extinguisher can be recharged promptly. Read the Fire Department bulletin in the appendix.

HALLWAYS

1. Smoking is not permitted in the lobby or the hallways.
2. Chicago Fire Department regulations require that hallways must be kept clear of obstructions at all times for safety.
3. No residents or workmen shall place or leave any materials or equipment in any hallway, common area or service or landing or use hallways in conjunction with any decorating or carpentry work being done within any unit.
4. Nothing may be placed on the walls, floors, doors, or ceiling in the common areas and corridors. PLEASE REMEMBER THAT DOORMATS, BOOTS, ETC. ARE NOT TO BE PLACED OR LEFT IN THE HALLWAYS OR STAIRWAYS.
5. Residents are not permitted to do any decorating in the hallways, stairways or other common areas of the building.
6. Each resident is responsible for damage caused to the walls, carpets, mirrors, fixtures, equipment, and furniture in any common area by himself or his tenants, agents, employees, delivery persons or guests.

Residents leaving any articles in the common areas and hallways are subject to the following:

- First Violation: Warning Letter
- Second Violation: \$25.00 Fine
- Third Violation: \$50.00 Fine

LAUNDRY FACILITIES

1. Laundry facilities are located in the basement level.
2. Laundry room hours are for authorized residents only.
3. No dye materials are permitted in the washer's dryers.
4. Please report any inoperative machines to the management office and hang an "Out of Order" sign on the affected machine.
5. Washers and dryers should be completely emptied of all laundry and lint after each use.
6. Please keep this room clean and consider your neighbors when operating the equipment. Please remove your clothes as soon as the washing or drying cycle has been completed.
7. No resident may use more than three (3) washers or (3) dryers at one time.
8. The association is not liable for the theft of any clothing left in the laundry room.
9. Any clothing left in a washer or dryer after completion of a cycle may be removed by anyone who wishes to use a washer or dryer.

LOBBY

1. No political notices, solicitations or advertising of any kind are permitted in the lobby at any time. No game playing, eating, drinking, or entertaining of guests is allowed in the lobby areas.
2. **Smoking is not permitted in any indoor common area of the building. This includes all hallways.**

MAINTNANCE AND SERVICE

1. Specific inquiries and requests for service should be directed to the Building Manager.
2. The unit owner must sign work orders if the work will result in a charge for labor or parts. Consult one of the maintenance personnel to determine if the work that you need performed will be charged to you. A list of most common area repairs and the costs associated with each is available from the Building Managers Office.
3. Maintenance calls will be restricted to daytime hours. Evening hour emergencies should be reported to the Building Engineer on duty. There is at least one maintenance person on duty at all times except during early morning hours.
4. Drain clean-out and plumbing repairs are availble through the Maintenance Staff. Chemicals such as Drano or Liquid Plumber should never be placed in pipes, as they may cause damage to the plumbing system.
5. The building staff will not perform moving furniture during their normal working hours. Any work performed by building staff during their normal can only be pursuant to a written request.

MOVE-INS AND MOVE-OUTS

1. All moving, whether in or out of the building, must be scheduled and approved by the Building Manager prior to the scheduled dates. Movers will not be allowed to use elevators unless such prior notice is given and cleared with the Building Manager. In the event there is a multiple demand for the same time, preference shall be given in accordance with the earliest notice.
2. Each move-in or move-out will require a damage **deposit** of \$200.00 to be given to the Building Manager before the move. This deposit is to be in the form of Check or Money order and is to be returned within ten (10) days after the move is completed if there is no damage to the common elements. NO CASH PLEASE..
3. Each move-in or move-out will require a damage **deposit** of \$200.00 to be given to the Building Manager before the move. This deposit is to be in the form of Check or Money order and is to be returned within ten (10) days after the move is completed if there is no damage to the common elements. NO CASH PLEASE..

4. Effective November 14, 2007, there is a \$100.00 non refundable **fee** for any move-ins or move outs. No cash please.
5. Each move-in or move-out will require a damage **deposit** of \$200.00 to be given to the Building Manager before the move. This deposit is to be in the form of Check or Money order and is to be returned within ten (10) days after the move is completed if there is no damage to the common elements. NO CASH PLEASE..
6. Effective November 14, 2007, there is a \$100.00 non refundable **fee** for any move-ins or move outs.
7. Each move-in or move-out will require a damage **deposit** of \$200.00 to be given to the Building Manager before the move. This deposit is to be in the form of Check or Money order and is to be returned within ten (10) days after the move is completed if there is no damage to the common elements. NO CASH PLEASE..
8. Effective November 14, 2007, there is a \$100.00 non refundable **fee** for any move-ins or move outs.
9. Movers will be subject to the following conditions:
 - a. **All moves must be on the freight elevator, Monday through Saturday, between 09:30 am and 1:00 pm and between 2:00 pm and 6:30 pm. There will be no moves on Sundays or holidays.**
 - b. **Notify the Building Manager or the Maintenance Staff when use of the freight elevator is completed, so that it may be placed in operation.**
 - c. **Any damage to common elements will be the responsibility of the unit owner and the cost of repairs will be billed as an assessment against said unit.**

VIOLATIONS OF THIS RULE SHALL CALL FOR A PENALTY ASSESSMENT OF ONE HUNDRED (\$100.00) DOLLARS

NOISE

1. Unit owners and residents shall not make or permit any disturbing noises in the building nor do or permit anything to be done that will interfere with the rights, comfort or convenience of other unit owners or residents of the building.
2. Television sets, radios and musical instruments may be used only at such times and at such volume so as not to disturb other residents.
3. Parties within units should not be so noisy as to disturb neighbors, and the host or hostess is always responsible for the conduct of his or her guests.
4. Party activities may never be carried on in the corridors or common areas of the building. Noise in the common areas (especially hallways) must not create a disturbance for surrounding units.
5. Special care should be taken in summer when windows are open to ensure that noise levels are kept to an acceptable level.

6. Noise and music that is unreasonably disturbing to others is subject to the following actions:

- First violation: Warning Letter
- Second Violation: \$50.00 Fine
- Third Violation: \$100.00 Fine

PETS

1. No dogs are allowed on the property, even as temporary visitors. No more than two (2) cats are allowed per unit.
2. Other common small household pets, such as birds and tropical fish, may be kept provided they do not constitute a nuisance to others.
3. No pets are allowed in any common area except when being carried. Pets should be transported via the service elevator.
4. A pet owner shall be liable for any damage done by their pet to the common area.
5. No animals shall be raised, bred or kept in any unit for commercial purposes.
6. Failure to observe these rules will result in the Board of Directors banning your pet from the premises.

RECEIVING ROOM

1. The Receiving room is behind the front desk and is available for small packages and oversized mail only. This service does not include furniture delivery.
2. Although the doorman will accept delivery of all packages, this is done at the risk of the recipient. The Receiving Room and Association will not be responsible for cash, furs, jewelry, liquors, perishables or other items. The Association is not responsible for the receipt of certified or registered mail.
3. Any item left in the Receiving Room for more than 14 days after it has been delivered will result in a \$100.00 per day charge to the unit owner. Residents who know they will be out of town for more than 14 days should notify the Building Manager.

REFUSE CHUTE

1. A recycling program is in effect. Please see either the Building Manager or notices posted in various areas of the building for methods and procedures that must be followed.
2. Residents should use plastic garbage bags and secure the bags properly to avoid spillage when using refuse chutes.
3. NEVER THROW A LIGHTED OBJECT OR FLAMMABLE LIQUID OF ANY KIND DOWN THE CHUTE.

4. Grease and other liquids should be placed in a sealed container before being put in the garbage chute.
5. Kitty litter must be securely wrapped and placed in the trash container in the room on each floor in which the refuse chute is located.
6. Do not force anything into the chute such as lumber, wallboard, curtain rods, carpeting, carpet padding, etc.
7. All boxes and all other objects too large for the chutes should be placed neatly on the floor of the service landing for pickup by the building service personnel.
8. Do not leave raw garbage or garbage bags on the floor of the service landing, as this will cause bugs and roaches to appear.
9. The removal and remodeling and construction debris from the building and grounds, and the cleanup of any common areas thereafter, is the responsibility of the unit owner or resident. Neither the building staff nor the scavenger company is responsible for the removal of such debris. The contractor must move construction debris or carpeting to the loading dock area. The unit owner will be held responsible for charges incurred as a result of extraordinary refuse resulting in a surcharge by the scavenger company.
10. As a courtesy to your neighbors in units adjacent to the garbage chute, please dispose of your garbage between 7:00am and 10:00 pm.

Obstructions in the refuse rooms:

- First Violation: Warning letter
- Second Violation: \$25.00 Fine
- Third Violation: \$50.00 Fine

SELLING OR LEASING A UNIT

1. There is no right of first refusal in the Declaration for the One East Scott Condominium.
2. Copies of the Declaration, Bylaws and Regulations, and other documents, including, but not limited to, the budget are available from the Building Manager. There is a charge for any or all of these documents of \$15.00, payable in advance. If you, your lender, an appraiser, a contract purchaser, of your unit or any other party that requires the Building Manager to prepare or complete any lists, schedules or other documents, a \$15.00 administration fee must be paid in advance of any documents being tendered.
3. All lease applications, sales contracts, proposed leases, and/or renewals must be submitted to the Management Office as soon as set forth in the Condominium Declaration, Bylaws, and Rules and Regulations. The Failure to provide for the above in any lease shall not abrogate the Board's rights to enforce the Declaration and the Rules and Regulation against a lessee. All leases must be for a fixed term of at least one year.
4. In the event that a fine or other penalty is assessed as a result of the acts or conduct of a lessee, then both the lessee and the unit owner shall be jointly and severally liable for the fine or the penalty regardless of whether the unit owner was responsible for the lessees actions, and said fine or penalty shall be

enforceable against the unit owner as an assessment as more fully provided in the Condominium Declaration and/or the Illinois Condominium Property Act.

NEW RULE

NEW RULE ADOPTED JUNE 2006: Real Estate Open Houses are prohibited at One East Scott Condominiums.

STORAGE LOCKERS

1. Only one locker may be assigned to any unit. There is usually a waiting list for lockers; please see the buildings Manager if you would like a locker or you would like to be placed on the waiting list.
2. Each unit owner or resident must supply a lock for the locker assigned to the unit.
3. The Association assumes no responsibility for any items stored in the locker.
4. Chicago Fire Department regulations prohibit storage of explosive materials in lockers. This includes but is not limited to: paint, paint thinner, aerosol cans, cleaning fluids, gasoline, excelsior and other packing materials, ammunition, and liquor.
5. Obstructions in storage rooms:
 - First Violation: Warning letter
 - Second Violation: \$25.00 Fine
 - Third Violation: \$50.00 Fine