

WaterFord Condominium Association
Rules & Regulations
Revised 12.06.2021

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I. Introduction

Our Home

We live in a valuable high-rise property. Our homes are not only the confines of the individual units, but also the common elements that we share, including: the drives, lobbies, elevators, hallways, stairwells, pool, saunas, hospitality rooms, garage, and expensive mechanical equipment.

Our problems are not very different from those in a private home, only ours are more complicated and costly. It is to our mutual benefit that we take care of and maintain our complete home. Each of us must take an interest in the safety, maintenance, appearance, and operation of our building.

Our high-rise home contains many family units with varied ages, backgrounds, and interests. We must respect the privacy and rights of our neighbors with whom we live in such close proximity. The following Rules and Regulations are designed to maintain the quality of our high-rise home, and to provide equal comfort and privileges for all.

NOTE: The Rules and Regulations are intended to supplement and define the covenant, conditions and restrictions as contained in the Declaration of Condominium Ownership ("Declaration"). In the event of a conflict between a provision within the Rules and Regulations and the Declaration, the terms and conditions within the Declaration shall control.

II. Building and Unit Access

Deliveries to or Removals from Units

1. All large deliveries or removals requiring padding in elevator (e.g. appliances, carpets) should be scheduled with the Property Manager at least 24 hours in advance in order to reserve the freight elevator.
2. Deliveries of large items to units or removals of large items from units (i.e., those requiring a padded elevator (see above)), are permitted Monday through Friday between 8:30 a.m. and 5:00 p.m., and Saturdays from 8:30 a.m. to noon.
3. Such deliveries shall be made through the north deck/loading dock. The west/freight elevator shall be used, and only after it has been padded by building staff.
4. The Association shall not be responsible for the loss or damage of any such property and shall not be responsible for any property delivered to, or left with, any employees of the building, or for items left on the loading dock.
5. Residents shall make arrangements with the doorman if they do not expect to be home when a delivery is made. In such cases, follow the directions under **Keys**, number 2, on the next page.

Guests

1. Residents will be held responsible for the actions and conduct of their guests.
2. If a resident plans to hold a party in their unit, it is recommended that a guest list be provided to the doorman. This will eliminate the need for multiple phone calls to the unit and should ease traffic flow near the front desk area.
3. Please alert the parking garage if you expect numerous guests to park in the building. A limited number of non-resident parking spaces are available on a first come, first served basis. Parking availability cannot be guaranteed to guests.
4. Refer to other specific Rules & Regulation sections for additional information regarding the Hospitality Rooms(s) or guests' use of common areas.

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Keys

1. Unit owners are required to leave an up-to-date set of keys to their unit with the Management Office. These keys will be coded and kept in a locked box, accessible only to authorized personnel. In Emergency Situations including Life Safety, Fire, Water Leaks etc, these keys will be used for access to the units. If current duplicate keys are not on file with Management, forcible entrance will be necessary. The Unit Owner, and not the Condominium Association, Management, or staff, will be responsible for any resulting damage.
2. Residents may leave unit keys with the doorman to be released to designated persons only after filling out an Authorization for Entry Form with the doorman.
3. The existing Common Area Keys have been made from special blanks that cannot be duplicated at any other source. Extra keys may be purchased from the Management Office.
4. Renters must obtain written authorization from their unit owner before attempting to purchase additional common area keys.
5. Under no circumstances should common area keys be given to vendors, tradespersons, contractors, etc.
6. If you lose your keys, notify the Management Office immediately.
7. If you should “re-key” your unit, provide a new set of keys to the Management Office.
8. Residents are urged to use the Authorization for Entry Form to designate a person or persons who will be allowed access to your unit should you not be able to grant them entry. These completed forms will be kept at the Doorman’s station.

Lock-Outs

1. In case of a lock-out, Unit Owners should contact the doorman. Your duplicate set of keys will be retrieved from the Management Office’s lock box by authorized personnel.
2. Renters or House Guests listed with Management will also be permitted access when duplicate keys are available. Identification may be required.
3. If current duplicate keys aren’t available, the resident will have to call a locksmith at their expense, to gain entry into the unit. Any damage caused to the unit door and frame and any other common areas will be the responsibility of the unit owner.
4. A fee will be charged each time admittance is provided according to the following schedule:

Monday – Friday during posted Management Office Hours.....	No fee
After Management Hours, Maintenance Staff on Duty.....	No fee
After Management Hours, No Maintenance Staff on Duty.....	\$25.00

Moving Procedures/Elevators

1. Only the west/freight elevator may be used for move-ins and move-outs. This elevator shall be reserved in advance and is available on a first-come basis.
2. The available time for any such move is Monday through Friday, 8:30 a.m. to 5:00 p.m. Moves are not permitted on weekends or national holidays.

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3. To defray the cost of wear and tear to the building during a move-in or move-out, a non-refundable \$200 fee shall be paid to the Association. In addition, a \$500 security deposit is required for move-outs, which will be refunded if there is no damage. The west/freight elevator will not be reserved until this fee has been paid.

Security/Doormen

1. A doorman is on duty 24 hours a day. The doorman will not admit anyone he does not recognize.
2. The doorman is the only person to have access to the Resident Registry Book.
3. The doorman is the only person permitted to use the phone behind the desk. Residents shall not be permitted use of this phone.
4. Residents shall not open common area doors to anyone unknown, nor allow such person(s) to enter the building with them.
5. No resident shall leave a common area door unlocked, ajar, or held open.

III. Common Areas

Bicycles, Strollers, Roller Blades, etc.

1. Baby strollers and luggage carts are permitted to go through the main lobby. Bicycles, wagons, sleds, and grocery carts should be brought through the north loading dock doors, not through the lobby.
2. Bicycles, strollers, etc. are not to be stored on balconies or in the stairwells.
3. Residents who opt not to keep their bicycles in their units may be assigned rack space in a bicycle storage room, subject to availability, and must display a WaterFord bike registration sticker. Bikes without stickers can be removed from the bike rooms. Racks are assigned on a first come basis. A yearly fee will be charged as follows: first floor bike room, \$25, second floor bike room, \$15, garage bike room, \$10, and children's bikes, \$10. Further information can be obtained from the Property Manager.
4. The Association assumes no liability for theft or vandalism occurring in the bicycle rooms.
5. Persons shall not enter/exit the building on roller blades, roller skates, skateboards, golf shoes, skis, ice skates, or other foot covering that may damage the building's floors or floor coverings.
6. Outside bike racks are only for short-term use by residents or their guests.

Bulletin Boards and Notices

1. Residents wishing to post an announcement or notice may utilize the bulletin board located in the first floor Receiving Room area. No notice shall be larger than 8 ½ x 11 inches.
2. The Property Manager reserves the right to periodically remove all notices, and to remove any notice deemed objectionable.
3. The bulletin board opposite the mailboxes is controlled by the Property Manager.

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4. No notice, sign, or any material whatsoever shall be placed in the elevators, inner lobby areas, on the television monitor(s) or anywhere else in the building without prior approval of the Property Manager.
5. No commercial or political announcements or flyers may be distributed under unit doors.

Garbage Chute Rooms (see also Recycling, infra)

1. Fire Department regulations require that the garbage chute door shall not be left open.
2. All garbage must be in closed plastic bags before being deposited in the chute. Do not leave bags of garbage or any other materials on the floor of the chute room.3. Aerosol cans must never be placed in the garbage chute as they can be a danger to the building staff. When completely empty, aerosol cans can be recycled.
3. Aseptic packages (juice and milk cartons), cardboard, glass, metal, paper and plastic with recycling symbols 1, 2, 3, 4, 5 and 7 should be taken to the recycling bins in the loading dock area. (See "Recycling" section for additional information.)
4. Nothing larger than the opening of the chute door should ever be forced into the chutes. Do not leave anything on the floor of a garbage chute room. You are responsible for taking all items which will not fit into the garbage chute to the loading dock area for disposal or recycling. Carts located next to the dry cleaners on the first floor are available to help you personally transport such items to the loading dock area.
5. Burning cigarettes must never be thrown into the chute. Be sure there are no smoldering embers in the trash which you seal and deposit into the garbage chute.

Hallways, Unit Doors and Windows

1. Mats or other obstructions are not allowed outside unit entrance doors under provisions of the Chicago Fire Code.
2. Shopping carts, bicycles, laundry, winter clothes, umbrellas, boots, footwear of any type, etc., shall never be left in the hallways.
3. Newspapers left in front of unit doors for more than 24 hours will be removed.
4. Hallways may not be used as play areas for children or pets.
5. Unit doors are a Limited Common Element. No alterations, additions or improvements may be made to the exterior of a Unit, including painting or otherwise altering the Unit door, without prior Board approval. As of the approval date of these (2017) amended Rules & Regulations, any change to door hardware and/or locks must comply with the WaterFord Condominium Association's "Unit Door Lock and Hardware Replacement Specifications." A document delineating these specifications must be obtained from the Property Manager.
6. Residents must not paint, decorate, adorn or place signs upon the outside of the Unit, including doors to the Unit. Holiday decorations may be temporarily attached to the Unit Doors using only over-door hooks or damage-free hanging hooks.
7. Mezuzahs may be attached to the door frames.
8. Unit door automatic closing mechanism may not be removed or otherwise disengaged without approval, and must be maintained by the unit owner. Door stops may not be affixed to unit entry doors.
9. As with all common areas, no smoking is allowed in the hallways or in the stairwells.

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10. Unit windows and sliding glass doors also are Limited Common Elements, and accordingly may not be altered without prior Board approval. If the seal on a double-paned window (including a window in a sliding door), breaks, such that the window area appears cloudy, the glass may be replaced. The Property Manager will assist you in finding an appropriate vendor for this work. If a unit owner wishes, or needs, to replace a window frame or sliding door frame, the unit owner may only replace such frame with those which the Board has designated and using only the installer which the Board has designated. Contact the Property Manager for the specifics of these requirements.

Hospitality Room(s)

1. Normally one event will be accommodated at any given time. You must submit an application for use of the Hospitality Room(s) to the Management Office one week prior to the intended function. The Property Manager will make decisions and keep the calendar of reservations. Also, if applicable, submit an Application for Additional Guest Parking. This latter application must be finalized with the Garage Manager no less than five days before the planned function.

2. Either the North Room or South Room or both Hospitality Rooms may be reserved:

- A: North Room including kitchen..... \$125
- B: South Room including Conference Room \$75

3. A deposit of \$200 shall be made at the time of reservation. This sum, by separate check, will be applied toward any repairs or damage resulting from the party and the cost of hiring necessary extra help to clean the rooms. The Property Manager has discretion to determine this. The deposit will be refunded if there is no damage or no more than ordinary cleaning required.

4. Additionally, the resident must provide to the door staff an alphabetized guest list for any party. This list must be submitted to the door staff by the last business day prior to the function. If the guest list is not provided, the reservation will be considered canceled and the keys to the Hospitality Room(s) will not be released. Under no circumstances will the Doorman admit non-listed guests. If unlisted/last minute additional guests should arrive, they must be approved by the host and the doorman must be notified.

5. A maximum of 50 guests is permitted for the North Hospitality Room. A maximum of 35 guests is permitted for the South Hospitality Room. If both rooms are taken the number will be 100. An additional staff person may be required at the Host's expense. The Property Manager will make arrangements.

6. Reservations shall be confirmed and paid at least 1 week before use. "Last Minute" requests will be subject to availability and must be confirmed by the Property Manager on a normal working day.

7. No fees for admission or attendance or for food or drinks may be charged, directly or indirectly, to anyone unless the event is limited to WaterFord Residents and approved by the Board of Directors. Fund-raising events are expressly forbidden.

8. The Hospitality Room(s) may be reserved only by the actual owner in residence, or the resident renter, and not by household residents or dependents. The host shall be present throughout its duration.

9. All guests are limited to the use of the Hospitality Room(s) and the restrooms on the Penthouse Floor and to no other common element facilities. It is the responsibility of the host to so inform his guests. The host shall be responsible for the conduct of his guests and see that they exit the building in an orderly fashion.

10. When the Hospitality Room(s) are used for any gathering of minors (18 years or younger), an adult host shall be present at all times and is responsible for their conduct and well being in the Hospitality Rooms, Penthouse Floors and

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Washrooms.

11. The host shall inspect the room(s) with the Property Manager or designated staff member prior to its use.
12. Live music is not permitted. The only exception is a single performer using a non-percussive instrument and no amplification. Recorded music may be played, but hosts shall use extreme caution with noise levels. Speakers should not rest directly on the floor or against any wall.
13. The music shall end by midnight Friday and Saturday, and at 11:00 p.m. on Sunday through Thursday evenings.
14. The Hospitality Room(s) shall be vacated by the following times:

Sunday through Thursday evenings.....11:30 p.m.
Friday and Saturday.....12:30 a.m.
15. On completion of any party, the Host shall return the Hospitality Room(s) and the kitchen to their original condition at the end of the function but not later than 10:00 a.m. the next day provided there is no reservation the following day.
16. The Property Manager has the authority to cancel a party by notifying the host in writing if any of the rules or regulations governing the reservation are violated.
17. Violators of any of the Rules and Regulations concerning the use of the room(s) may be denied further use of the Hospitality Room(s). The Unit Owner and/or tenant in violation may be requested to appear before the Board at an official meeting of that body.
18. Under no circumstances shall anything be affixed to any walls, ceilings, furniture, or fixtures in the Hospitality Room(s) or adjoining spaces.
19. Smoking is not permitted in the Hospitality Room(s) and Balconies, Kitchen, Hallways or Restrooms.

Conference Room

1. The Conference room is open to all residents. Access will be by the Common Area key. Daily hours are from 9:00 a.m. to 10:00 p.m.
2. The room can be reserved for building meetings through the Management office. A weekly schedule will be posted near the door as appropriate.
3. Private parties may not be held in the Conference Room except when the room is part of the rental of the South Hospitality Room..
4. Those using the Conference Room must leave it in the same condition in which they found it.

Lobby

1. The lobby facilities are intended solely as a short term waiting area. Excessive visiting or loitering is not allowed.
2. The lobby and adjacent areas are not to be used as a play room and parents shall so advise their children. Children may not be left unattended in the lobby. The doormen will enforce this rule.
3. The lobby is not to be used for business transactions.

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4. Food and/or drink are not to be consumed in the lobby.
5. As with other common areas, smoking is not permitted in the main lobby.

Roof

No one is allowed on any area of the roof, except the sun deck. (See "Swimming Pool & Sun Deck")

IV. Building Facilities and Amenities

Fitness Center

1. The 25th floor Fitness Center is intended for use solely by unit owners, residents, their immediate family members, and guests.
2. All equipment is used at the user's own risk. Only Association-owned and approved equipment is allowed in the Fitness Center.
3. Shirts, pants and close-toed shoes shall be worn at all times.
4. Children under 16 are not permitted in the Fitness Center unless accompanied by an adult.
5. Beverages should be in a squeeze bottle or other similar closed-cap container. Food is not permitted.
6. Music is allowed only at minimal volume. Headphones should be utilized when others are present.
7. When leaving the Fitness Center, it is your responsibility to leave it clean, and to make sure that the windows are closed and that lights, fans and the television are turned off.
8. While a resident may work with a personal trainer in the Fitness Center, the room may not be used for private exercise classes, ballet or dance classes, or other similar activities unless such organized class includes only unit owners, residents, or family members living in the WaterFord. Any such class shall apply for and receive approval from the Board of Directors in advance. unless such organized class includes only unit owners, residents, or family members living in the WaterFord. Any such class shall apply for and receive approval from the Board of Directors in advance.

Lockers/Storage Areas

1. Storage lockers are assigned to each unit owner by the Property Manager. One -- and only one -- regular-sized locker is assigned per unit. Residents shall furnish their own lock.
2. There are a limited number of double-sized storage lockers which are available to WaterFord residents for an annual charge of \$100 on a first come, first served basis. If necessary, the Property Manager will maintain a waiting list of residents requesting these lockers.
3. The Association assumes no responsibility for damage to or theft of any locker's contents.
4. Storage of combustible or flammable objects (including oil-based paint, aerosol cans and propane gas tanks) is strictly prohibited.

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5. The aisles in the storage area shall be kept clear. There shall be no storage of any kind in the aisles or on top of any locker. Any items outside the lockers (including boxes, bicycles, and lawn furniture) will be removed by the building staff without notice.

Receiving Room and Valet Shop

1. The Receiving Room and/or doormen accept US Mail, UPS, and other packages. The Building is now using a package management system which will automatically notify you via email and/or text that a package has been received as well as where and when you can pick up such package.

2. Residents are encouraged to pick up their packages in a timely manner once notice has been received, especially during any holiday season.

3. Packages are not permitted to be left overnight outside the Receiving Room or in the doormen's area. If you are expecting a package(s) that cannot be accommodated within the Receiving Room, please arrange for pick-up of your item that same day. (See "Deliveries to Units" for more information.)

Recycling

1. In compliance with City ordinance, the WaterFord offers its residents a recycling program.

2. Recycling bins are located in the loading dock room. Only recyclable material may be placed in these bins. All recycling must be loosely dropped into the recycling bins and in no instance should plastic bags be placed into the bins. Other refuse should be bagged and disposed of through garbage chutes. (See "Garbage Chute Rooms" for more information.)

3. Acceptable items include: newspapers, magazines, phone books, direct mail, computer paper, plastic coded 1, 2, 3, 4, 5 or 7, aluminum and metal cans, glass, aseptic packages (e.g., juice and milk cartons) and flattened cardboard. Items should be placed in the properly labeled bins located beneath the "recycle here" sign.

4. All items shall be thoroughly rinsed out to prevent bugs and odors. It is not necessary to remove labels from cans or bottles.

6. Additional recycling information is available under 'Recycling' on the building's website:
www.thewaterfordcondos.com

Saunas/Penthouse Washrooms

1. The 25th floor saunas and washrooms are for the use of unit owners, tenants and their guests. All persons who use these facilities should maintain the cleanliness of these rooms.

2. Persons using the saunas shall follow the posted instructions. These are dry saunas -- water shall not be poured onto the heating unit or the rocks contained therein.

3. All normal habits of cleanliness shall be observed by users of the sauna. Users are requested to sit or lie on a towel.

4. No children under 16 are allowed in the sauna unless accompanied by an adult.

5. As with all common areas, smoking is not permitted in the washrooms or saunas.

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Shopping Carts/Luggage Racks

1. As a convenience to residents, shopping carts and luggage racks are available for temporary use. Shopping carts and luggage racks are kept in the first floor Receiving Room area.
2. Shopping carts and luggage racks belonging to the building shall be returned promptly -- within 30 minutes -- to their storage area. Neither carts nor racks may be kept outside or inside your unit door overnight.
3. Both carts and racks shall be "escorted" back to their first floor storage area. Residents should not place them in an elevator and simply press the "lobby" button.
4. Only luggage racks, not shopping carts, are permitted in the front lobby and may be wheeled as far as the front step. Both carts and racks may be taken into the garage and the north side loading zone area.
5. Neither carts nor racks may be used by contractors for any reason.
6. Neither carts nor racks may be taken off building property.

Swimming Pool and Sun Deck

1. Everyone swims and uses the sun deck at his or her own risk.
2. In consideration of all WaterFord residents, each unit owner or resident may have no more than four guests use the pool facilities at any one time. No guest(s) will be allowed in the pool or on the sundeck without the presence of a unit owner or adult resident.
3. Children under 16 are not permitted in the pool or sun deck area, unless accompanied by an adult.
4. Children who are not toilet-trained are not allowed in the pool at any time unless they wear Little Swimmers or some other disposable plastic covered swim pants. A parent or guardian must be in the pool with the child at all times.
5. The use of the pool is denied to any person having a contagious disease, skin infection, severe sunburn, or who may be wearing adhesive plasters or bandages, etc.
6. No pushing, running, shoving, ball playing or shouting will be tolerated in the pool or deck areas.
7. Smoking is not permitted in the swimming pool area or on the sun deck.
8. Proper swimming attire shall be worn in the pool area at all times. Cut-offs or other street clothes are not permitted in the pool. Street shoes are not to be worn in the pool area.
9. Foot coverings and bathing suit coverings (e.g. robes) shall be worn between apartments and the pool area at all times. When walking through common areas, foot coverings must be dry.
10. The pool and the sundeck are available every day from 5:00 a.m to 10:00 p.m. from 5:00 a.m. to 10:00 p.m. Owners and their guests are encouraged to refrain from making excessive noise.
11. No scuba-diving gear is allowed in the pool. Rafts, inner tubes, and other children's toys may be used with discretion, but only so that their presence does not interfere with other swimmers.
12. The pool and sun deck areas are only for the use of building residents and their guests, and these areas may not be reserved for private parties.

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13. Radios should be played softly on the sun deck and in the pool area so as not to annoy residents. Earphones are strongly encouraged.
14. No glass or other breakable containers may be used in the swimming pool room or on the sun deck. No food is allowed in the pool area. No barbecuing is allowed on the sun deck.
15. Patio furniture personally owned by residents must be kept in residents' units or storage lockers.

V. Individual Units

Work and Maintenance Within Units

1. It is the responsibility of the Building Staff to maintain only common areas and such standard elements in all units whose malfunctions may pose potential hazards or damage to other units, common areas and/or the building as a whole. Notably, standard maintenance within the units concern such items as:
 - Leaks in plumbing pipes or dripping faucets due to faulty washers and seats in building standard faucets.
 - Clogged bathtub or sink drains.
 - Overflowing toilets.
 - Noisy toilets.
 - Standard light switches (not to include dimmer or other special switches).
 - Electrical outlets.
 - Circuit breakers.
2. There are no labor charges for standard maintenance services, but batteries, materials and/or replacement parts shall be charged to the unit owner's assessment account at published rates. The Management Office will maintain a price list for the individual parts.
3. The Association is not responsible for cracks in the ceiling and walls due to building movement/settling or age/degeneration.
4. Any problems or requests for service within a unit that are non-emergency shall be made in writing and directed to the Management Office. This may be accomplished via e-mail, verbal or written request of the Property Manager. Work orders will be prepared and assigned to the staff on a priority basis for completion during working hours (Monday through Friday, 9:00 a.m. to 4:30 p.m.)
5. Requests for services may not be made directly to the Building Staff.
6. Non-owner residents must have written approval from their unit owner for any work/repairs requested or arrange to pay for the services on a C.O.D. basis (with the exception of emergency situations.)
7. Work by a plumber, electrician or asbestos abatement contractor will require the services of a licensed contractor with appropriate comprehensive liability insurance coverage.
8. Residents may, of course, choose to hire outside contractors or off-duty building staff to perform housekeeping, general maintenance, or other work within their units. Building staff so engaged are acting as independent contractors and not as employees or representatives of the Association. Residents assume full responsibility for the acts of such contractor(s) and for any resulting damage to their personal property, property of others and/or common elements of the building.

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9. Any work that may cause a disturbance to other residents is permitted only between 8:30 a.m. and 5:00 p.m., Monday through Friday.

Alterations, Additions and Improvements

1. Before beginning any alterations, additions or remodeling projects within their units, residents shall obtain a Remodeling Request Packet from the Management Office or from the building's web site and secure a current statement of the Association's "Remodeling Policies and Procedures" as contained in the Remodeling Packet, which is part of the WaterFord Rules and Regulations.

2. The Remodeling Request Packet contains all required information concerning the project and must be completed and submitted to the Board of Directors via the Management Office for approval before any work may be undertaken by either unit owners or contractors.

3. The complexity of the proposed work and the degree to which structural elements are affected will determine the amount of review required in order to protect the safety of all residents and the structural integrity of the building. Some projects may require architectural/engineering consultation; if this is necessary, the owner will be responsible for any costs incurred.

4. Board approval must be secured in writing for any alterations, additions, or improvements to the unit which involve (a) any degree of demolition or penetration of wall, ceiling or floor surfaces or (b) installation, modification or construction related to the plumbing, electrical, and/or mechanical systems which may affect the common elements, individual tiers or the building as a whole. Such alterations include, but are not limited to:

- Installing hard flooring surfaces (wood, ceramic, or other tiles, marble, etc.). Policy requires that certain transmission barriers (i.e. plywood, cork, etc.) be utilized which will have the same sound-absorbing properties as wall-to-wall carpeting. Guidelines are included in the Remodeling Packet.
- Partially or totally demolishing an interior non-load-bearing wall.
- Any changes to load-bearing walls must be approved by a structural engineer (designated by the Board) at the unit owner's expense.
- Removing or replacing plumbing fixtures. Due to the pressurized nature of the building's water system, plans or specifications presented to the Management Office must identify the manufacturer and model numbers of all replacement parts/fixtures.
- Installing a whirlpool bathtub or sauna.
- Installing a wet bar.
- Relocating electrical outlets or circuit breaker panels.
- Alterations to vents or exhausts.
- Replacing heating/cooling units if whether or not they alter the outside frame or brickwork.
- Combining units.

5. It is not necessary to secure approval for:

- Interior wallpapering, plastering or painting of the units, which does not entail disruption of popcorn ceilings.
- Changing of a unit light fixture which does not entail disruption of popcorn ceilings.
- Changing appliances not involving plumbing or electrical modifications.
- Installation of curtain rods or window treatments which do not entail disruption of popcorn ceilings.
- Installation of carpeting over felt or rubber padding.

6. The installation of new toilets and sinks may require replacement of shut-off valves. Notification four days prior to the installation is required so that the Management Office can notify affected residents or shut down common pipes as necessary.

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7. Residents are responsible for the removal of all construction material. Sawdust and similar debris shall be placed in closed containers before removal from the unit. Owners shall either arrange for removal of debris by their contractor(s) or may use the Association's dumpster for a fee. Arrangements must be coordinated with the Management Office.
8. No debris shall be placed in the refuse chute. Only the freight elevator may be used for trash removal.
9. Residents are responsible to prevent damage to elevator lobby and corridor doors, carpeting, ceilings, light fixtures and walls. Floor protection sheets are to be laid over the entire traffic area in the elevator lobby and the corridor when debris or heavy materials are transported to/from the unit.
10. Residents are responsible for any damage to common areas, including the daily cleaning and removal of debris and/or any damages to other resident's property.
11. Workmen may not work or leave tools/materials in the corridor or other common areas of the building, including the units' balconies.
12. Nothing is to be transported up to a unit on the exterior of the building nor is anything to be dumped from the balconies.
13. Any laborers using flammable materials must include a regulation ABC fire extinguisher as part of their equipment.
14. All contractors must submit a Certificate of Insurance in which the WaterFord Condominium Association and Chicagoland Community Management are listed as "Additional Named Insured."
15. Hours of actual construction are from 8:30 a.m. to 5:00 p.m., Monday through Friday. No construction is permitted on weekends.
16. Alterations not in accordance with the Remodeling Policies and Procedures (e.g. if hard floors are installed without proper insulation) shall be rectified at the unit owner's expense.
17. Special Rules for "Popcorn" Ceilings and Original Floor Tiles

The original "popcorn" textured ceilings and original floor tile in unit kitchens contain asbestos. These materials pose a health hazard when they are disturbed and release asbestos fibers into the air. In order to avoid exposure to asbestos fibers, the following special rules apply to any work affecting or involving textured ceilings or original floor tiles:

Popcorn Ceilings. Except for painting or skim coating, original "popcorn" ceilings may not be modified, renovated, or disturbed in any way without the Board's prior written approval. This requirement applies to: full or partial removal of ceilings; sanding ceilings; drilling or cutting into ceilings; and inserting nails, screws or fixtures into ceilings. In general, the Board will not approve any such work unless it is performed by a specially-licensed contractor who uses special precautions to prevent the release of asbestos fibers into the air. Full or partial removal of original "popcorn" textured ceilings must be performed by a licensed asbestos abatement professional in accordance with all applicable, federal, state and City laws and ordinances.

Floor Tiles. Original floor tile in unit kitchens may not be removed or disturbed in any way without the Board's prior written approval. Because breaking a floor tile into pieces or cutting a floor tile with a razor knife will usually not result in the release of significant amounts of asbestos fibers, Board approval will generally be given for routine removal of original floor tiles without need of special contractors, as long as floor tiles will not be drilled, sanded or abrasively cut and the removed floor tile is disposed of properly. If floor tiles are to be drilled, sanded, or abrasively cut, the Board will require that such work be performed

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by specially-licensed contractors who use special precautions to prevent the release of asbestos fibers into the air.

Violations of the special rules applicable to original popcorn ceiling and original floor tiles will result in fines of not less than One Thousand Dollars (\$1,000.00).

Noise

1. In consideration of the fact that we all live in close proximity to each other, everyone shall be especially careful at all times of the volume and sound vibrations when playing stereos, radios, TVs, musical instruments or when engaged in housekeeping, home repairs, or construction inside their unit. These considerations apply equally to activities on unit balconies.
2. Hi-fidelity speakers and television sets shall not be mounted on any unit wall which is shared by another unit. Television sets and hi-fi speakers may not be placed so close to walls as to carry excessive vibrations to other units. Acoustical mats or other sound-absorbing material must be placed under any speaker or subwoofer standing on the floor.
3. Pursuant to Article VII(g) of the Declaration, hard surface floor coverings (wood, marble, ceramic or resilient tile) for rooms other than the bathroom(s) and kitchen shall have an underlayment of 3/4 inch plywood and or 1/4 inch corkment, or other subflooring products. This will minimize the transmission of impact sound between units. Minimum Impact Insulation Class (IIC) shall be 60. Minimum Sound Transmission Class (STC) shall be 60.
4. Please see that chairs or other furniture moved on hard surface floors, or exercise equipment, does not make noises that can be disturbing to unit owners on the floor below. Please be mindful of the noise of hard-heeled shoes when walking on wood or tile floors. Area rugs are strongly recommended, especially in heavy traffic areas such as halls, kitchen, and bathrooms.
5. The barking of dogs in your unit or on the balcony of your unit shall not impinge upon the rights of adjacent neighbors. Loud or excessive barking, if reported as a continual disturbance, will be brought to the dog owner's attention by the Property Manager, and if not rectified within a reasonable period of time, will be called to the attention of the Board.
6. Shouting and other loud noises are disturbing to others. Loud or excessive noise, whether inside or outside the resident's unit, if reported as a continual disturbance, will be brought to the owner's attention by the Property Manager, with eventual recourse to the Board if not rectified within a reasonable period of time.

Smoke Detectors/Fire Extinguishers

1. All residents shall maintain -- in good operating condition -- at least one smoke detector in their unit.
2. It is recommended that residents acquire one or more working fire extinguishers.

Balconies

1. Balconies are limited common elements to which a unit owner has an exclusive right of use, subject to certain restrictions.
2. Nothing may be hung over, or attached to, balcony railings, including clothing, laundry, or household material. This includes planters, grills, tables, chairs, etc. on either the inside or the outside of the railings.
3. Residents may not allow their pets to relieve themselves on the balconies, either with or without pet training pads, such as pee pads or potty pads.

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4. Cigarettes, firecrackers, or debris of any kind shall not be swept or thrown from the balconies.
5. Barbecuing should be done only with covered grills. To avoid danger, only electric starters are allowed. For safety, barbecuing should be avoided in windy conditions.
6. Furniture and other items should be adequately secured on balconies.
7. Hanging plants from or on balcony railings, masonry or ceilings is prohibited. Plants and other decorations shall be adequately secured so that wind can not blow them around the balcony or over the railing. Residents are encouraged not to over-water plants causing dripping on balconies below.
8. Balconies may only be cleaned in such a way as to not cause any disturbance to the neighbors below.
9. Bicycles, carts, discarded screen doors, boxes or similar items may not be kept or stored on the balconies.
10. No TV or radio antenna, satellite dish or other equipment shall be exhibited, affixed or exposed on the railings or any area outside of the units, unless otherwise directed by the F.C.C. under the Telecommunications Act of 1996.
11. There shall be no feeding of birds or other animals on the balconies.
12. Temporary and/or permanent balcony floor coverings of any kind are strictly prohibited.
13. The balcony floor membrane must be allowed to “breathe.” Do not place any items which could retain moisture directly on the membrane. Items, including planters, should be placed on tiles that have “feet” to raise them off of the surface.

Satellite Dishes

1. The installation and use of a satellite dish in lieu of the existing cable system does not absolve the Owner/Resident of their obligation to pay their share of the common expenses relating to a bulk cable television contract between the WaterFord Condominium Association and any cable company.
2. In order to protect the safety of the general public, the Owners, Residents and their property at the WaterFord Condominium, certain restrictions are placed on which type of satellite dish may be used and its installation. The Board of Directors must approve any deviation **prior** to the installation of the satellite dish.
3. Satellite dishes shall comply with Federal Communication Commission (FCC) regulations and be of current standard Direct Broadcast System (DBS) size of 18-21 inches in diameter, and black, white or grey in color. For safety reasons, no more than one (1) satellite dish may be installed per unit.
4. If the Owner/Resident uses a contractor to install the satellite dish, the contractor must be currently licensed and insured. In any event, all dishes shall be installed and secured in a manner that complies with all applicable City and State laws and regulations and manufacturers’ instructions.
5. A satellite dish may only be installed on property owned by the unit Owner or on which the unit Owner or Resident has exclusive use and control. Thus, a Resident may not install a dish on any part of the exterior wall, outside of their exclusive use and control, or on the roof of the building. It must be installed in a safe and proper manner. If penetration of the exterior exclusive areas is necessary, the penetration shall be properly waterproofed and sealed in accordance with applicable industry standards and building codes. The purpose of this rule is to prevent structural damage to the building and residences from moisture. In addition, the satellite dish shall not extend beyond the balcony railing or interfere in any way with scaffolding, hoists, or other equipment being used to service the roof or otherwise maintain the exterior of the building.

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6. At least three (3) days prior to the installation of the satellite dish, the Owner/Resident shall execute a Hold Harmless Agreement provided by management and insure that they comply with the current Association satellite dish specifications and installation guidelines.
7. The Board reserves the right to inspect the installation and subsequent maintenance of the satellite dish.
8. The Resident shall be responsible for the proper maintenance of the dish. If building maintenance requires the temporary removal of dishes, the Association shall provide the unit Owner ten (10) days' written notice. Owners shall be responsible for removing or relocating the dishes before the common element maintenance begins and replacing the dishes afterwards. If they are not removed in the required time, the Association may do so at the Owner's expense. The Association is not liable for any damage to dishes caused by the Association's removal.
9. The Owner/Resident hereby indemnifies and holds harmless the Board of Directors, the Association, its agents and members from any and all claims, controversies or causes of action resulting from the installation or use of their satellite dish, including the payment of any and all costs of litigation and attorney's fees resulting there from. The Owner/Resident shall be responsible for any damage to property or to any individual as a result of the installation of the satellite dish.
10. Upon transference of the ownership or occupancy of the unit, the Owner shall inform the successor in title; including any purchaser by Articles of Agreement for Warranty Deed, or tenant, of the existence of these Rules and Regulations and the obligations set forth herein. All obligations herein shall pass to any successor in interest. All transferees (successor Owners or Tenants) become subject to these regulations, and so signify by initialing a copy of these Rules.

Water Furniture/Containers

1. Water beds and other such furniture are not allowed.
2. The use or installation of other water containers (such as fish tanks) is limited to containers holding not more than 30 gallons of water.
3. Unit owners are responsible to the Association for any and all damage caused by leakage from, or breakage of, any water container. All resulting clean-up expenses will be charged to the unit owner.

VI. Garage and Parking

Motorcycles / Mopeds

1. Motorcycles and mopeds may be parked/stored in the garage for a fee.
2. These vehicles may not be stored in bicycle rooms, in units, or elsewhere in the building.
3. Refer to "Parking" sections for additional rules and regulations.

Parking - Front Driveway & North Dock

1. The front (east) driveway is intended solely for dropping off or picking up passengers, and for entering or exiting the garage. This driveway is not to be utilized as a parking facility or as a space to repair cars, motorcycles, or bicycles. Unattended vehicles may be towed away at the vehicle owner's expense.
2. The north dock is intended for residents, vendors, contract service personnel, etc., requiring a temporary parking space. All short-term parkers shall check in with the doorman. Unauthorized vehicles may be towed away at the vehicle owner's expense.

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3. The north dock loading zone area shall not be used for overnight or long-term parking. Unauthorized vehicles parked there for more than 30 minutes are subject to towing at the car owner's expense. This area is closed with a gate daily after 7:00 p.m.
4. Residents may polish -- not wash -- their cars on the north dock. Changing oil, grease or other maintenance/repair which may result in spotting or soiling the surface covering is expressly prohibited.

Parking--Garage

1. Self-parking is offered on a space-available basis. A waiting list is maintained by the garage operator, who must post it in the garage office and provide a current copy to the building webmaster.
2. Neither the garage operator nor the WaterFord Condominium Association assumes any responsibility for: (1) damage to self-parked cars; (2) theft of items from any car parked in the garage. Residents are encouraged to remove all valuables from their cars.
3. Cars left for valet parking should pull up to the "Stop" sign when possible. No cars shall block the exit lane.
4. Cars will be delivered by valet on a first come, first served basis. A blackboard located outside the garage office may be used for owners to schedule delivery of their car in advance.
5. Owners are not permitted to move any car other than their own.
6. All cars in the garage should be driven with lights on, and no faster than 5 m.p.h. Any vehicle driven too fast or irresponsibly will be subject to fines and its owner (or lessee) will be financially responsible for any damage based on his or her actions.
7. Horns must be sounded when driving up and down garage ramps.
8. Owners are prohibited from using the man-lift.
9. Car washing, oil changing and all other car repair work is not permitted in the garage.
10. No business of any kind may be conducted by any resident in, on, or from any of the Association's parking facilities, including the north deck loading zone and the front entry drive. This prohibition includes, but is not limited to, using the Association's parking facilities as a pick-up or drop-off point for car-share vehicles (that is, vehicles rented by the minute, hour, day or week). Vehicles that have been valet-parked pursuant to a monthly or weekly parking agreement will be released only to the signatory on the monthly or weekly parking agreement, and that signatory must appear in person in the garage to take custody of the vehicle.
11. Cars that leak fluids which may penetrate and impair the surface membrane must be removed from the garage upon notice.
12. Smoking is prohibited throughout the garage.
13. No car may be kept locked in any part of the garage so that it cannot be moved in the ordinary and normal operation of the garage. This rule does not apply to self-parked cars while in their assigned spaces.
14. Any sport utility vehicle (SUV) or low clearance vehicle first obtained by a regular garage parker after the approval date of these (2017) amended Rules & Regulations September 28, 1998 shall be moveable from the basement level to the third floor level of the garage without sustaining contact with the physical building (including walls, door frames, ramps, floors, ceilings and pipes) in order for such vehicle to receive parking benefits.

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15. The garage has a finite number of spaces available. Each unit is allotted one space. Any owner may request and receive a space for additional cars, subject to availability. In the event that the garage capacity has been reached, a waiting list for space request will be developed and maintained by the garage operator with the following priority system:

1st priority	3-bedroom unit owner	Request for 2nd garage space
2nd priority	2-bdrm unit	2nd space
3rd	1-bdrm unit	2nd space
4th	3-bdrm unit	Request a 3rd garage space
5th	2-bdrm unit	3rd space
6th	1-bdrm unit	3rd space

16. See the "Hospitality Room(s)" section for rules regarding additional guest parking.

17. Accounts which are 60 days delinquent will immediately have their parking privileges terminated. Delinquent self-parkers will lose their priority status. Anyone whose parking privilege is terminated will not be allowed access to the garage until the outstanding balance, including late fees, is paid in full.

18. Payment must be made for monthly parking at the beginning of each respective month. Any delinquency as of the 10th of any month will be reported in writing promptly to the Garage (Committee) Chairman with recommendations for action.

19. All unresolved garage delinquencies will be reported immediately to the Property Manager for further collection action.

20. Accounts paid with checks returned for non-sufficient funds will be charged a \$10 fee.

21. Payment for hourly/daily guest parking, including the use of pre-paid stamps, must be made prior to the car being released from the garage.

22. Be advised that the WaterFord Monthly Parking Application will be used as a basis for any claim or dispute.

23. Bicycles are to be walked, not ridden, in the garage or on the driveway.

24. For all other questions regarding payments, incidents, etc., consult "Garage" on the building's web site.

Self Parkers

1. Self parkers are responsible for driving their own vehicles. Garage Attendants are not authorized to enter, or drive, self parkers' vehicles except in situations of Immediate Security, Medical Emergency or the need for vehicles to be re-positioned in the garage on a temporary basis.

2. A resident wishing to become a Self Parker shall submit his or her name to the Garage Manager for inclusion at the bottom of the posted Self Parker waiting list.

3. As a self-parking space becomes available, the top name on the list has the first option. If he or she declines the space, the next person on the list will have the next choice, and so on. Those that decline the available self-parking space will retain their standing on the waiting list.

4. The Self-Parkers waiting list will be "purged" on a regular basis to remove those who have moved from the building and those who no longer desire to be on the waiting list.

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5. Self parkers can exchange their parking spot with another self parker if both parties and the Garage Manager agree. This would be due to the size requirements of the car(s).
6. Self parkers who are having difficulty handling their vehicles will be reported to the Garage (Committee) Chairman, who will be responsible for contacting such parker and speaking with him or her about relinquishing the self-parking spot.

VII. Miscellaneous

Leases and Sales

1. Article VIII of the Declaration sets forth the procedures and notice requirements for sale and/or rental of units. These procedures will be strictly adhered to and are incorporated herein in their entirety. Failure to comply shall be a violation of these Rules.
2. Owners who first purchased a unit on or after January 1, 2007 must adhere to the leasing restrictions for such unit as set forth in Article VII(q) of the Declaration.
3. An Owner shall not lease less than the entire unit, nor shall the Unit be leased or licensed for transient or hotel purposes. There shall be no temporary occupancy of a Unit or occupancy by individuals who are not listed and identified on a Unit lease and the Resident Information Form.
4. Every lease must be for a period of at least one (1) year and cannot exceed two (2) years in length. The Association will not process more than two (2) leases for any unit in any two (2) year period.
5. Any owner intending to lease a unit shall give notice to the Property Manager 30 days prior of such intention. At this same time, the owner shall submit a copy of the proposed lease to the Property Manager.
6. In the event of any violation of the Declaration, By-Laws or Rules and Regulations of the Association by a lessee, the Board, in its discretion, shall determine what actions are necessary against the Owner or lessee. When the Board, in its discretion, determines that any violation warrants termination of the lease, the Board may take whatever actions are necessary.
7. When a lease is renewed and none of the information on file with the Management Office has changed, the owner must submit only the new lease with rider and a renewal form available from the Management Office, unless the Board in its discretion specifically requests the submission of additional information.
8. Any and all expenses of the Association incurred in obtaining any information required herein, or in connection with any violations under these Rules, shall be assessed to the account of the Owner responsible.

Pets

1. Residents assume full responsibility for any damage done by their pets, and assume full responsibility for injury to any resident, employee, or any other person lawfully in the building.
2. Pets are to be escorted to and from the premises. Pets must be carried or on a short leash at all times while in any part of the common area. Pet owners should seek permission to enter an already occupied elevator before entering such elevator with a pet. Birds shall be in cages when in any common area.
3. Pets, regardless of size, are permitted in the lobby only when carried. Otherwise, pets shall be brought in or out of the building through the west lobby door and north loading dock door.

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4. Residents may not allow their pets to relieve themselves on the balconies (either with or without pet training pads such as potty pads or pee pads), or on landscaped areas, driveways, or adjacent walkways. Dog walking on the Disney School's property is prohibited by City ordinance.
5. Pet owners are responsible for immediately cleaning any soilage caused by their pet in the common area, and for any costs incurred to clean or repair damage due to the soilage.
6. The common areas (e.g. stairwells, hallways, balconies, loading dock) are not to be used as pet runs.
7. Pets are not allowed anywhere on the 25th floor, including the pool and sun deck.
8. Residents must maintain and care for their pets so they do not emit noxious or offensive odors or noise, or track snow, mud or dirt, into common areas. Residents must also similarly attend to their pets on the balconies and shall not leave pets on the balconies unattended.
9. Effective March 1, 2010 and annually thereafter, each pet owner shall register his or her pets with the WaterFord Management Office and provide the required information concerning the pet or pets.

Electricity/Water

1. Electricity used in all common area (locker rooms, swimming pool, saunas, exercise room, etc.) as well as water used throughout the building are paid for with Association funds. It is to every unit owners' benefit to eliminate waste and help reduce these costs.
2. Residents shall turn off lights in the fitness center, locker room, conference room, swimming pool area, bicycle room, etc. when they leave the room.
3. To prevent the air conditioning or heat from operating needlessly, windows shall not be left open in the hospitality rooms, conference room, fitness center or swimming pool area.
4. Residents shall promptly report any leaking faucet to the Management Office for immediate attention.

Noxious and Offensive Activities

1. Noxious or offensive activity (including verbal activity) shall not be carried on within any residential unit or in the common areas, nor shall anything be done therein, either willfully or negligently, which may be or become an annoyance or nuisance to the other owners, residents, Association employees, office, security, Receiving Room or garage personnel.

Vandalism

1. Acts of vandalism will not be tolerated. This includes writing or crayon marks on walls, dirty finger or hand marks, broken light fixtures, damage to fire extinguishers, scratches on walls or elevators, etc.
2. The costs of repairs and refurbishing of property will be charged to the party shown to be responsible for such abuses.
3. Unit owners are ultimately liable for damage caused by members of their family, guests, and/or tenants once responsibility has been established.
4. Children are not permitted to play in common areas, including stairways and hallways. Parents are fully responsible for their children and any resulting damage they may cause.

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Electronic Distribution of Notices and Other Communication

1. In order to facilitate the Association's distribution of notices and other communications, the owner(s) of any unit may authorize electronic delivery of notices and other communications by submitting a "Consent to Electronic Delivery" form to the Association. If no Consent to Electronic Delivery form is submitted, paper copies of notices and other communications will be mailed or delivered to the last U.S. Postal Service address provided to the Association for the unit. Authorization for electronic delivery may be amended or revoked at any time by submission of a later-dated Consent to Electronic Delivery form. Notwithstanding a request for electronic delivery, the Association may, in its sole discretion, deliver any notice or other communication in hard copy form to the U.S. Postal Service mailing address indicated on the Consent to Electronic Delivery form. An officer or agent of the Association will certify in writing to delivery of notices transmitted electronically.

Designation of Owner Address on Unit Owner List

1. The owner (or owners) of each unit may designate an electronic address (email address), a U.S. Postal Service address, or both as the owner's (or owners') address on the list of unit owners maintained by the Association pursuant to Section 19(a)(7) of the Illinois Condominium Property Act (the "Unit Owner List"), which list is subject to examination and copying by other owners. The designation of an email address, a U.S. Postal Service address, or both, for purposes of the Unit Owner List is made by submitting an "Address Designation" form to the Management Office. If no Address Designation form is submitted, the last U.S. Postal Service mailing address provided to the Association will appear as the unit owner's address on the Unit Owner List.

VIII. Violations of Rules

Procedure

1. All complaints pertaining to violations of these Rules and Regulations are to be made in writing to the Property Manager, not to members of the Board.
2. Management shall have the initial responsibility for enforcement of Rules and Regulations, and in reporting to the Board continued violations.
3. If the violation continues or is of a serious nature, the Board will then request said Owner/Resident to appear before it during Executive Session to present his/her side of the matter. The Board will then rule on said violation and will inform the Owner/Resident in a written statement of its determination and any fine or sanction imposed.
4. Continued violation may result in court action and imposition of attorney fees in addition to fines.
5. The imposition of other fees, fines or sanctions not to exceed the maximum amount of \$500 shall be imposed upon any unit owner for a breach of the Declaration, By-Laws or Rules and Regulations in accordance with the procedures set forth in the Rules and Regulations.
6. A late fee of \$50.00 will be imposed against any unit owner who fails to pay their regular assessment by the 10th of the month.