

ATRIUM CONDOMINIUM ASSOCIATION RULES and REGULATIONS

(Revised July 14, 2020)

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ATTACHMENTS:

- Architectural Approval Commission’s Guidelines for Window and/or Door Replacement Projects
- Balcony Cleaning Requirements
- Recycling Guidelines

INTRODUCTION

Condominium living, unlike living in a single-family dwelling or a rental apartment, requires that a set of rules be established and adhered to for the common good of all. No one willingly does something to annoy or disturb their neighbors, but at times we do inadvertently.

The rules set forth on these pages are consistent with the Illinois Condominium Act. The Atrium Condominium Bylaws, local ordinances, insurance requirements and general health and safety practices. They are designed to protect your right as an owner and the rights of our ownership in common.

Additions, changes and deletions to these rules are anticipated as time, experience and circumstances dictate. Since all of us share in the common interest, your written comments and suggestions are welcome by our governing body, the Atrium Condominium Board of Directors. It should be noted however that no individual Board Member has the authority to grant permission to any unit owner for changes in these rules and regulations. Nor, does any individual Board Member alone have the authority to serve a notice on a fellow unit owner or levy a fine. The procedures set forth in the Penalties section need to be followed in fairness to our neighbors.

Your cooperation in the adherence to and enforcement of these rules is expected. It is in this spirit of cooperation and mutual interest the following rules are set forth. We are a self-policing community, so please report any violations that you see to our Property Manager.

MOVE-IN/MOVE-OUT, REMODELING and DELIVERIES RULES

1. New owners must arrange to meet with the Secretary of the Board or other designated Officer 14 days or sooner before their moving date. The officer will provide the new owner(s) with a copy of the Rules and Regulations and will review them with them. The Officer will also provide an Atrium Condo Information Form to be completed and returned to the Officer who will copy the Property Manager. The Officer will also review the list of items that the new owner(s) are to receive from the previous owner(s):
 - a. Atrium Condominium Declarations and Bylaws Documents.
 - b. Two (2) complete sets of keys:
 - i. Security keys for the Lobby Door, Garage and Elevators
 - ii. Unit, Mailroom and Mailbox keys
 - iii. Storage Room keys
 - c. Garage Door Opener
 - d. Two (2) Clubhouse fobs
 - e. Six (6) numbered resident pool tags
2. Anyone planning to Move-in or Move-out must contact the Property Manager at least 14 days prior to move-in to arrange a moving date. The Property Manager and the Maintenance man will ensure that elevator pads are installed in the North Elevator by that date. A \$250 deposit will be required before proceeding with the move. This deposit is refundable after the move when the Maintenance man reports that there is no damage to Atrium Property.
3. Residents requiring a Disclosure Letter must contact the Property Manager at least 15 days prior to the closing date. Last minute requests will result in an additional fee determined by the time involved.
4. When either Moving-in or Moving-out, contact the Property Manager for elevator keys. These must be returned immediately at the end of the move.
5. Moving vans, trucks or cars are not allowed to park on the driveway ramp or it will result in an immediate \$100 fine. Moving vans and trucks may park on the East side of the street adjacent to the ramp but not blocking the sidewalk. Residents are responsible for violations by their movers or guests. Failure to move upon warning will result in increased fines.
6. All Move-in/Move-out items must use the North Elevator. Deliveries of appliances, furniture or construction equipment must also use the North Elevator.
7. All moving cartons must be broken down and properly placed in the recycling bins in the Garage. Unit owners are responsible for disposal of any furniture, appliances, carpeting, televisions and computers, etc. from the Atrium premises. These items should not be placed in dumpsters, left on the curb or in the Garage.
8. Moving is allowed Monday through Saturday between 8:00 AM and 7:00 PM. It is not allowed on Sundays or Holidays. Violations will result in a \$100 fine.

9. New residents are required to post a three-month Atrium Condominium Association Security Deposit based on the current assessment amount, less the Atrium Homeowners Association's assessment amount. At closing residents who are selling a unit should make satisfactory arrangements with the buyer regarding the three-month security deposit. This three-month deposit does not include the first month's regular assessment fee payment. The resident selling the unit will not be refunded the three-month Security Deposit until the purchaser has replaced the deposit with a current amount.
10. The Property Manager may issue an elevator key for long time construction work. Owners must explain the Rules and Regulations to their contractors. Owners are responsible for any resulting fines for violations.
11. All planned construction and/or window and slider replacement must receive the approval from the Architectural Approval Commission. Unit owners should submit their plans to the Property Management Company and they will forward them to the Atrium Condo Board for review and approval. (Please see REMODELING GUIDELINES, page 16)
12. Any work that requires water shutoff to a tier requires the owner to notify the other tier residents by phone or note at least 2 hours prior to shut off or sooner. Emergency work requires a phone call immediately before shutoff. Failure to do so will result in a \$100 fine.

GENERAL RULES

1. Monthly assessments are due the first of every month. If payment is not received by the tenth of the month, a late charge of \$25 must be paid to the Association. Special assessments are collected in the same way and carry the same late penalty.
2. An owner cannot run for the Board or continue to serve on the Board if he/she is more than 60 days late in assessments.
3. An Atrium Information Sheet must be completed annually with updated information about your unit, phone, email, home insurance, car(s) and contacts. Failure to do so will result in a fine of \$25.
4. As of January 1, 2018, the Illinois Condominium Act allows our Board to gather personal information about our unit owners and share it only with other unit owners, including: name, unit number, telephone number and email address. The Board is allowed to fine someone for using this information for commercial purposes. This fine will amount to \$500.
5. Unit owners must obtain insurance covering their liability for their own units and personal property in addition to the insurance deductible for damage you may cause to the common areas or other owners' property. This is required by the Illinois Condominium Act, as well as our Declarations and Bylaws. Failure to provide proof of insurance will allow the Board to impose a fine of \$100 for each week that proof is past the communicated due date. After 3 weeks past due the Board may purchase insurance for your unit and charge the premium cost back to you. Your deductible must be \$500 or under at least.
6. All major construction, remodeling plans, window and door replacement, flooring, satellite dish installation or patio construction or repair must be presented to the Architectural Approval Commission for its okay. This will insure that building codes are followed, liability insurance and workers comp is in effect and a uniform exterior appearance is maintained. Failure to do so will result in a fine of \$500.
7. Interior construction or installation requiring prolonged, noisy drilling, pounding, etc., should be scheduled Monday through Saturday between the hours of 8:00 AM and 6:00 PM. Construction work is not allowed on Sundays or Holidays. Failure to observe these rules will result in a fine of \$100. Contractors or workmen may not use the black grocery carts. Old chrome carts with padding located in the trash rooms may be used.
8. All Flooring: hardwood, plastic laminates, ceramic tile, marble and natural stone installation and carpeting must be cushioned to ensure noise abatement to the unit below. Failure to do so will result in the removal of the flooring or carpeting and correction of this mistake.

9. As of January 1, 2020, Tobacco or marijuana smoking or vaping is not permitted in any of the common and limited common areas inside the building, including the lobby, mailroom, elevators, stairwells, storage areas, hallways, unit entrance ways and garage. Violators will be fined \$50. Second and continued infractions will double the fine. Individuals may smoke in their units or on their balcony or patio. If their smoking creates odors that bother your neighbors, you will need to use an air purifier or any other necessary measures to correct the problem within your unit.
10. Additional Security door keys (Medco) may be purchased from the Property Manager for \$35. Bent or broken keys may be turned in to the Property Manager and a replacement can be purchased for \$25.
11. All general notices are to be posted on the mailroom bulletin boards, not in the elevators. No one is to write on official Atrium Board Notices posted in the mailroom. To do so will result in a fine of \$50.

COMMON and LIMITED COMMON INSIDE AREAS RULES

Common and limited common areas inside the building include the lobby, mailroom, elevators, stairwells, storage area, garage and hallways including the entranceways to each individual unit. These areas give both visitors and prospective buyers their lasting first impression.

The following infractions will each result in a \$50 fine:

1. Common areas are not to be used for storage of personal property.
2. It is a municipal code violation to block common area exits or exit-ways by leaving any objects on the floor. This also applies to unit entranceways and stairwells.
3. Littering of common and limited common areas is not allowed.
4. Noise in common areas must be kept to a low level. These are not places for excessive visiting. If noise continues after 10 PM after a reasonable request for quiet, call the Police Department (911).
5. No flammable materials may be kept in storage lockers or unit furnace rooms.
6. Alterations, changes or additions, including but not limited to painting or papering are not permitted in common or limited common areas, including walls, unit entranceways or railings.

Allowable exceptions for unit doors are:

- Brass nameplates no larger than 3" x 5"
- Brass door knocker, mechanical chime or mechanical bell
- Brass numbers no larger than 4" placed above the doorknocker
- One seasonal decoration only may be placed on either door.

Exception: From November 15 to January 15, two door decorations are allowed, but these must be removed by January 15.

If any of the allowable decorations or devices specified above cause damage, the doors must be restored to their original condition within a period of two weeks.

BALCONY and PATIO RULES

1. Installation of canopies, awnings, umbrellas or other shade devices is prohibited.
2. Nothing may be installed, hung or attached to the outside of railings. An exception to this is Holiday lights, wreaths and garlands which may be hung from the balconies on November 15 and removed by January 15.
3. Patios, balconies, hallways or any other common areas are not to be used as a pet run. No wire fencing may be attached to the balcony railings or around a patio to pen in a dog or cat. To do so will result in a fine of \$50. Existing fenced balconies will be grandfathered in as of February 14, 2018; however, the fencing must be removed when the pet is gone.
4. Drilling holes in the concrete or masonry is prohibited.
5. Flower pots, boxes, etc. must be below and inside the railings. They must have splash trays so no water drips to the unit below.
6. Patios: nothing shall be planted in the ground around the patio.
7. Barbequing is allowed using gas or electric grills. Charcoal is not permitted. Barbequing on common grounds is not permitted.
8. Balconies and Patios are not to be used for storage. Bicycles, exercise equipment and indoor furniture are not permitted.
9. Bird feeders, bird baths and wind chimes are not permitted.
10. The cleaning of Balconies must adhere to the instructions provided by O-BASF Chemical Company. (See attached information.)
11. NOTHING can be thrown from the Balcony. Rugs and mops must not be shaken from the Balcony. Sweepings should be picked up with a dustpan. Snow removal is permitted carefully with a broom. Shovels are not permitted.
12. Window treatments visible from the outside must be neutral in color.
13. Satellite and antenna dishes are forbidden to be attached to Common Areas. The Board's Architectural Approval Commission must approve any installation of a satellite dish or any renovation visible from the outside of the building.
14. First floor Patios must adhere to the size of the Balconies directly above them. They are to be constructed of square patio blocks arranged in a rectangular pattern. (Existing patios sizes will be Grandfathered in as of February 14, 2018.) Any new construction must adhere to the above and cannot increase in size.
15. No Fire Pits are allowed on balconies or patios.

PENALTIES

The following procedures will be followed if a unit owner does not comply with the Atrium Condominium Rules and Regulations:

1. If an owner notices a violation, speak directly to the homeowner first to let them know that what they are doing is against the Rules and Regulations and/or is bothering you in particular, such as noise or odors.
2. The Property Manager will issue a written notice clearly noting the offense and present it to the violating homeowner. The violating homeowner will have to correct the violation immediately or within five (5) days depending on the violation. If the violation requires an immediate fine, it will be levied with this notice.
 - a. If the homeowner makes no attempt to correct the violation, notify the Property Manager and report the violation.
 - b. In cases of excessive noise after 10:00 PM, notify the Elmhurst Police (911) and have a report completed. Notify the Property Manager the next day.
3. All notices will clearly state that the violating homeowner may request a hearing before the Board in an Executive Session within fourteen (14) days of a written notice issued.
4. The Property Manager will maintain a copy of the Notice and any action taken. In addition, he will send a copy of the Notice to the Board Secretary and the complaining homeowner.

The following Offenses require an Immediate Fine of \$100:

1. Dismantling any alarm system;
2. Illegally parking on the garage ramp (except for Disability drop-offs);
3. Shutting off the water in your tiers without giving notice to other tier unit owners (Move-in Section #13).

Unless an infraction is assigned at a higher rate, the fine will be \$50 with exception of the late assessment fee and handicap parking fine which is \$25. Where applicable the Condominium Board will take such action as is indicated in order to correct the violation. Any cost to correct the violation will be charged to the homeowner.

POLICIES and PROCEDURES

1. Janitorial and maintenance services are provided on a regularly scheduled basis. Complaints or suggestions should be directed to the Housekeeping Commission.
2. Each unit is equipped with a Fire Alarm. Stay in your unit when an alarm sounds unless smoke or flame is observed. If it is necessary to evacuate the building the Fire Department will order it. DO NOT USE THE ELEVATORS. USE THE STAIRS NEXT TO THE ELEVATORS OR AT THE SOUTH END OF THE BUILDING. MAKE YOURSELF AWARE OF THE EXITS CLOSE TO YOUR UNIT AND THE EMERGENCY EXITS FROM OUR BUILDING.
3. A Knox Box located in the Lobby contains keys that owners have asked to be stored there so that the Fire Department may get into their units in case of an emergency. These keys are available only to the Fire Department. Contact a Board Officer to have your key stored in the box.
4. The black Shopping Carts in the Garage are provided for owner convenience. Do not leave carts in your unit, hallways, elevators or parking spaces. Return them to a spot next to the elevators after use.
5. Bulletin Boards are in the Mailroom. The locked one is for official Board notices only. Residents may use the other for announcements, etc. All notices should include your name and date. Please remove them after its purpose has been served. Older postings will be removed after 2 weeks.
6. Board approval is needed for posting in any other place such as the Elevators.
7. Delivery Notices may be placed on the small bulletin board above the phone in the Lobby or in the Mailroom. Older notices will be removed after 2 weeks.
8. Problems may be brought to the Property Manager or the Atrium Board in writing or in person at a Board Meeting during the Open Forum.
9. If you feel that the Association should be responsible for a repair, contact the Property Manager immediately. Do not repair the damage yourself, unless it is an emergency and the Manager cannot be reached. Only then may you may have the repair done and submit the invoice to the Board. In all cases the Property Manager should be contacted as soon as possible.
10. This Association allows mail-in Ballots.
11. Since water leaks can be problems in a multi-level building, it is recommended that washer hoses be replaced after ten years with stainless steel hoses. Water heaters should have a drain pan.

PARKING AREAS OUTSIDE

1. The speed limit within Atrium street areas is restricted to 10 miles per hour.
2. Vehicles, including motorcycles, with loud mufflers will not be permitted. "Peeling," "gunning" of motors or any fast, reckless driving will not be permitted. Any such occurrence, along with a license number, should be reported to the Elmhurst Police (911).
3. Automobile maintenance (oil changing, repairs, painting, etc.) is not permitted in the parking area around the building or in the garage.
4. Please park carefully in front of the building, around the back or in the garage. Park between the lines so as not to occupy two spaces. Pull forward close to the curb, but do not let your wheels cross over it.
5. "No Parking" areas are marked by signs and/or yellow paint on the curb. Exceptions are made for delivery and moving vehicles.
6. Illegally parked vehicles are subject to towing and will be towed at the owner's expense.
7. Delivery vehicles may not park on the driveway ramp at any time. Residents are responsible for instructing companies of this policy when deliveries are scheduled. Fines of \$100 will be imposed upon residents for noncompliance. Tow trucks will be allowed to park on the ramp when servicing vehicles in the garage.
8. Handicap parking spaces are not for the exclusive use by any one resident. These spaces are also for the use of guests. Each space may not be used for longer than 24 hours at a time. If a resident notices someone using a handicap space for longer than one day (24 hrs.), they may report them to the Property Manager along with the license number. First offense is \$25.00.

SECURITY

1. Living in common tenancy demands special attention to building security. Tell a neighbor when you will be away for any period of time and where you can be reached by phone in an emergency. Give a key to a neighbor or other friend in the building so that your Unit may be entered in case of a leak.
2. Have a unit key in the Knox Box in the Lobby. This will insure the Fire Department can get into your unit in case of a fire and not have to break down your door. Periodically a Board Member will ask for any unit keys which you want placed in the Knox Box. Only the Fire Department can access this box.
3. Propping any outside building doors open is not permitted except for keeping the garage door open during Move-in/Move-out.
4. Patio doors to your unit should be locked when the owner is absent.
5. Do not open lobby doors for unknown persons. The security of this building depends on each of us.
6. Double check the identity of visitors when they ring from the Lobby and again when they knock at your door. Use your door's peep hole. DO NOT ASSUME IT IS THE SAME PERSON.
7. Demand credentials from all maintenance people, salesmen and repairmen before admitting them into your unit.
8. No soliciting is allowed in the building unless authorized by the Condominium Board. Please notify the Elmhurst Police (911) if solicitors appear in the building without written authorization.
9. Immediately report any suspicious persons, vehicles or unusual activity to the Elmhurst Police (911).
10. Do not allow any outsider such as a tradesman to have a Security door key to the building.
11. Help management by informing the Property Manager or the Board of any irregularities, such as non-functioning locks or doors.
12. Any infraction of security rules should be brought to the attention of the Property Manager or Atrium Board. The unit owner will be notified and fined \$50 if the infraction continues.

PETS

1. Owners are allowed the following pets:
 - a. 1 dog weighing 20 pounds or less
 - b. 2 cats
 - c. Fish
 - d. Birds
2. No animals shall be bred in any Unit or Common Elements.
3. A non-refundable one-time charge of \$200 will be imposed upon dog owners.
4. All such pets must be licensed and tagged in accordance with local, county and state laws. The owner must present this validation to the Property Manager along with the \$200 fee.
5. "Service Dogs," "Emotional Support Dogs" or "Therapy Dogs" must be certified. Certification must be presented to the Property Manager along with the \$200 fee and licensing validation.
6. When taken outside of a unit, pets must be leashed. They may use either elevator and the lobby so long as there is no resulting pet mess or objectionable interaction with residents or elevator passengers.
7. Any pet mess, whether inside or outside of the building, must be completely and thoroughly cleaned up immediately so it leaves no stain or odor. The mess should be disposed of in a suitable and proper manor in a sealed plastic bag in the garbage. Failure to do so will result in a fine of \$50.
8. No dog shall be allowed to bark excessively or make any sound annoying to other unit owners.
9. No pet shall be tied or left unattended outside a unit whether in the hallway or on a patio or balcony.
10. Visiting pets are the responsibility of unit owners and do not have to adhere to the weight limit. Visiting pets are restricted to a 2 week stay. Longer stays will be fined at \$10 per day.

GARBAGE DISPOSAL

1. The Atrium is a Recycle Building. In the Garage's North Trash Room there is one dumpster for garbage and one for recycle items. Opposite the South Elevator there are two dumpsters, one for garbage and one for recycle items. In the South Trash Room there is also a garbage dumpster.
2. All garbage must be disposed of in a plastic, tied bag either down the garbage chute or in the Garage dumpsters. On each floor in the hallway north of the elevators there is a garbage chute.
3. Only Recycle items as listed on the Recycle List may go in the Recycle dumpsters. These items are certain plastic items, paper, newspapers and flattened cardboard cartons or boxes.
4. Cat or dog litter may be placed in the garbage dumpsters in the garage but MUST be in sealed plastic bags.
5. Large items such as furniture, stoves, refrigerators, carpets, mattresses, etc., must be removed from the premises. It is your responsibility to see that they are removed from the premises. (Sometimes the store delivering your new item can be asked to remove the old one.)
6. A \$50 fine will be levied for each infraction of the above rules.

(Attached is a list of Recycle Guidelines.)

GARAGE

1. All parking spaces in the Garage are owned and assigned to individual residents by Unit Number. Do not park in any space other than your own. Please park in the center of your space and avoid striking adjacent cars when you open your car doors. Individuals may make arrangement to switch spaces with another owner or to rent an unused space. However, that does not change the ownership of the space. When you sell your unit, your assigned space will go to the new unit owner. You may only rent to other Condo owners.
2. Garage spaces are for autos or motorized vehicles. Storage of owner's bicycles, collapsible shopping carts and windshield washer fluid is permitted. Storage of other items is not allowed.
3. The speed limit in the Garage is 5 miles per hour. Because of the blind corner at the Garage door, extra caution must be exercised when entering or leaving the Garage.
4. When the Garage door is in the process of opening or closing, it must be allowed to complete its cycle before trying to reopen the door. Interrupting the door in mid-cycle can cause serious damage to the operating mechanism.
5. When entering the Garage, allow an inside car to exit before you enter.
6. Washing or polishing cars in the Garage is permitted. When finished, pick up and dispose of all rags and pails and wash down the floor upon completion.
7. Major car repairs or maintenance work such as engine cleaning or painting, etc. is not permitted. You are expected to clean up and promptly remove any oil leaks your vehicle may cause.
8. Personal construction work or building is not allowed in the garage.
9. To minimize exhaust fumes, please do not idle your car engine in the garage any more than necessary.
10. When the garage is going to be cleaned, all cars, bicycles, motorcycles or anything on the floor must be removed. FINE: 1st offence: \$25; 2nd offence: \$75; 3rd and subsequent offenses: \$100. If an owner fails to remove a vehicle when given a notice for an important, schedules or emergency activity, the Association may have it towed at owner's expense. In an unplanned emergency, if owner can't be reached, we may have to tow the car at Association's expense.
11. If you will be out of town for an extended time, it is suggested that you leave a car key with a trusted neighbor.

REMODELING RULES

All architectural drawings and plans for structural changes, window and slider door replacement, and floor changes must receive the approval from the Atrium Condominium Board. Unit owners should submit their plans to the Property Management Company 45 days before planned work. Property Management will forward them to the Atrium Condo Board within 2 weeks. The Board will respond by the end of the 45 days. Any of the above work which does not receive prior Board approval will carry a fine of \$500.

1. All contractors must be licensed and carry workmen's comprehensive and liability insurance.
2. Under all new flooring you must use sound deadening materials so that sound will not be transferred to the unit below.
3. Structural columns cannot be modified.
4. For all new sliding doors and windows, you must follow the defined specification. (See attachments.)
5. Window coverings must be neutral on the side facing the outdoors.
6. No cables can be run on the outside of the building (Comcast) and must be run through the walls inside the unit.
7. Remodeling trash must be removed by the contractor or unit owner. The Atrium dumpsters may not be used.
8. The black shopping carts may not be used for transferring tools or construction materials.
9. All materials must be delivered off the curb North of the Clubhouse and not on the driveway ramp or in the garage.
10. The South Elevator cannot be used by workmen or contractors to move their tools or materials. They may only use the North Elevator.
11. All hall carpets must be protected with rolled out cloth, plastic or paper runners. Carpets must be vacuum cleaned at the end of each day.
12. The elevator, the wall pads and the garage floor must be cleaned at the end of each day.
13. Materials cannot be handed up or down over the balconies except for window and slider door replacements which may need to be raised by hoists.
14. NOTE: Since the building was built before 1970, it is the homeowner's responsibility to have an asbestos abatement company come in to remove the asbestos.