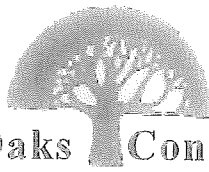


***THE PARK OF RIVER OAKS  
1B ASSOCIATION***

***RULES AND POLICIES***

***January 10, 2020***



# The Park of River Oaks Condominium Association 1B

150 Park Avenue ♦ Calumet City, Illinois 60409 ♦ Phone: (708) 832-9500 ♦ Fax: (708) 832-3198

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## Rules and Policies

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**RULES AND POLICIES**  
**THE PARK OF RIVER OAKS 1B ASSOCIATION**  
**Revised January 10, 2020**

We live in a First Class Condominium and we would like to feel we are **FIRST CLASS PEOPLE**.

**PREAMBLE:** A community is more than a collection of people. An **EFFECTIVE** Community cannot exist in the absence of **RULES AND POLICIES**.

To be effective and attempt to foresee the needs of the existing residents, it will undoubtedly be necessary to amend these rules at any given time.

The Board of Directors has the authority to establish appropriate penalties for any infractions of the Rules and Policies adopted by the Board.

**Listed below are the RULES AND POLICIES:**

1. Unit owners are responsible for their guests and any rules or regulations their guest(s) may break/violate.
2. **Homeowners are not allowed to have pets of any kind in their unit**, i.e., animals, snakes, reptiles, birds, etc., this excludes service animals in accordance with the American Disability Act. **This pertains to visitors as well.**
3. Each car belonging to the occupants of a unit must bear a current Park entry sticker. After entering the gate, **POSTED SPEED LIMITS** are to be strictly adhered to. Autos are to be parked neatly between the yellow lines.
4. The Association reserves the right to remove any vehicles parked in an unauthorized place or manner at the expense of the respective owners.
5. Running in the hallways is strictly **PROHIBITED**.
6. No persons are allowed to loiter in the halls, stairwells, and lobbies.
7. No posters, signs, or the like may be placed on resident doors. Solicitations in or around the buildings are prohibited. Only Association information can be left at homeowner's door.
8. No one should place objects in lobby or exit doors in order to keep them open. This practice defeats the security we are trying to establish for residents. Parents should explain to their children that they are not to open lobby doors for unknown person(s)



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they may see in the lobby. Lobby telephones are to be used by visitors to announce their arrival, not for general conversations.

9. **Common areas** of the building such as stairs, halls, lobbies, chute rooms, etc. are to be used only for the purpose intended. No articles or debris belonging to owners should be stored or kept in common areas. Boots and outer wear should not be left in the halls. Doormats, containers or objects of any kind should not be placed outside your door in the hall. **Accessing the A/C from the hallways** by opening doors during the summer months is not allowed. Any homeowner found in violation will be fined \$100.00.
10. Televisions, radios, and/or stereos should be played at a reasonable sound level so as not to disturb your neighbors. If the disturbance(s) continues after the first violation notice, you will be fined.
11. All vacant units must be maintained at a 60 degrees temperature during winter months to prevent damage from pipes freezing. Also, a set of keys to all vacant units must be left at the management office.
12. Per the "Declaration" all windows and glass doors must show a white visibility from the exterior. There is no exception to the rule.
13. No bicycle riding in the halls and garage. All bicycles are to be put into the bicycle storage room. All bicycles in the storage room must have a lock and identifying tag with the owner's name, building, and unit number on the bike.
14. All persons occupying the purchased unit must be present at the initial homeowner's interview with the 1B Board. Failure to do so will result in an automatic \$500.00 fine. No Exceptions..
15. Homeowners are not allowed to use kerosene or coal oil heaters in their units.
16. Each homeowner is responsible for their condo insurance. A minimum of \$100,000 coverage is required. Proof of insurance must be on file with the 1B Association. A fee of \$200.00 will be assessed to the homeowners account and will be assessed every thirty (30) days thereafter until proof is provided.
17. In a condominium, ownership of a Unit is the only clear qualification to be elected to the Board.



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### ASSESSMENTS

Assessment fees are due and payable the first day of each month. Once you are in arrears, the following actions will occur:

1. Late assessment fee after the 15<sup>th</sup> of the month is \$25.(table)
2. If a delinquent payment is not made within 30 days, you will get a notice from the management office.
3. The Cook County Credit Bureau will be notified of your delinquency.
4. Your mortgage holder will be informed of an impending lien against the property.
5. The unit owner will be responsible for all legal fees, court costs, filing fees and foreclosure costs if it reaches this stage of collecting your assessments.
6. You may not use the HOA amenities or pool facilities until assessments are current.

### LAUNDRY ROOMS

1. Anyone using the laundry room should leave it clean when finished. Remove debris from washer and dryers.
2. Laundry room doors are to be kept closed at all times.
3. Only 1B homeowners are to use 1B laundry rooms.
4. Clothes should be removed from the washers and dryers in a timely manner. No homeowner should have to wait for clothes to be removed from the machines after the cycles have completed washing or drying.
5. Washers and dryers are forbidden in individual units in the 200 and 300 buildings per Article IX, Section G of the Declaration. Pursuant to a Notice of Complaint, a Notice of Inspection will be issued to the homeowner. If it is determined a violation exists, a \$200.00 fine will be issued.
6. Laundry rooms **WILL BE USED ONLY** between the hours of 8:00 a.m. -10:00 p.m.
7. It is recommended that children under 12 years of age not use the laundry facilities.

### STORAGE LOCKERS

1. All items stored in locker rooms should be inside the bins. Items found outside shall be disposed of. Do not store anything in your locker that could be a fire/water hazard or cause spoilage. Failure to comply will result in a \$200.00 fine.



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### **PATIOS AND BALCONIES**

1. Mops, cloths, rugs, etc., must not be dusted or shaken from the balconies.
2. Owners shall not throw or permit anyone to throw any objects of any kind from their units or balconies.
3. Do not apply salt de-icers to balconies.
4. Cooking on balconies is only permitted using a covered electric grill.
5. Balconies shall not be used for hanging any items of any kind. Draping of items over the balcony rails is prohibited.
6. Each owner is responsible for damage caused by objects blown from their balconies.
7. The playing of radios, televisions, stereos or other musical instruments is permitted on the balconies as long as it is not causing a disturbance to your neighbors.
8. Balconies should not be used for a storage area, i.e., storing boxes, furniture, bikes, aquariums, etc.

### **FEES AND FINES**

The State statute authorized fines in Section 18.4(L) has given the Boards of condominiums the right to fine those who break the rules and policies of the condominium association. A warning letter will be sent. Should any rule violation not be corrected within fourteen (14) days, there will be a fine according to the fee and fine rules.

#### **Clarification of rule violation payments:**

1. A warning letter will be sent.
2. A hearing will be requested after the fourteen (14) day warning letter. Failure to appear for the hearing will result in the fine being imposed immediately.

#### **Repeated violation of the same rule will result in the following initial fines and progression thereof:**

Week I	First Violation Notice	\$ 50.00
Week II	Second Violation Notice	\$150.00
Week III	Third Violation Notice	\$250.00

Each month after the third (3<sup>rd</sup>) violation a fine of \$300.00 will be charged each consecutive month thereafter.

Refusal to pay the fines will result in legal action. Blatant abuse of Rules and Policies is an automatic fine of \$300.00 per occurrence.



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### Keys for the complex per occupant are listed as follows:

- |                        |                 |                                   |
|------------------------|-----------------|-----------------------------------|
| 1. Gate Key/Fob        | \$50.00/\$60.00 | Gate Key/Fob HOA Office           |
| 2. 1B Lobby Key        | \$50.00         | See 1B Office for Keys #2 thru #5 |
| 3. 1B Garage Key       | \$30.00         |                                   |
| 4. 1B Bicycle Room Key | \$10.00         |                                   |
| 5. Laundry Room Key    | \$10.00         |                                   |
| 6. Storage Room Key    | \$10.00         |                                   |

Limited number of keys issued to registered homeowners.

### CARPET CLEANING

There will be no commercial carpet cleaning service in a unit after 6:00 p.m.

Commercial Carpet cleaning equipment is prohibited from hanging over or under the railings on the balconies to the truck on the ground.

### GARAGE

1. The garage shall only be used for the purpose for which it is intended, parking of a homeowner's vehicle in an assigned space. In no case shall anything be permitted that will interfere with the rights, comfort or convenience of other garage occupants or users.
2. No washing, waxing or repairs of any automobile is allowed in the garage or on the premises.
3. No persons are allowed to play in the garage or on the garage roof.
4. No vehicles shall be left in a parking stall in a non-operative condition.
5. All cars must be licensed with a city sticker, current state license and a HOA DECAL.
6. Cars that violate rules will be towed at the owner's expense.
7. Residents with cars leaking fluids will be notified once to have car repaired within two (2) weeks, or a fine of \$50.00 will be assessed and the car will be towed from the garage, at the owner's expense if the problem continues.
8. You will be responsible for all damage to common elements resulting from this automobile.

### GARBAGE

1. Garbage **must** be put in tied plastic bags, sealed containers and put in garbage chutes avoiding spillage. **Garbage must never be left in the hallways or stairwells.**
2. It is recommended that children under 12 years of age not bring garbage to the chute.
3. Bottles should be wrapped in paper and put in a plastic or paper bag before throwing down the chute.
4. Newspapers and magazines should not be left by the chute or in the hallways.
5. Homeowners are responsible for the removal of large items such as mattresses, carpet and furniture from the premises



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### HOURS OF ACTIVITY:

### GARBAGE CHUTES

Chutes are to be used between the hours of 8:00 a.m. and 10:00 p.m. **ONLY**

### MOVE-INS/MOVE-OUTS

1. Move-ins and Move-outs must be authorized by the office. All homeowners moving in or moving-out must complete the **Move-In/ Move/Out Form** that can be obtained from the 1B Association Office.
2. A \$200.00 fee is required for all **Move-ins/Move-outs**, regardless of whether it is the first or second time. Unit owners are responsible for any and all damages caused to personal property and common areas of the building as a result of moving activities.
3. If a resident moves multiple items i.e. appliances, furniture, etc. in or out of the complex without informing management, **YOU WILL BE FINED.**
4. If a resident or new owner brings a vehicle through the resident gate for the purpose of moving in or moving out on Saturday, Sunday or a Holiday, the resident will be fined \$300.00.

All Move-Ins/Move-Outs must be done and completed between the hours of **9:00 a.m. and 4:00 p.m.** This means your vendor **cannot** be in the building **before 9:00 a.m.** and must be off the property **before 4:00 p.m.** **NO EXCEPTIONS TO THIS RULE.** In order to not inconvenience other residents this rule must be followed. **FAILURE TO COMPLY WILL RESULT IN AN IMMEDIATE FINE IN THE AMOUNT OF \$500.00 FOR THE FIRST VIOLATION AND GOES UP WITH EACH VIOLATION THEREAFTER.**

### DELIVERIES

All deliveries are to be scheduled in writing 48 hours in advance with the 1B Office prior to the date of delivery. All deliveries must be done between the hours of **9:00 a.m. and 4:00 p.m. Monday – Saturday.** The vendor will not be allowed onto the property before 9:00 a.m. and after 4:00 p.m. **FAILURE TO COMPLY WILL RESULT IN AN IMMEDIATE FINE IN THE AMOUNT OF \$300.00 FOR THE FIRST VIOLATION AND GOES UP WITH EACH VIOLATION THEREAFTER.**





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### CONSTRUCTION IN UNITS

Before you begin any construction work in your unit, you should notify the 1B office in writing regarding the construction work schedule prior to the work commencing. Construction work **cannot** begin prior to **9:00 a.m. and must end by 6:00 p.m. Monday – Saturday**. No work may be done in any unit on Sundays or Holidays. All major repairs and construction must be done by a licensed and insured person/company. License and bonding must insure the 1B Association and the homeowner. Also, a permit must be obtained from the City Hall of Calumet City. This is for the protection and safety of all Homeowners. The City will be advised of major construction to assure that all work is building code compliant. It is imperative that the contractor/vendor submits a current Certificate of Insurance, including 1B as additionally insured prior to the start of work.

Homeowners have a right to peace and serenity. **FAILURE TO COMPLY WITH THIS RULE WILL RESULT IN AN IMMEDIATE FINE IN THE AMOUNT OF \$100.00 FOR THE FIRST VIOLATION AND GOES UP WITH EACH VIOLATION THEREAFTER.**

Homeowners having major construction performed, which will create a lot of debris, such as tearing down a wall, replacing carpet, replacing bedding and furniture, must make sure the workers are aware that they are responsible for removing the debris from the property. **Owners failing to comply will be charged a fee in the amount of \$200.00 - \$500.00 by the Association for removal of this debris.**

### ILLEGAL MOVE-INS/MOVE-OUTS

If you move-in/move-out of your unit without making prior arrangements with the management office and paying the move-in/move-out fee you will be fined in the amount of **\$300.00**. Should you move someone into your unit without first making arrangements for you and your move-in guests to interview with the Board you will be fined in the amount of **\$300.00**. **THERE WILL BE NO EXCEPTIONS TO THIS RULE.**

### DAMAGE TO ANOTHER HOMEOWNER'S UNIT

Any owner causing damage to another owner's unit is fully responsible for the repair of the damaged unit. Each owner, according to the Illinois Condominium Property Act, is required to have Homeowners Insurance. The Association is **NOT RESPONSIBLE** for damages caused by one unit owner to another unit owner's property.

If any owner causes damage to the common areas of the Association, that owner is responsible for the repair and/or replacement of said area. **FAILURE TO COMPLY WILL RESULT IN LEGAL ACTION BEING TAKEN BY THE ASSOCIATION FOR DAMAGES AND COURT COSTS AND A LIEN BEING PLACED AGAINST THE UNIT.**



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## THE PARK OF RIVE OAKS 1B ASSOCIATION

### SAFETY RULES

#### I APARTMENT SAFETY EQUIPMENT

Each apartment should have the following items in usable condition and readily available for usage in case of fire or other emergencies:

- a. Smoke Detector
- b. Fire Extinguisher
- c. Flashlights with batteries

#### II IF A FIRE OCCURS IN YOUR APARTMENT

Leave your unit without further delay. Close the door behind you, leaving it unlocked. This will prevent the possible spread of heat and smoke into the corridor and allow the firemen entry without breaking down the door. **Call the fire department (911)** as soon as possible. Give the name, unit and floor number, and your street address. **Call the guardhouse at 708-510-7004** and report the information given to the Calumet City Fire Department.

Alert the occupants of other units on your floor, by pulling the alarm signal and pounding doors on your way to the exit if safe to do so. Use the closest exit stairway making sure the stairway door closes behind you. **DO NOT ATTEMPT** to use any of the building elevators, as they are out of service, malfunctioning, or not readily available if they are operable, the fire department will have priority of their usage to gain quick access to the fire area.

#### III FIRE OR SMOKE NEAR YOUR APARTMENT

Call the Fire Department. Report what you have seen. Do not assume that anyone else has made the call. Call the guardhouse. Give them the same details. Before trying to leave your unit, place your hand on the door. If it feels warm to the touch, do not attempt to open it. Heat on your door indicates the presence of a dangerous fire condition in the corridor. Put wet towels around the bottom of the door and cracks. If the door is not warm to the touch, after performing this heat test, carefully open the door slightly to check for possible smoke in the hallway. If the test is performed satisfactorily, the corridor can be used, cover your face with a wet towel and crawl on the floor to the nearest exit alerting other occupants on your floor as you proceed to the stairway, if safe to do so.



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Be sure you have closed your door and stairway doors behind you. **DO NOT ATTEMPT TO USE THE ELEVATORS** If smoke enters your apartment, open a window slightly. Go out onto the balcony, closing the door behind you and await evacuation.

Do not prop open stairway doors to help clear smoke from the hall.

People in sections where the fire is not raging should not impede or block the stairs by leaving to gape or look at the fire. Leave stairways clear for those who need them.

#### IV SMOKING

No smoking in the Common Areas, i.e. inner and outer lobbies, elevators, hallways, laundry rooms, club house, exercise facilities or bathrooms. The small refuse canisters in hallways, positioned between elevators, are not to be used as ashtrays to extinguish cigarettes or deposit garbage.

#### V KNOW YOUR BUILDING

Know the exits on your floor and where they lead. Locate the fire alarm signals nearest your apartment.

Have a family discussion and plan of action in case of fire or other emergency so that a minimum of time will be spent getting professional help and in evacuating the building. Fire extinguishers are available in the hallways and the stairwells,

#### VI ELDERLY AND HANDICAPPED

Please remember to notify the elderly and handicapped should any of the above occur, if safe to do so.

#### VII ELDERLY, HANDICAPPED UNIT IDENTIFICATION

A sticker will be placed in the upper left hand corner of units in which a handicapped or elderly person resides, for the purpose of assisting the fire or police in case of an emergency. Application of the decal is the responsibility of the owner/occupant.