

## **Introduction**

*[The Board might wish to update the content of this introductory section.]*

The Valley Lo Towers I Condominium Association, the Board of Directors and your neighbors welcome you to the Valley Lo Towers I community. We sincerely extend our best wishes to you in your new home.

Valley Lo Towers I (VLT I) consists of 118 condominium units in two separate buildings, on more than 9.25 acres of land. VLT I is a smoke free property.

Because of the size of our community, rules and regulations are needed to keep things running smoothly, to ensure pleasant, comfortable and enjoyable living in our homes, as well as to maintain standards that will result in appreciation of our homes in the future.

The information, rules, and regulations contained in this booklet are for the purpose of achieving and maintaining this goal, as well as to comply with the Valley Lo Towers I Condominium Association Declaration and By-laws and the Illinois Condominium Property Act. (A copy of this Act is available from our Management Company)

Owners are expected to be familiar with the regulations in the Declaration and Act, since they are binding on everyone. These Rules and Regulations apply to all Unit Owners, occupants, tenants, and their guests.

We are glad that you have chosen to make Valley Lo Towers I Condominiums your home.

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## **Assessments / Delinquent Payments**

Assessments are due on the 1st of each month. Late payments will incur a fee of \$75.00. Late fees will incur after the 10th day of the month.

Unpaid assessments over 60 days delinquent will be referred to the Association's attorney for collection. Please note that collection action may include filing a Forcible Detainer Action (eviction).

In accordance with the Illinois Condominium Act, the delinquent Unit Owner will pay all costs and fees incurred in the process of collection.

## **Common Areas**

*No furnishings within common areas are to be removed. Any damage or theft will be considered a violation and be handled accordingly.*

No personal property is permitted in/on common areas. This includes waste receptacles, supplies, footwear, umbrellas, and other articles shall not be placed in the halls, doorways, on the staircase landing, nor shall anything be hung or shaken from the windows or balconies, or placed on the outside windowsills.

Nothing shall be thrown from the balconies.

The following areas are strictly off limits to all Unit Owners, tenants, guests, and contractors, without the express written permission of the management:

- roofs
- boiler rooms
- meter rooms
- main pipes
- water heaters
- intercom system
- exhaust fan
- antennas common to the building

Anyone found ~~guilty of~~ trespassing or tampering with any of the above-mentioned common area items will be subject to paying for all damages incurred and may also be fined.

## **Exterior Appearance**

### **AWNINGS / SCREENS**

No awnings or other projections (including air conditioners, television or radio antennas, or wiring) shall be attached to or extended from or beyond the outside walls of the building.

### **BALCONIES**

Wind chimes, decorations, etc., are not allowed on your balcony or in the trees on the property. No windsocks or other items shall be hung from your balcony, railing, walls, or from the light fixture on your balcony.

The American Flag may be flown in compliance with the State of Illinois Condominium Property Act and Section 4-10,

Chapter 1 of Title 4 of the United States Code and the Executive Orders entered in connection with that section.

No balcony floor covering is to be applied without prior Board approval.

All flowerpots that are to be used on your balcony must be completely on your balcony and not on the railing. Window type boxes must be installed on the inside of your balcony railing, but not on top. There shall be no freestanding flowerpots on the railing. No baskets or pots may be hung from the balcony ceilings or walls.

Feeding of wildlife is prohibited.

Lighting is a limited common element. The Valley Lo Towers I Condo Association maintains the size and type of balcony light bulbs.

No balcony shall be screened, glassed-in, or otherwise enclosed.

No balcony shall be used for storage, nor may bicycles be kept on any balcony. Only patio furniture, grills, and flowerpots may be kept on balconies.

## SIGNS

No sign, signal, illumination, advertisement, notice or any other lettering or equipment shall be exhibited, distributed, inscribed, painted, affixed or exposed on or at any window, or on any part of the outside of any condominium unit or building or in any common areas.

## WINDOW COVERINGS

All window coverings facing the exterior of the buildings shall be of similar color (white, ecru, cream, off-white, etc.) for uniform appearance on the outside of the buildings.

## Emergency and Safety

### ELEVATOR PHONE

An Emergency Telephone system is located inside each elevator cab for security purposes only. When the telephone button is pressed, it will automatically dial the Glenview Fire Department. A red light will indicate that your call was received. If you have an emergency, the fire department will respond in person after you give them the location and address of the elevator you are in.

### GARAGE LEVEL WIFI

*WIFI is available for use with smartphones.  
Current username and password: WI-FI2020, chestnut2020\$*

### FIRE PLAN

***IN CASE OF FIRE CALL 911!!***

***IN CASE OF FIRE DO NOT USE THE ELEVATOR!***

According to the Glenview Fire Department, all residents are advised to *safely/quickly evacuate or* stay in their units until fire department personnel comes to get them out of the building provided the unit is not filling with smoke or fire.

Should you *residents* have a handicap/disability and be unable to evacuate on your *their* own, *call 911 and advise the dispatcher of such.* The Glenview Fire Department asks *them to* notify the department, in writing, of their condition and their needs with regards to evacuation to have on file.

The address is:

***Glenview Public Safety Dispatch Center  
2500 East Lake Avenue  
Glenview, IL 60026***

*Or complete the following online form:*

[Premise Alert Program Notification Form](#)

### ***If the door is warm to the touch***

- Before you try to leave your unit, feel the door with the back of your hand. If the door feels warm to the touch, do not attempt to open it. Stay in your unit.*
- Stuff the cracks around the door with towels, rags, bedding or tape and cover vents to keep smoke out.*
- If there is a phone in the room where you are trapped, call the fire department again to tell them exactly where you are located. Do this even if you can see fire apparatus on the street below.*
- Wait at a window and signal for help with a flashlight or by waving a sheet.*
- If possible, open the window, but do not break it, you may need to close the window if smoke rushes in.*
- Be patient. Rescuing all the occupants in a building can take some time.*

## **If the door is not warm to the touch**

- If you do attempt to open the door, brace your body against the door while staying low to the floor and slowly open it a crack. What you are doing is checking for the presence of smoke or fire in the hallway.
- If there is no smoke in the hallway or stairwells, follow your building's evacuation plan.
- if you don't hear the building's fire alarm, pull the nearest fire alarm "pull station" while exiting the floor.
- If you encounter smoke or flames on your way out, immediately return to your unit.

## **Important**

- If you leave the building, STAY OUT! Do not go back in for any reason.
- Tell the fire department if you know of anyone trapped in them building.
- Only enter the building when the fire department tells you it is safe to do so.

## **FIRE EXTINGUISHERS**

There are three fire extinguishers on each floor, located near the elevator and the two stairwells. These may be used by residents in case of an emergency.

Residents are encouraged to have a fire extinguisher in their unit.

## **SMOKE DETECTORS**

Smoke detectors in your unit are hard-wired and do not have batteries that need to be changed. Smoke detectors are inspected annually by vendors.

Under no circumstances should you a resident remove the cover of your a smoke detector as this sends an trouble signal to the Fire Department.

If your the smoke detector in your unit should happen to go off, look at the detector. If the light is solid red and there is no fire, please call the Fire Department at (847-724-2141) with your name, address, unit number, and phone number.

~~If it is not your smoke detector, stay in your condo until otherwise notified.~~

Steam generated from the shower in the hall bath may trip the alarm. Therefore, do not shower with an open bathroom door.

## **TORNADOS**

The following recommendations are from the Glenview Fire Department.

- The garage level is the preferred place to go during a tornado, either in the elevator lobby or your non-running car.
- Exit via interior stairwells; do not use kitchen stairwells.
- Residents on the first, second, third, or fourth floors should take refuge in the hallway. Fifth floor owners need to go down at least one level.
- Avoid entrance lobbies. There may be broken glass.
- If unable to leave your unit, then move to an area as far away as possible from windows.

## **Fines and Enforcement**

### **WRITTEN COMPLAINT**

In accordance with the Illinois Condominium Property Act, Chapter 765 ILCS 605/18.4(l), if someone is believed to be in violation of any of the provisions of the Declarations and By Laws, or Rules and Regulations, a signed and written complaint must be submitted to the management company by an owner, the management agent, or a resident.

### **WRITTEN NOTIFICATION OF COMPLAINT**

The person charged with a violation, shall be given ten (10) days written notice of the complaint, informing him/her of a time and place where the Board of Directors or its duly authorized committee will conduct a hearing to review the complaint, at which time they will have the opportunity to defend his/her actions.

All hearings will proceed with or without the presence of the accused Owner, as long as reasonable and proper notice has been submitted in advance.

The findings of the hearing will be given to the Board of Directors for their disposition at the next scheduled meeting.

### **WRITTEN NOTIFICATION OF DECISION**

If any resident is found guilty of a violation, the Board of Directors will notify that party in writing and a fine will be charged to the assessment account of the Owner of the unit involved, to be collected with the next monthly assessment.

### **FINES**

The Board will determine the appropriate fine amount within reasonable and justified parameters due to existing circumstances.

## ENFORCEMENT

The Board reserves the right to pursue any and all legal remedies to compel enforcement-legal and equitable-in the event of any violation of the Rules and Regulation, Declaration, or By Laws. Any and all costs and attorney's fees shall be assessed back to the account of the offending owner at the time they are incurred.

## Insurance

All owners are required to have home owners insurance. A Certificate of Insurance, listing Valley Lo Towers I as additional insured, is required to be sent to the management company yearly.

A Certificate of Insurance, listing Valley Lo Towers I Condominium Association as additional insured, is required from all contractors prior to any and all painting or remodeling work within a unit or common area of the Association.

A similar Certificate of Insurance is required from a moving company prior to a move-in or move-out.

## Moving

### NOTIFICATION OF MANAGEMENT

Owners are responsible for notifying the management office no less than four (4) *business* days prior to their moving date to reserve the elevator.

Management must approve all plans for moving in and *moving* out. When move in or move out is complete, management will check to see that the premises are left in the original condition *common areas have not been damaged*.

When using a professional moving company, a certificate of insurance from the moving company is required prior to moving. This certificate should list Valley Lo Towers I Condominium Association.

When using a professional moving company, The Seller shall provide the Buyer with ~~the Monthly Assessment Coupon Payment Book~~, the Rules and Regulations ~~Handbook~~ *Guide* and the Unit Owner Association Declaration prior to the closing.

### DEPOSITS

A \$750.00 (seven hundred fifty dollars) deposit in the form of a certified check *or a money order* made payable to Valley Lo Towers I Condo Association ~~or a money order~~ shall be required from the owners for all move outs.

A separate \$750.00 deposit shall be required for all buyers to move in.

The deposits must be paid at least 14 days in advance of the move-in or move-out. Deposits will be returned promptly if no damage is incurred. If damage is incurred the cost of the repairs will first be deducted from the deposit. All damage in excess of \$750.00 will be the responsibility of the individual in possession of the unit, being either the former or current owner, at the time the damage occurred.

In the event that any rules regarding moving are not followed, deposits will be forfeited.

### MOVING DATES AND TIMES

Moving is permitted Monday through Friday and must commence after 8:00 A.M. and must finish before 4:00 P.M. If the movers arrive prior to 8:00 A.M. or after 4:00 P.M. there is no one available to assist with the set up.

Saturday and Sunday moves are prohibited. Any violation of this rule will result in possible police action and forfeiture of deposit.

## Noise

No noise such as loud music, TV's, excessive running in halls and stairwells, or sounds that disturb or annoy other occupants of the building shall be permitted. *Residents who are experiencing any of these issues should contact management.*

## Pet Policy

Two cats are allowed per unit. No dogs are allowed. No strange or exotic pets (such as pigs, reptiles, etc.) shall be permitted. Only those pets owned by and permanently residing with a Unit Owner or renter are allowed on Valley Lo Towers I property.

Food and water for pets shall not be left outside the dwelling unit or on balconies.

No pet may use the balcony floor, either on or off paper, for elimination.

Owners shall keep their pets from causing any annoyance or discomfort to others. Owners will immediately remedy any complaints made to the Management Company.

Breeding of pets is prohibited.

Remedy of any damage caused by pets to any of the common areas shall be the full responsibility of the owners.

Pets shall not be tied up outside any unit or Building or elsewhere in the common Elements and/or left unattended.

[The following should be replaced with a simple hyperlink which takes the user directly to the form online!]

A COPY OF THE GLENVIEW ANIMAL AND RABIES CONTROL IS AVAILABLE FROM THE VILLAGE OF GLENVIEW.  
[link to form](#)

## Smoking Policy

Valley Lo Towers I is a no smoking community. Smoking is not allowed anywhere on the property including in any unit, on any balcony, any garages, in any common areas, or on any of our outside grounds. This includes cigarettes, cigars, pipes, e-cigarettes and other products, including ~~medical~~ marijuana.

## Soliciting Prohibited

No door-to-door soliciting of any sort is permitted on the premises. No messages, announcements and/or notices of any sort are to be placed by or under any door or other areas on the premises without prior approval and/or authorization of the Board of Directors.

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## Bicycle Rooms

Bicycle rooms are located in both east and west sides of the garage. Only residents' bicycles with owner's identification shall be stored in these rooms.

You *Residents* must provide your *their* own chain and lock.

Bicycles are not allowed to be chained to the outside stair rails or to any part of the grounds area. Bicycles may not be parked on the grass or blocking stairwells.

Bicycles stored in the bicycle room are at your *the owner's* own risk. The Association accepts no responsibility.

No Bicycles may *not* be brought through the lobby, *only through the garage*. ~~or on the elevators.~~

## Bulletin Boards

Unit Owners may post notices on the bulletin board located in the garage area in each building. All notices must be ~~on 3~~ ~~x-5 cards or paper and must be~~ *signed and* dated.

Notices may remain on the board for a maximum of 14 days *or until the day after the event*. Undated notices and notices older than 14 days will be removed.

The Board reserves the right to remove any notice deemed inappropriate.

## Electric Cars

Any unit owner who requires an electric car charging station will provide it at their own expense including installation, electricity usage and any maintenance and upkeep.

The station must be installed by a licensed and qualified technician, or electrician, and the electricity usage must be metered and charged directly to the unit owner.

Insurance policies providing for the protection of Association property must be kept in force and a certificate of insurance naming Valley Lo Towers as additional insured must be kept on file at the property manager's office.

The Association assumes no responsibility whatsoever for any problems caused by the station. The unit owner assumes all responsibility for any damages and repairs.

## Estate Sales

Article 7.01 (f) of the Declaration prohibits activities that cause unreasonable noise or disturbance to others. In order to control the disturbances to other Owners, the following rules are in effect.

1. Only a reasonable number of parties may attend the sale at one time. All parties attending the sale must be accompanied in the building to and from the unit.
2. Any Estate Sale or similar sale must be scheduled with the management office no less than thirty (30) days prior to the date of the sale. No more than one sale per day *per building* will be permitted.
3. Estate Sales may only be conducted between the hours of 10:00 AM to 2:00 PM.
4. The Owner of the Unit *representative of the Owner* conducting the Estate Sale will be required to attend the sale and be responsible for the actions of any firm conducting the sale and persons attending the sale.
5. A deposit of \$750.00 will be posted with the management office at the time the sale is scheduled to insure compliance with the rules, and to cover any damage that may be caused by the sale, as well as to pay the cost of additional security required for the sale.

## Exercise Facility

There is no additional charge for the use of this facility. Use of the equipment is **limited to residents only**.

This room is for the express use of the exercise equipment and is **not to be used as a TV room**.

Entrance to the exercise facility requires a special key and a \$25.00 refundable key deposit. No key will be issued to any owner until a signed release is on file with the management for that unit. Every resident of that unit must sign the release.

The following rules apply to this facility:

- The exercise facility will be open every day from 6:30 A.M. to 10:00 P.M.
- No one under 18 years of age is permitted to operate any equipment without adult supervision.
- All lights and equipment must be turned off and the door locked by the last person to leave.
- Please keep this area as neat as possible, and do not leave personal items in the room. The Association is not responsible for personal property.
- Limit your workout on the cardiovascular machines to 30 minutes when others are waiting. You must be present and waiting your turn.
- The exercise facility is unsupervised. Use precaution at all times when operating machines
- Please keep noise as reasonable as possible. When using weight stacks, for example, gently lower the weights to the resting position in order to reduce noise level, and use the television at the lowest audible volume.
- The telephone located in the exercise room is for emergency use only. When the phone is picked up, it will automatically dial the Glenview Fire Department. If you have an emergency, the fire department will respond when told of the location of the emergency.
- Only Athletic shoes shall be worn when using the equipment in the exercise room.

Keys shall not be duplicated or loaned. In the event a unit is being sold, seller **must** return the key to the management.

## Gazebo

The Gazebo is available for the enjoyment of all Valley Lo Towers Condo residents.

The following rules shall apply:

1. The hours for use of the Gazebo are 8:00 A.M. to 10:00 P.M. Monday through Friday: 9:00 A.M. to 10:00 P.M. on weekends.
2. Alcoholic beverages are NOT permitted in the gazebo.
3. Disturbing loud noises are not permitted at any time.
4. You are responsible for leaving the gazebo and the surrounding area in a clean condition and for removal of all debris.

## Luggage Carts

Two luggage carts are available for use in each building. These carts are located in the garage lobby.

Carts should be returned promptly when you are finished using them so that other residents may use them.

Carts are for the sole and exclusive use of the Unit Owners and shall not be used by contractors or vendors to haul supplies or equipment.

## Mail and Deliveries

Other than deliveries by the Post Office, United Parcel, Federal Express, and other delivery services, all furniture, supplies, bulk goods, grocery carts and packages of any kind shall be delivered through the garage.

Move-ins, move-outs, furniture and appliance deliveries may not be scheduled for the weekends.

Notify the management office prior to your delivery so the elevators can be protected.

There is an automatic fine of \$100 per violation.

## Miscellaneous

No furniture filled with a liquid or semi-liquid shall be brought in or used in any condominium unit. This includes waterbeds.

No business shall be operated out of any unit. It violates Section 7.01 (L) of the Declaration.

Sunbathing is only permitted on your own balcony or north of the fire lane on the grass. Appropriate cover-ups and shoes must be worn to and from the pool.

No material may be left in any common area.

Please be considerate of your neighbors and contain any noxious odors, from cooking or otherwise, within your own unit.

## Parking

### GENERAL POLICIES

At no time should the fire hydrants or fire lanes be blocked.

Vehicles shall not park so as to obstruct passage, ingress or egress of other vehicles or persons on the property. All vehicles shall be parked within the designated areas only, within the parking spaces.

All vehicles are restricted to paved surfaces and there shall be no parking on routes of passage, lawn areas, and/or sidewalks.

Any vehicle in the state of disrepair, rendering it incapable of being driven in its present condition, and in a condition such that the vehicle clearly indicates it has been abandoned, is not allowed to be kept in the development parking areas, and deemed to be a non-permitted vehicle, will be towed at Unit Owner's expense.

Permitted vehicles include passenger type automobiles and vans, motorbikes and licensed motorcycles. Commercial vehicles, when doing business with a resident during normal business hours, may use the parking facilities. Please park motorcycles on the south side of parking lot.

Vehicles not permitted:

- any camper, RV, trailer, or boat
- stretched vehicles, flatbed trucks
- tractors, semi's, cabs, and trailers
- All vehicles of any type with commercial license plates
- No vehicle of any type may be parked overnight except those owned by residents or guests of owners

### INDOOR PARKING SPACES

Each Owner has an assigned indoor parking space.

No unit parking space shall be sold, given, devised or otherwise transferred to any party other than a Unit Owner of a residential unit, nor shall same be leased to any party, other than a Unit Owner or occupant of a residential unit without the prior written consent of the Board, or the managing agent of the property acting in accordance with the Board's direction.

The front of your garage space shall be used only for storage of grocery carts.

No vehicles may be washed inside the garages.

Unit Owners are responsible for any damage, including leaking fluids onto garage space.

### OUTDOOR PARKING SPACES

The management company must be notified of the license plate number and make of any vehicle belonging to any non-resident or guest parked outside for a period longer than 72 hours. Failure to notify management may result in towing.

Exterior spaces designated handicap parking spaces are *primarily* for visitor use ~~only~~. Handicapped residents may utilize these spaces for loading and unloading of vehicles.

### PARKING VIOLATIONS

In the event of a parking violation, the management company will notify an authorized company to remove any vehicle in violation. All involved costs will be charged to the Unit Owner, whether it is the owner's vehicle, his tenant's or guest's.

## Refuse and Recycling

### CHUTE ROOMS

All refuse shall be placed in plastic bag with secured ties, and thrown down the refuse chute-not left on the floor in the refuse room. Glass, metal, newspapers, cat litter or pet feces may not be thrown down the refuse chute. Paint must be taken to an authorized waste center.

### GARBAGE DISPOSAL

Items that **should not** go down the waste lines are grease, bones (meat and poultry), coffee grounds, rice (especially uncooked), seafood, egg shells, onion and potato peelings, and all fibrous materials (corn husks, artichokes, celery, etc.).

### GARBAGE

All plant refuse should be placed in the garbage cans in the garage or in the Refuse room. Plant refuse should never be put down the garbage disposal.

Do not leave refuse on the garage floor. Boxes must be broken down, and along with other non-recyclable items, must be put in the dumpster in the garage refuse room or taken to the dumpsters located outside the west end of each

building.

## RECYCLING

[The following area will contain suggestions submitted by the Recycling Committee to be reviewed and approved by the Board of Directors.]

### Satellite Dishes

[Does the following still apply or can this item be deleted?]

In order to maintain and assure safety at Valley Lo Towers I Condominium Association in a good and orderly manner, the Board of Directors adopted Rules and Regulations concerning Satellite Dishes. The rules are on file with the management company and approval of installation is required by the Board of Directors.

### Unit Maintenance

#### CONTRACTORS

Any repair or maintenance work done by a privately hired contractor or Unit Owner, which is likely to disturb another resident, shall not begin before 8:00 A.M. and be concluded by 6:00 P.M. Monday through Friday. **Work is not permitted on weekends or holidays.**

All contractors and workmen, along with their tools, equipment and supplies **must** enter through the garage. The unit owners are responsible for any rule violations by their contractors.

#### DOOR LOCKS AND HARDWARE

Residents shall not alter any doorknob, lever or trim or install a new lock knocker or other attachment to any door leading to a common element. Security chains may be added on the interior of these doors.

[Kevin Sanders discontinued this practice before changing positions with Braeside. Should it be modified or deleted?]

If an existing lock is re-keyed, copies of the key may be left with the Management Company.

If no key is available to management and an emergency entry into the unit is required the door may be forcibly opened. All cost incurred in the repair and/or replacement of any door or door component, damaged due to such forced entry, will be the responsibility of the Unit Owner.

#### HARD SURFACE FLOORING

Board approval is required for the installation of all hard surface flooring, including but not limited to Engineered Hardwood, Laminate, Ceramic Tile, Stone, or Marble, within a unit. Solid hardwood is **not** allowed. All such flooring shall have an underlayment with a **Field Impact Insulation Class (FIIC) of 54** or higher and an **Impact Insulation Class (IIC) of 70** or higher.

Unit Owners shall submit a written request along with a copy of the Manufacturers specification sheets indicating the soundproof rating of the underlayment and flooring system to be installed.

Proof of insurance, listing Valley Lo Towers I as additional insured, is required from the installers.

In the event that unauthorized flooring is installed, removal of said flooring will be required at the Unit Owners' expense, and a fine may also be incurred.

#### PLUMBING / RODDING

In the event of any water/sewer/drain line obstructions, the Unit Owner shall promptly notify Management of the obstruction. Management shall arrange for the Association's plumber to clear the obstruction or resolve the problem causing the obstruction.

If the obstruction is in the horizontal lines, unless otherwise advised by the Association's plumbers, it shall be the Unit Owner's responsibility for the cost of the plumber.

If the obstruction is in the vertical lines, unless otherwise notified by the Association's plumber, it is the Association's responsibility for the cost of the plumber.

When a Unit Owner experiences a waste line back-up in their unit, that Unit Owner is responsible for rodding from his/her unit down to the main sewer drain in the garage: the Association would assume cost only if the clog is in the vertical main drain (not the horizontal drain leading from the unit sink to the main), and only if the plumber assigned by the Association is used.

Unit Owners are prohibited from using any product that is a drain cleaner (i.e., Drano, Liquid Plumber, etc.).

#### RECESSED CAN LIGHTING

Installation of recessed lighting in any unit requires prior Board approval. All recessed lighting fixtures must be IC rated and have an integrated thermal protector.



## WINDOW REPAIRS / REPLACEMENTS

The entire window structure is a limited common element. As such, it is the Unit Owner's responsibility to maintain, repair, and replace glass and surrounding frames. Since all exterior windows and sliding doors must conform to architectural standards, Board of Directors' approval must be obtained prior to any installation. Sources for repair and replacement can be obtained from current Management.

## WATER SHUT OFF

Three (3) day notification of intent by a Unit Owner to have the water in their building, and particularly in their tier, turned off must be given to the other residents of the building by notifying the management company. The notice shall state the date, and approximate time of the water shut off and the anticipated length of time the water will remain off. The water cannot be turned off before 9:00 a.m. and must be turned back on by 3:30 p.m. Emergency repairs are exempt from the three (3) day rule.

## Unit Rental

Prior to renting a unit, the owner must provide a criminal background check on the prospective tenant/applicant, and a lease to the Board. The Board must receive all such documentation no later than 14 days before the beginning of the lease. Any costs incurred by the Condo Association during the term of the lease shall be the responsibility of the Unit Owners.

The term of all leases shall be one year. A copy of each lease must be on file with the management company after Board approval. Renewal of a lease is dependent on Board approval.

The Unit Owner must provide a copy of the Rules and Regulations Handbook to the renter and provide the Board with written verification that they have been received. All maintenance and repair issues within the unit should be directed to the Unit Owner and the Unit Owner should contact management when appropriate. The renter is prohibited from contacting onsite maintenance and management personnel.

Renters will not be permitted to move in unless all of the above rules are followed.

The Board may take action requiring the Unit Owner to initiate eviction of the renter, or to impose a fine upon the Owner as the Board deems appropriate.

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