



6301 NORTH SHERIDAN ROAD / CHICAGO, ILLINOIS 60660 / PHONE 773-338-1300 / FAX 773-338-9060

RULES AND REGULATIONS

We would like to acknowledge the pioneering efforts of the late **Walter Laffer** who started this project, as well as the following individuals who took it over and saw it through to completion:

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Revised and Approved September 2001

I. SECURITY MEASURES

a. Security Measures

1. All residents are responsible for maintaining the security of their Units.
2. If you see/hear unlawful or suspicious behavior, call 911 (311 non-emergency) and then notify the doorman and/or management.
3. Door staff must not be asked to leave their post.

b. Keys and Locks

1. The lobby door is locked between 12 midnight and 6 a.m. Use your key or ring the doorbell on the east side of the lobby door and the doorman will unlock the door for you.
2. The back receiving door (Door 100) is locked between 11 p.m. and 6 a.m.
3. The door to the Hospitality Room, Storage Room, both locks to the Commissary and Exercise Room are **always locked**.
4. Use **both locks** on your apartment door whenever you leave. The **Association** will not be responsible for doors left opened or unlocked or keys left in the outside lock.
5. Each owner/tenant has been furnished with a key to the common areas. Additional keys may be purchased from the Management Office.
6. If owners add or change existing locks it is at their expense. The Management Office should be provided with duplicate copies of all keys. If duplicate keys are not provided then the Unit owner is **completely responsible** for locksmith fees and for **damage** incurred in an **emergency requiring access to the Unit**.

c. Visitors and Guests

1. Visitors and guests entering the building must identify themselves as invited guests or as persons with requested deliveries. The door staff will

call the Unit to identify the party and obtain entry approval. All visitors and delivery persons must sign the guest book unless accompanied by owner at all times.

2. To permit individuals to enter your Unit when you are not at home, **you must sign an entry permit** obtained from the front desk. The **entry permit** should specify the **conditions** under which **access is to be granted**.
3. Do not open, or hold open, the door to the common areas for any unknown person. When in doubt, delay entering or leaving. Report any suspicious person or activity to the door staff immediately. **Call police (911) first if you consider the situation dangerous.**

d. Extended Absence of Resident

1. It is **recommended** that when a resident plans to be away for more than seven days, the Management Office should be informed in writing.
2. If you have newspapers or any other regularly scheduled deliveries, be sure they are **discontinued** during your **absence**.

II. COMMON AREAS

a. Definition of Common Area

Refer to Declaration, Article 3, No. 1 "Description".

b. Damage to Common Elements

Refer to Declaration, Article 8, No. 1. "Maintenance, Repairs & Replacements".

c. Rules Applying to All Common Areas

1. The door staff, maintenance staff and management are not responsible for unattended children.
2. Smoking is prohibited in the common areas with the exception of the outside sundeck.
3. Deliveries, loading, and unloading must be made through the rear service entrance, Door 100.
4. Posting of notices is subject to Manager's approval.
5. Solicitation is not allowed.
6. Charitable and advertising material may be left with the Manager for distribution at the Manager's discretion.

d. Lobby

1. The lobby is not to be used for recreation, hospitality, or as a play area unless authorized by the Board. The Board may take special action to limit additional specific activities on a case-by-case basis. Such limited activities will be posted on the bulletin boards and on the building TV channel.
2. Bicycles, roller blades, wagons, sleds, shopping carts and laundry carts are not allowed in the lobby. The back entrance (Door 100) or the garage entrance must be used except after 11:00 p.m. when the back door (Door 100) is locked.
3. Tradesmen must use the rear door (Door 100) and the service elevators instead of the lobby entrance. A telephone is provided at the Door 100 entrance for communication with the front desk.
4. **The door staff is not to be used as a childcare person. Children may never be left unattended.**
5. Residents must be attired in **street clothes and shoes** when walking through the lobby or remaining in the lobby.

6. No uncovered or unpackaged food should be transported through the lobby.

e. Hospitality Room

1. The private use of this room is limited to Condominium residents and must be made through the management office. **The requesting resident must be present during the event.**
2. A prior reservation request must be made with the manager. A refundable deposit and a non-refundable fee must be given to the Association when a reservation is made. The amount of the deposit and fee will be set by the Board.
3. If accepted, the reservation will be entered on the calendar. All reservations include “reasonable” set up services by the building staff.
4. The requesting resident is responsible for:
 - a. The instructions for the set-up services of the room;
 - b. The conduct of the participants;
 - c. **Damage to walls, pillars, ceilings, furniture, and carpet;**
 - d. The final cleanup and housekeeping of the room as well as the cleanliness of the refrigerator;
 - e. **Additional expenses, beyond the deposit, incurred due to damage and/or theft.**
5. **Only standing decorations are allowed;** nothing shall be attached to the walls, pillars, or ceiling of the room.
6. The parties must end by 11:00 p.m. and the room must be completely cleaned and cleared by 11:30 p.m.
7. **Music volume and base** must be regulated, and kept to a **minimum**, in order not to **disturb residents.**
8. Anyone who fails to pay for damages or otherwise violates any of the above rules will be subject to a hearing and a possible fine and may be

subject to a hearing and a possible fine and may be banned from further use of the Hospitality Room. The deposit left with Management will be refunded contingent upon a thorough inspection and compliance of the rules and regulations.

9. Check the building channel and building bulletin board for scheduled events.

f. Elevators

1. Notices may not be posted in the elevators or around the elevator areas.
2. Any person **defacing the elevators will be charged** for the repair or replacement of the damaged areas.
3. Use the freight elevator for the movement of large objects (bicycles, laundry carts, etc.). See section on moving.
4. Pets must be taken down in the freight elevator and returned in the same way unless the freight elevator is “locked off.”

g. Hallways

1. **Mats, boots, shoes, carts or objects of any sort are prohibited outside Unite entrance doors.**
2. Signs or name plates must not be placed on Unit doors.
3. Pets must not be left unattended in the hall. Hallways should not be used as dog/pet runs.
4. No alterations to the common area hallways are allowed.
5. No playing with or riding of **bicycles, tricycles, roller blades, etc.** is allowed.

h. Exercise Room

1. Until a security system is installed, a pass key can be obtained at the front desk to enter the Exercise Room. Once the security system is installed, the common area key will be used.
2. Children under the age of 18 are not allowed to use any **exercise equipment** unless under the supervision of an adult does not include ping-pong table).
3. There is a **30-minute equipment usage** limit when people are waiting.
4. Hours of the exercise room are as posted.
5. No pets are allowed in the Exercise Room.
6. Anyone found **intentionally** misusing and/or damaging the exercise equipment **may be fined** following an opportunity for a hearing.
7. **No food or refreshments are allowed to be brought into the exercise**

The hours of the Sun Deck, Exercise Room, and other building common areas are determined and approved by the Board of managers and can be subject to change.

room.

NOTE:

i. Storage Areas

1. Storage areas are assigned by the on-site manager. **The association takes no responsibility for damage or theft of contents thereof.**
2. Storage of any kind in the aisles or on top of the lockers is **prohibited.**
3. **NO EXPLOSIVES, ILLEGAL, TOXIC, OR FLAMMABEL MATERIALS MAY BE STORED IN THE LOCKERS.**

j. Receiving Room

Hours for the receiving room are posted. The condominium Association is not responsible for damage of any property delivered to, or left with the receiving room attendant.

k. Sun Deck

1. All persons must remain within the fenced in Sun Deck area only.
2. Persons smoking on the Sun Deck must use the receptacles provided.
3. **No cooking, barbecuing, or grilling is allowed on the Sun Deck.**
4. All persons are responsible for maintaining a clean and orderly area.
5. Residents and their guests are responsible for appropriate behavior as stated in the Shoreline Towers Condominium's Rules and Regulations.

NOTE: The hours of the Sun Deck, Exercise Room, and other building common areas are determined and approved by the Board of managers and can be subject to change.

l. Common Area Washrooms

Restrooms are located on the first, second, and twenty-sixth floors. All persons using these facilities must maintain their cleanliness.

m. Bike Room

1. Bicycles must be **registered with the Management Office** and an annual fee paid for the rental of a bike stall.
2. Unregistered bikes **will be removed at the owner's expense.**

n. Parking In Driveway Area

1. All persons parking in the front driveway are allowed **15 minutes** of parking and must notify the doorman of their identity and the Unit number they are visiting. If this notice is not given, the car will be towed away.
2. **In order for the front entrance to be free for emergency vehicles, parking is prohibited in such designate areas and for ten feet on either side. This area is marked.**
3. Unit owners should notify the front desk when an ambulance is expected, so as to expedite access to the Unit.
4. The association reserves the right to restrict parking in the driveway area **without notice.**

III. LIMITED COMMON AREA

a. Definition of limited common area

Refer to Declaration, Article 3 No. 3, "Limited Common Elements".

b. Balconies

1. No rugs should be beaten or dusted and rubbish or cigarettes are not to be swept or thrown from the balconies or windows.
2. Barbecuing must be done with covered grills which are lighted by electric starters. **LIGHTER FLUID MUST NOT BE USED**
3. Furniture, balcony doors, barbecue grills, plants, and decorations should be **carefully secured against the wind** without drilling or anchoring to any part of the balcony or building structure.
4. Pets may not use the balcony for relieving themselves.
5. No additions or alterations are permitted as stated by the Condominium Declaration (unless specifically approved by the Board).

6. No clotheslines or drying stand are allowed on the balcony. Clothing or household material must not be hung over the railings (e.g., rugs, towels, etc.).
7. Painting and/or carpeting the balcony floors is **prohibited**.
8. Balconies may not be used for storage of bicycles, exercise equipment, etc.

c. Garage and Laundry Room

The garage and laundry room is a privately owned business and operates under their own rules and regulations.

Rules and regulations of the garage and laundry room may be obtained from the Garage Manager on duty in the garage.

IV. SANITATION

a. Trash–Garbage Disposal–Recycling

The rules for trash and garbage disposal are posted above the chute in each disposal room. They must be followed for safety and sanitation. They are as follows:

1. **ALL GARBAGE MUST BE PLACED IN A PLASTIC WASTE BAG AND TIED UP BEFORE BEING DEPOSTIED DOWN THE CHUTE. ANYTHING LARGER THAN THE OPENING OF THE CHUTE SHOULD BE DISCARDED IN THE OUTSIDE DUMPSTERS. DO NOT LEAVE PIZZA RIB OR OTHER FOOD BOXES ON THE DISPOSAL ROOM FLOOR.**
2. Place newspapers and other recyclable paper products in the basket in the chute room.
3. Bottles, cans, and plastic are to be taken to the first floor recycle bins.

4. Bulky items such as boxes, remnants, etc. should be brought down and placed in the dumpsters located on the North side of the building. Also contact the management office for disposal of Christmas trees. Disposal of oversized objects is the responsibility of the owners, i.e. appliances, furniture, carpeting, mattresses, and such objects may not be placed outside by the dumpsters. Some such disposal arrangements may be made with the Management Office for a designated fee. Such a fee schedule will be available from Management and approved by the Board.

INDIVIDUALS WHO PUT OVERSIZED OBJECTS BY THE DUMPSTERS WITHOUT INFORMING MANGEMENT AND/ORPAYMENT OF A DISPOSAL FEE WILL BE FINED AFTER VEING GIVEN THE OPPORTUNITY FOR A HEARING.

5. **It is against the law to throw lit cigarettes in the chute.** Make sure that there are no smoldering embers in trash deposited in the chute.
6. Rugs are not to be shaken down the chute.
7. **To conserve energy please turn out the light and close the door when you leave the garbage disposal room.**

NOTE: Recycling is a Chicago City Law. Shoreline Towers participates in this program.

b. Extermination

1. To prevent the spread of insects, owners should report the presence of pests to the on-site Manager.
2. In order to eliminate and control any problems with bugs or rodents, the entire building is serviced when needed.
3. **ANY RESIDENT WHO REFUSES ENTRY TO HIS/HER APARTMENT FOR EXTERMINATION AFTER PREVIOUS NOTICE HAS BEEN GIVEN SHALL BE SUBJECT TO A FINE SET BY THE BOARD AFTER BEING GIVEN AN OPPORTUNITY FOR A HEARING. UNDER A PROVEISION OF THEILINOIS**

CONDOMINIUM LAW, THE APARTMENT WILL BE ENTERED FOR SUCH EXTERMINATION TO TAKE PLACE IN ORDER TO PREVENT THE SPREAD OF PESTS TO OTHER UNITS.

V. IN-UNIT REPAIRS

1. Article VIII of the Declaration states..."each owner shall furnish and be responsible for, at their own expense, all maintenance, repairs and replacement within their own Unit."
2. There is a per hour charge (with a half-hour minimum charge) to Unit owners for any service or repair made to a non-common area element in a Unit. If materials or replacement parts are required, the cost of these items will also be billed to the Unit owner.
3. "In Unit" services are available through the maintenance staff if the owner has signed a "**Waiver of Liability**" form. This form is available only in the Management Office.
4. Refer to your **current** maintenance labor charge list.

NOTE: Changes in fees are determined and approved by the Board of Directors.

5. The maintenance staff will make repairs only on items covered in the Parts and Labor charge list. Tenants must notify the owner to make a specific request for service.
6. Residents who wish to employ members of the Shoreline building staff **after** working hours do so at their own risk, assuming **no liability toward the Association.**

7. Bathroom vanities or pedestal sinks **must not obstruct drum traps** on the bathroom floor or must be removed by the owner prior to tub rodding.
8. Although thermostats are the owners' responsibility, improper installations, or installing a thermostat not rated at 120 vac will transfer liability for repairs to the Kritzer Units to the owner.
9. Fuse boxes have tamper proof inserts accepting only a 15 or 20 amp fuse for the fuse receptacle. Tampering with the inserts could cause an electrical fire. Contact the engineering staff or a qualified licensed electrician if problems occur.
10. A separate, more detailed, set of rules and regulations is being prepared and will ultimately supersede this section/
11. All repairs/maintenance which affect any common elements must be previously submitted to the Board in writing for approval **BEFORE** any work is undertaken.
12. All repairs/maintenance done in any unit must be in compliance with the City of Chicago Building Code.

VI. FLOOR/WINDOW COVERINGS AND FURNITURE

1. If a **hard floor is installed**, a layer of sound absorbent material such as $\frac{1}{4}$ " **cork**, felt, or foam rubber must be installed between the concrete and floor covering.
2. Windows must have coverings including drapes, shades or blinds designed specifically for that purpose. Towels, sheets, newspapers, etc. may not be used as window coverings.
3. Unit owners must install carpeting over **standard padding** – either wall to wall carpeting or carpets which cover the traffic patterns in the living/ dining area, hallways, study, and bedrooms, covering a minimum of **80%**

of the total area of the Unit. If you are in doubt about the restrictions, please check with the Management Office before you make any installation.

VII. UNIT ALTERATIONS AND APPLIANCES

See Shoreline Towers Remodeling handbook for complete instructions.
(See also Section V Nos. 10 – 12).

VIII. SALE AND LEASE OF UNITS

For information about the procedures for sale or lease of your Unit, contact the Management Office.

1. Thirty (30) days prior to the sale or lease of an apartment, the following information must be given to the On-site manager to present to the Board of Directors for their approval at the monthly Board meeting.
 - a. “Intent to Sell or Lease” form
 - b. Credit Report to be furnished by owner
 - c. Payment of an administrative processing fee. (Fee schedule is available in the Management Office).
 - d. Sale or Lease Contract
2. **UNIT OWNERS MAY NOT SELL OR LEASE THEIR UNIT WITHOUT FIRST PROVIDING TO THE BOARD OF DIRECTORS ALL OF THE DOCUMENTATION REQUIRED ABOVE IN A TIMELY FASHION.**
3. For and Open House:
 - a. The manager should receive prior notice of an open house.

- b. The sale or lease of Units must only be by individual appointment. An “Open House” sign is not permitted anywhere outside of the building or in windows.
- c. Anyone wishing to see the Unit must be escorted up by the owner and/or a realtor.

IX. MOVING

1. Moving is a change of residence out of, into, or within Shoreline Towers.
2. Moving days are determined by the Board of Directors. The schedule for moving days is approved by the Board and may be subject to change from time to time. The current moving schedule is available from the on-site manager.
3. A **guard fee** is required from the Unit owner. The fee is to be given to the **Management Office** five days prior to the move. The schedules are available from the Management Office and are subject to approval by the Board. Consequently, fees may change over time and the applicable fee will be determined by the actual moving date according to the currently approved fee schedule.
4. The door staff on duty will have a copy of an authorization to **document** a scheduled move.
5. **A FINE WILL BE IMPOSED AGAINST ANY UNIT OWNERS (AFTER AN OPORTUNITY FOR A HEARING) WHO ATTEMPT TO MOVE IN OR OUT OF ANY UNIT OR PERMIT THEIR TENANTS TO MOVE WITHOUT PRIOR WRITTEN AUTHORIZATION FROM THE MANAGER.**

X. FINANCIAL MATTERS

1. Article VI Section 8 of the Declaration provides that each Owner is responsible for their own insurance for the contents of their Unit.

Homeowners insurance for each individual unit is highly recommended.

2. Assessments are due the first of each month. A late charge will be assessed when the required payment is not received by the 15th of each month. The late charge will be applied on the 16th of each month or the first working day after the 15th. If a Unit owner is in default of three month assessment payments the action described in Article XVI, Section 8 of the Condominium Declaration will be applied. Late fees are determined by the Board and are subject to change from time to time. Current late fee charges are available from the Management Office.

XI. COMDOMINIUM LIVING

a. Consideration of Neighbors

1. Show consideration for your neighbors by:
 - a. Being careful of the **volume and base** when playing **musical instruments, stereos, radios, video games, computers, TV's, DVD's, etc.**
 - b. Holding down party noise;
 - c. Making minor home repairs including drilling, hammering or other excessively noisy jobs between 9:00 a.m. and 4:30 p.m. **ONLY:**
 - d. Keeping dogs from excessive barking;
 - e. Preventing occupants from making excessive noise from noise producing activities:
 - f. Not delaying elevators.
2. **Any continuous load noise or disturbance can be reported to management for a GRIEVANCE HEARING WITH THE BOARD AND POSSIBLE FINES.**

3. Unit owners and residents are responsible for the actions of their guests and tenants.
4. **Tenants of non-resident owners** are expected to observe all the rules applicable to Unit owners.

b. Special Unit Information

Installing weather-stripping to the bottom of your Unit door is **NOT** recommended. The building was designed to provide your Unit with fresh air from the hallway. Installation of weather-tripping causes negative air pressure, resulting in your Unit retaining fumes from the kitchen and bathroom exhaust vents.

The City of Chicago Fire Code Prevention Bureau requires each door in the building to have a door closer. The City of Chicago may fine individuals for violation of this code. The Unit owner must purchase the closer and the maintenance staff will install it at no charge.

XXI. PETS

1. Pets are not to be taken out or in through the main lobby. Please use the freight elevator. Only when the freight elevators are unavailable, may passenger elevators be used for the transportation of pets. After 11:00 p.m., entering the lobby with a pet is permitted since the back doors are locked.
2. Pets must not be allowed to relieve themselves on balconies, walls of the building, landscaped areas of the building or on the parkway walls and driveways. Owners are encouraged to walk their dogs in the rear section of the cul de sac or the park area and use the dog mitts and trash can provided. Violators can be fined \$500 per the City of Chicago.

3. **Each pet owner, not the building staff, is responsible for cleaning up any common areas caused by a pet relieving itself. The pet owner is financially responsible for any damages caused by their pet.**
4. Common areas such as the stairwells, halls, balconies, garage ramps, and the front driveway are not to be used for pet runs.
5. **Owners of dogs should control their barking and should be aware that pets, when left alone, may create a disturbance.**
6. The Board may demand the removal of a pet or pets or take other appropriate action if problems occur, i.e. notification to a humane organization.

XIV. USE AND OCCUPANCY RULES

1. Each unit shall only be used as a residence and shall not be regularly occupied by more than the number of persons specified hereafter:

One bedroom units	3 Persons
Two bedroom units.....	4 Persons
Three bedroom units	5 Persons

2. In case of lease of any Unit, the persons occupying the Unit shall be limited to only those persons whose names were submitted as occupants at the time of approval of the lease. When death, change of marital status or other unusual circumstances necessitates it, the names of new residents shall be supplied to Management.
3. This rule shall not apply to owners or tenants under present leases approved by the Board of Directors prior to the adoption of this rule, nor to owners or tenants occupying units to whom children are born nor who adopt them.
4. Upon renewal or extension of any lease these rules shall apply.

5. Occupants who may need assistance during floods, fire, power failures or any other disaster should make their needs known, so someone will be available to assist them in times of emergency.

XIV. VIOLATIONS

a. The owner shall be liable for all costs incurred by the Association for the enforcement of these rules and regulations including, but not limited to, counsel fees, court costs, and any other incidental expense. SUCH COSTS AND EXPENSES MAY BE COLLECTED IN THE SAME WAY AS DEFAULT IN PAYMENT OF ANY ASSESSMENT.

Violation of the Rules and Regulations will result in a notice and an opportunity for a grievance hearing with the Board of Directors, who may impose a fine. Costs incurred by the Association for the enforcement of the Rules and Regulations including, but not limited to legal fees, court costs and other incidental expense will be charged to the Unit owner. Such charges will be collected according to the association's collection policy and procedure.

b. Negligence

UNIT OWNERS are responsible for all expenses incurred through fire, flood or other damages caused by their negligence.

c. Vandalism

Repairs and refurbishing due to vandalism will be charged to the unit owner who is found responsible.

Note: Unit owners will be held completely responsible for any and all vandalism/damage deemed to be caused by their guests and/or tenants.

XV. DISCLAIMER

The Board of Directors, the Condominium Association, its Managing Agent, and the building personnel assume no responsibility to Owners, tenants or visitors for personal loss or injury.

Each Unit owner is responsible for maintaining his or her Unit in a condition so that there IS NO VIOLATION OF INSURANCE REQUIREMENTS, THE CHICAGO BUILDING CODES, FIRE PREVENTION CODES AND THE STATE OF ILLINOIS REGULATIONS.

These Rules and Regulations will be reviewed and revised periodically as necessary.