

HANOVER SQUARE CONDOMINIUM ASSOCIATION

RULES AND REGULATIONS

Failure to abide by the Rules and regulations may result in one or more of the following.... Fines (which may escalate \$100, \$200, etc), towing, eviction, additional costs and/or legal action. The MINIMUM fine will be assessed at \$100.00 effective 5/31/07 with the exception of Insurance which carries a minimum fine of \$500.00.

Please contact management office about rules, regulations, ACC applications, scavenger pick ups or any other questions you may have.

GENERAL RULES

Garbage - Parking - Towing - Pets - Antennas / Satellite Dishes - Air Conditioners - Awnings - Common Areas - Chimney & Fireplaces - Doors & Windows - Electrical outlets - Flag Poles - Fencing - Gutters - Landscaping - Seasonal Decorations - Real Estate Signs - Bikes - Pest Control - Tot Lot - Alcohol / Drugs - Assault - Loitering - Village Trespass to Land - Absentee Unit Owners - Residents / Guests

1. GARBAGE

- A. All garbage must be placed in sealed plastic bags and placed inside the dumpster behind the privacy fence.
- B. Residents only are allowed to use the scavenger service, (dumpsters). Absentee owners are not allowed to bring items into the complex to dispose of.
- C. Any litter remaining on the ground after garbage pick-up should be removed by the residents.
- D. Large items such as sofa, loveseats, dressers, etc must be placed inside of the dumpster or arrange for a special pickup by contacting management.
- E. Refrigerators, stoves, washing machines, dryers, and hot water heaters are not part of the scavenger contract. If you wish to dispose of one of these items you must contact the management office for arrangements. There will be an additional cost of these pickups.
- F. Doors must be removed from all appliances prior to being placed in or by dumpsters.

2. PARKING

- A. Two spaces are provided per unit, the garage and garage apron. Only one motorized vehicle per *garage apron* is allowed
- B. Parking in fire lanes is expressly prohibited.
- C. Vehicles shall not be parked or maintained so as to obstruct passage of other vehicles or emergency vehicles. No vehicles may hang over yellow line of the garage apron.
- D. Any vehicle parked in a fire lane, no parking area, or parked on sidewalks or grass areas shall be towed and/or fined by the Association, without notice to the unit owner, at the unit owner's expense.
- E. All vehicles parked in the Association must be fully operational and currently licensed by local and state governments, unless permission has been granted by board and management.
- F. Vehicles that are permitted on the property include passenger cars, light trucks up to "B" plate, and properly licensed street motorcycles. Motor homes, campers, trailers, boats, recreational vehicles, off road motorcycles, snowmobiles, and non-operational vehicles are not permitted on the property.
- G. Storage of vehicles is prohibited.
- H. All motorized vehicles must be parked in their assigned garage or garage apron.
- I. Minor automobile repairs/maintenance shall be limited to those, which may be completed before nightfall and those which will not damage the common areas in any way. ONLY brakes, oil changes, or changing tires are allowed. Repairs / maintenance may be done ONLY on resident own vehicle only and ONLY on apron and NOT inside garage. The owner is responsible for any cleaning of the area and any damage caused to the common area. No body work or engine repair/replacements are allowed.
- J. You may ONLY park in other parking spaces with WRITTEN PERMISSION from that unit's owner. This written permission MUST be sent to management office by the unit owner granting permission and be on file.
- K. Motorcycles are not permitted to be parked on sidewalks, grassy areas. They must be parked in your garage/driveway. Only one vehicle per space is permitted.
- L. After any 2" snow fall all cars must be removed to accommodate snow plowing. If over night snow, cars must be removed by 8am.

- M. No vehicle may be backed into the garage or apron.
- N. No warming of vehicle inside of the garage. All vehicles must be removed completely from the garage prior to warming of vehicle.
- O. No working on vehicles owned by others, whether a resident of Hanover Square or not. Working on another resident's vehicle constitutes running a business which is against the Village ordinance in a residential area.
- P. Any vehicle in violation of any of the above rules may be subject to fines, towing and additional fees not only from the Association but from the Village of Hanover Park as well.

3. TOWING

- A. The Association has contracted a towing firm and has erected the necessary signage to legally tow within the Association. This is in compliance with the laws of the State of Illinois.
- B. Vehicles may receive a sticker, fined and/or towed, without notice to the owner, for the following violations:
 - 1. If parked in another resident's driveway without the unit owner's written permission on file in management office.
 - 2. If parked behind other vehicles or 2 vehicles on a single apron (double parked)
 - 3. If parked in fire lane, grass, or sidewalk
 - 4. If parked on Association property while not currently licensed or operable i.e.; expired sticker on plate, no plates or no applied for sticker on back window.

The towing company will be called and the vehicle will be towed without notice to the owner. All charges must be paid prior to the towing company releasing the vehicle.

The association is not responsible for your vehicle being towed due to missing sticker or for expired plates. They will randomly patrol the complex for vehicles in the fire lanes as well as for expired plates.

Board members and management **CAN NOT** have vehicles released for any reason.

4. PETS

- A. Unit owners or residents shall have not more than a total of two (2) domestic pets of any kind in a unit, i.e., 2 cats, or 2 dogs, or 1 cat and 1 dog
- B. All pets must be on a leash when outside the unit and accompanied by the owner who is carrying some means of waste removal, i.e. pooper scooper, plastic bag, etc. at all times.
- C. Any deposit of waste by a pet on the common elements shall IMMEDIATELY be removed and properly disposed of by the person attending the pet.
- D. No staking of pets allowed.
- E. Pets shall not be fed outside the unit or in the common areas.
- F. All village ordinances shall also be incorporated as part of these rules.
- G. Any pet in violation of the above rules on a continual basis or any pet creating a nuisance, health issue or disturbance may be removed from the property upon three (3) days written notice from the Association and/or the attorney.
- H. The unit owner is responsible for their tenant and guest's pets. The owner shall be held responsible for any damage caused by pets from their unit. The owner shall have ten (10) days in which to repair the damage. If not repaired within ten (10) days, the Association's contractor shall repair said damage and all costs and expenses will be charged to the unit owner's account.
- I. No exotic pets are allowed outside of the unit. ie; snakes, tarantulas, iguanas, parrots, etc.
- J. Pets may NOT be kept in garage
- K. The articles of the Association's Declaration pertaining to pets shall be incorporated as part of these rules.

5. ANTENNAS/SATELLITE DISHES

- A. No antenna shall be installed on the exterior of the building or on common areas. Normal radio and television installations within the building are acceptable.
- B. Antenna's which are in the attic and service all units in that building will be the responsibility of the Association.
- C. No satellite dishes are permitted. And may not be installed on any portion of the building or common element.

6. AIR CONDITIONERS

- A. All portable air conditioners shall be allowed during April 15th - October 30th. They must be removed from the window from October 31-April 14th, and MUST have any opening on sides of unit filled with a white, weatherproof material such as original accordion sides, wood, or solid plastic pieces. Must be kept in good physical and aesthetic condition. No cardboard, sheet plastic, unpainted wood or other unsightly, unsafe or weak materials may be used.
- B. All Central air conditioners must be installed by licensed, bonded contractor as to insure that no damage will occur to the common elements or building. Installation may not be done without first filling out and getting back an APPROVED ACC application from the management office and a permit from the Village approved. All installation MUST meet village and Association guidelines.

(The Association highly recommends that you have central air conditioning installed if you do not already have it. Not only is it more efficient, but avoids the hassle of installing and uninstalling every year, less chance of damage, less chance of injury and eliminates the eye sore window units cause)

7. AWNINGS

- A. No awnings of any type shall be permitted.

8. COMMON AREAS / DECKS

(Common areas that are owned in common with all owners in Hanover Square Condominium Association. These include but are not limited to: grass, bushes, walks, exterior of buildings, etc.)

- A. Storage on common areas is not permitted, i.e., bikes, auto parts, appliances, gardening tools, garbage cans or bags, etc. (except grills on front porch or hoses stored neatly)

- B. Dog houses or cages are not permitted.
- C. Storage sheds are not permitted. (Excluding Association owned)
- D. Permanent structures (clotheslines, posts, hammocks, hose reels, decks etc.) are not allowed without approval of Association and may not be permanently attached to building or into ground. If approval from board is granted, the alteration will become the unit owner's responsibility for all repairs and maintenance. Association reserves the right to ask it to be removed at any time.
- E. Kiddy pools, lawn furniture, etc., must be removed from the common area nightly- except grills. Damage to the lawn area due to their use will be the homeowner's responsibility to repair. Pools are to be no deeper than 8" and no larger than a 4 foot diameter. If pool becomes a nuisance to other residents, the Association may ask that the pool be replaced with a smaller one or removed altogether.
- F. Permanent swing sets and slides are not allowed on common area at any time. Except for those installed by the Association.
- G. Personal belongings must be removed from the common area prior to sundown each night.
- H. It is required that bicycles, wagons, pools, toys, etc., must be removed from the common area by sunset. Storage shall be contained inside the unit or garage.
- I. Any damage caused to lawn, shrubs, building etc., by the owner, tenant, children, pets, guests, must be repaired by the homeowner within ten (10) days of notice by the Association. Failure to repair the area within ten (10) days will result in the Association's contractor completing the repair and all costs and expenses will be charged back to the unit owner's account.
- J. Common areas belong to all owners equally. No alteration of any kind is permitted without Association approval.
- K. Cars, motorcycles, etc. are not permitted on the grass areas or sidewalks at any time. These are permitted in parking areas only.
- L. Motorized vehicles are allowed in residents designated parking areas only.
- M. No noise, music or other loud sounds will be permitted which may disturb or annoy other residents.

- N. The unit owner is responsible for the action of anyone residing in or visiting his/her unit. All costs incurred in correcting, repairing or replacing any common area damage shall be assessed to the unit owner's account.
- O. If repairs are not made or contracted for within ten (10) days of disclosure of said damage, repairs will be made by the Association and charged back to the unit owner in the next monthly assessment. Management must be contacted for approval of any and all repairs due to damage by residents and their guests.
- P. Signs, stickers or posters may not be attached to any area that can be seen from the exterior of the building. This includes doors, storm doors, garage doors, mail boxes. Exceptions are SMALL alarm stickers, temporary real estate signs or child fire safety stickers
- Q. Advertising signs for business, commercial activities, or political offices are prohibited everywhere on the property. Only small temporary garage sale signs are allowed but MUST be removed and the end of each day.
- R. Overnight tenting is prohibited on common areas. The drying or airing of tents must be done during daylight hours only. Tents must be removed by sundown. Recreational use of tents is prohibited.
- S. No ball playing is allowed on the common area that can cause a nuisance or damage. The only balls allowed are those made of foam or are low pressure SOFT rubber (can be easily squeezed) and can not cause damage. Balls such as, but not limited to baseballs, softballs, footballs, soccer balls, basketballs are not permitted.
- T. No persons other than licensed, insured, bonded and management approved contractors are allowed on the roofs of the buildings.
- U. No shopping carts are allowed on association property. If brought on property they must be removed immediately after use. Anyone caught with shopping carts on property will receive a fine and be charged the cost for having association to remove it.
- V. Grilling shall be NOT be done in or in front of the garage areas or within six (6) feet of the building. Grills MUST be kept on concrete walks during grilling and only put away AFTER it has cooled. HOT COALS MAY NOT BE PLACED IN OR NEAR DUMPSTER. Must be dowsed with water and completely put out before disposal.
- W. All common areas close at 10:00 p.m. Common areas are all outside areas of complex.

- X. No unlicensed motorized vehicles, gas or electric of any kind are allowed to be operated on common grounds. This includes but not limited to go carts, scooters, and mini cycles. Excluded are electric cars meant for children that top speed of less than 1mph, and electric carts used for elderly or disabled.
- Y. No business of any kind is allowed to be done on or from Association property. This includes but not limited to auto repair, child care, mail order etc.
- Z. Decks are only allowed after being given approval by the Board prior to the installation. Decks may NOT be attached to building or ground. It may not cause any damage or alteration to building in any form. If a unit has a deck and it is removed, unit owner must landscape area with bushes approved by the Board at unit owners cost. Decks will be the unit owner's responsibility for all maintenance and repair. Grilling on decks is NOT ALLOWED due to fire concerns. Decks must be kept clean, and well maintained and not an eye sore. The Board reserves the right to ask that it be removed at any time.

9. CHIMNEY & FIREPLACES

- A. Addition of chimneys of any type on the property will not be permitted.
- B. Fireplaces are not allowed. Only artificial electric fireplaces can be used in the units only.

10. DOORS & WINDOWS

- A. Entry, storm and garage doors for the individual unit shall be the responsibility of the unit owner to maintain. Including but not limited to: locks, springs, rollers, closures, glass, screens etc.

Any damage to the overhead garage door will be the responsibility of the unit owner. Replacement doors must be in keeping with the design and must be approved by the Association. The replacement door shall be of the same material as the original in order to retain the proper fire code regulations and an ACC application is necessary and must be approved BEFORE installation can be done. The garage door must be in keeping with association approved style.

- B. Painting of the exterior door may be done by the unit owner provided that the color is in keeping with the approved color for your building. Owners wishing to paint their own door should contact management for details.
- C. All window glass and storm window glass are the responsibility of the unit owner to maintain.

- D. All units must have screens on during the spring, summer and fall months.

All screens and glass must be kept in good working order and kept free of cuts, tears, cracks, breaks or tape. If the window is made to have a storm window, then the window must have a storm window that fits the frame and must be kept in working condition with no broken glass or cracked glass.
- E. Sheets, blankets, etc. may be used inside as a temporary window covering not to exceed 30 days. All window coverings that are visible from the exterior must be in good condition. No tinting is allowed.
- F. Storm windows are permitted to be installed provided they are white in color. Prior Association approval is necessary.
- G. Plastic or shades of any type on the exterior of any doors or windows is expressly prohibited. Plastic may be placed on the interior surface only.
- H. All windows must have a screen over the glass. The screen must be in a frame that matches the existing storm window. If any screen is torn the screen must be repaired or replaced by the unit owner.
- I. All storm doors must be maintained in satisfactory condition. All units must have a storm door which is maintained by owner. And keeping with association approved style.
- J. All garage windows must be covered in a drape, shade or blind that is in good condition and is the responsibility of the unit that that garage unit serves.
- K. Garage doors must be kept closed at all times except ingress/egress.
- L. Unit owners are responsible for the replacement of their windows. They must be White, double hung and must be the same dimensions as the existing opening. The Association must approve all replacements prior to installation. Unit owners must complete and have received an approved ACC application.

11. ELECTRICAL / LIGHTS / WIRES

- A. Extension cords for car heaters are not permitted to run across common ground.
- B. Porch and garage lights must remain on from dusk till dawn. Replacement of light bulbs is the responsibility of the unit owner.
- C. Use of heater tapes is not permitted.

- D. If your unit has an outside electrical outlet, or you wish to have one installed it is the unit owners responsibility for its maintenance and repair. Any installation must have Association approval PRIOR to having it done, and must be done by a licensed and insured electrician as well as be approved by the Village of Hanover Park.
- E. Wires of any kind, phone, and cable, electrical may NOT be run on or over roofs, siding or across stoops or walkways.

12. FLAG POLES

- A. Flagpoles of the temporary variety will be allowed. Small brackets must be attached to the wood trim, not the siding. No permanent installations of any kind are allowed on common areas.
- B. All United States or United States Military flags if displayed must be in good condition. No torn, worn or faded flags are permitted. No other types of flags are permitted.

13. FENCING

- A. All garden fences currently in place are maintained by the owner of the unit it serves
- B. Hand railings may be installed at the owner's expense next to stoop/step after Association approval has been obtained. ACC application must be applied for the railings. Upkeep then becomes the responsibility of the unit owner.

14. GUTTERS

- A. All gutters that are damaged from a resident or unit owner will be replaced by the Association and back charged to the unit owner.

15. LANDSCAPING-

The Association encourages property owners to improve their property via landscaping whenever possible and the Association will be happy to discuss landscaping additions and/or modifications with individuals at their request.

- A. Additions or removal of trees and/or shrubbery must have Association approval prior to being completed. ACC application is necessary. Maintenance of homeowner installed shrubbery and trees shall be borne by the Association's landscaper once permanently planted on common ground.

- B. Minor flower planting, in current bed areas, shall be left to the owner's discretion as long as no sod or other plant material is being removed to allow this installation. Flowers/plants must be removed by October 30th.
- C. Clinging vines are not allowed.
- D. All seasonal plantings must be removed from the property no later than October 30th.
- E. Any damage caused to the lawn, shrubs, etc. by the owner, tenant, children, pets, guests must be repaired by the homeowner within ten (10) days will or result in the Association's contractor completing the repairs and all costs and expenses, will be charged to the unit owner's account.
- F. Any landscaping changes, i.e., rock replacement, gravel, bricks, railroad ties, etc. shall require prior Association approval. ACC application is necessary.
- G. No vegetable or fruit plants/garden of any kind are permitted.
- H. No feeding of any wildlife is permitted. Except for SMALL hanging bird feeders which MUST NOT be attached to building in any way. If feeder is determined to be a problem, board may request it to be removed.
- I. Unit owners are required to water any new sod, grass seed, bushes or trees placed by their Units. If the landscaping dies due to a lack of water, the unit owner will be held responsible for the cost of the replacement. Unit owners are also required to keep the front of their unit clean and orderly. This includes picking up any garbage, sweeping walk clearing walk of snow under 2"/ (Association has snow removal for snow falls over 2").

16. SEASONAL DECORATIONS

- A. Seasonal decorations are not permitted to be attached to the exterior of the building using a permanent method. No nail, tacks, glue or screws are permitted.
- B. Wreaths are permitted to be hung on the front door with the use of a wreath hanger.
- C. Lights may be "wrapped" around the bushes, trees and on the building if using a non permanent clip.
- D. Seasonal decorations must be removed within thirty days after the holiday.

17. REAL ESTATE SIGNS

- A. No signs shall be illuminated.
- B. Real estate signs are permitted, one per unit. The sign shall not exceed two feet square and may be placed in the interior of the unit window. "Sold" signs must be removed within five (5) days. No post style signs are permitted or allowed anywhere on Association property.

18. BIKES

- A. No bicycle riding is allowed on sidewalks or grass areas that causes a disturbance or a hazard to other residents or causes damage.
- B. Bicycles must be stored in the garage or inside of the unit when not in use.

19. PESTS/PEST CONTROL

- A. If any building in Hanover Square Condominium Association No. 1 requires the Association to direct a pest control service to exterminate for pests. All homeowners of that building will share in the costs of the extermination. The Association will direct the contractor to find the source of reported pests. If the contractor is able to find the source, the owners of the offending unit that the contractor deems responsible as the source of the pest problem shall be responsible for all costs. The costs of any other unit with a pest problem that the pest control company and the Association deem to be caused by the original source will also be borne by the original offender. All court and legal costs incurred, due to the owner's refusal or neglect to pay for such exterminating services, shall also be the burden of the offending unit owner.

Management shall be asked to set up time for the pest control company and a representative of the Association to come in and inspect their home; and if the owner refuses to do so, then it will be determined that their home is the source and they will be responsible as per the above paragraph. Homeowners must see to it that their renters comply with all the rules of this policy.

20. TOT LOT

- A. No glass, food or beverage is allowed inside the TOT LOT.
- B. No animals are allowed inside the perimeter of the tot lot.
- C. No riding toys are allowed, including but not limited to bikes.
- D. Tot lot closes at dusk.

- E. Equipment is for children 12 years and younger only.
- F. Parents must supervise children. Parents are responsible for the actions of their children.
- G. Damage caused to tot lot equipment by residents will be charged back to the unit owner of the offender. And legal action may also be taken. Any cost incurred by the association due to vandalism will also be charged back to the offending unit owner.
- H. All personal items and / or trash must be removed when leaving the tot lot

21. ALCOHOL / DRUGS

- A. No person shall sell, distribute, furnish or drink alcoholic liquor or drugs of any kind within the Condominium Association's common elements. It shall be further deemed to be a violation of the Rules and Regulations if a person transports or possesses either, in any motor vehicle or on their person within the Association's property. The ONLY Exception is Alcohol in the original package and with the seal unbroken. Any person deemed to be under the influence or in any way a nuisance to the other residents within the Association as a result of drinking alcoholic liquor or taking drugs, shall be in violation of the Rules and Regulations of the Association. Reported offenses may result in fines and possible legal action taken by the Board.

22. ASSAULT / HARRASSMENT / THREATS

- A. No person shall commit an assault or battery upon another person, including but not limited to board members, management, contractors, emergency personnel, utility workers, residents or guests, within the Association or create a nuisance in any form be it physical or verbal, in any form. Legal action may be taken by the Association to have the resident/owner removed from the property. All costs incurred will be charged back to offending unit owner. Criminal charges may also be pressed if necessary
- B. No person shall harass or threaten another person, including but not limited to board members, management, contractors, emergency personal, utility workers residents or guests, within the Association or create a nuisance in any form be it physical, verbal, in person or via phone, email letter or any other form. Legal action may be taken by the Association to have the resident/owner removed from the property. And all costs incurred will be charged back to offending unit owner. Criminal charges may also be pressed if necessary

23. LOITERING

- A. It shall be a violation of the Rules and Regulations for any person or persons to assemble in such a manner as to disturb other unit owners or to provoke a breach of the peace.

24. VILLAGE TRESPASS TO LAND

- A. The Board of Directors has signed an agreement with the Village of Hanover Park giving the Police Department the authority to arrest any person who has been notified that they have created a problem in the Association and that they are no longer permitted to be on Association property. Signs have been posted in accordance with the law at Bristol & Kingsbury Lane drives.

Under section 18-12 of the Hanover Park Municipal Code, the following constitutes trespassing to land.

1. Whoever enters upon the land, or any part thereof, of another after receiving immediate prior to such entry, notice from the owner (Association) or occupant that such entry is forbidden, or remains upon the land of another after receiving notice from the owner or occupant to depart, commits the offense of trespass.
2. A person who has received notice from the owner or occupant within the meaning of subsection (1) if he has been notified personally, either orally or in writing, or if a printed or written notice forbidding such entry has been conspicuously posted or exhibited at the main entrance to such land or the forbidden part thereof.

25. ABSENTEE UNIT OWNERS

- A. All absentee unit owners **MUST** have on file in the management office a current lease **BEFORE** each tenant moves in, and must be updated with each renewal or change. Complete with Emergency phones numbers for tenants and owner
- B. The tenant must be supplied a copy of the rules and regulations. The owner is responsible for the actions of their tenant.

- C. Unit owners are required to have a tenant information sheet COMPLETELY filled out and turned into management BEFORE tenant moves in, and must be updated with each renewal or change.

(It is highly recommended that unit owners who are or planning on renting their units contemplate having a background check done on their perspective tenants. Remember, YOU are responsible for your tenants actions within the association)

26. RESIDENTS/GUESTS

- A. Residents are responsible for the actions of themselves as well as any guests that may be visiting the property.

27. INSURANCE

- A. All unit owners MUST have a minimum of \$50,000 personal liability insurance for each unit they own and MUST have proof of the insurance being current and up to date. This MUST be done by providing the management company with a certificate of insurance from your insurance company with each renewal. New unit owners have 60 days from date of purchase of the unit to provide the management company with the certificate of insurance for personal liability insurance on the unit. (Building structural insurance is provided by the Association)
Failure to provide the management with the insurance certificate in the allotted time will result in an automatic \$500 fine.