

**PRAIRIE HOUSE**  
AT CENTRAL STATION  
CONDOMINIUM ASSOCIATION

**Condominium Rules and Regulations**

*(Rev June 1, 2013)*

# PRAIRIE HOUSE

## AT CENTRAL STATION

### CONDOMINIUM ASSOCIATION

#### INTRODUCTION

Welcome to Prairie House at Central Station. We hope that you will enjoy living in the complex. To ensure the full enjoyment of living at Prairie House for all residents and to promote harmony, the Board of Directors has adopted the following Rules and Regulations. In order to achieve effective understanding, we ask that each member of your household read through these Rules and Regulations thoroughly.

The basic rules, including your rights and obligations, are set forth in the Declaration of Condominium Ownership and Bylaws you received when you purchased your condominium. All rules, regulations, restrictions and covenants contained in the Declaration and Bylaws of the Association are hereby incorporated as part of these Rules and Regulations. To the extent that any provisions of law, the Declaration, Bylaws or the Rules and Regulations are in conflict, the provisions of applicable law shall first control, followed by the provisions of the Declaration, the Bylaws, and the Rules and Regulations, in that order. For purposes of brevity, these Rules and Regulations also adopt and incorporate all definitions as set forth in the Definitions sections in the Declaration and the Bylaws, unless otherwise specified.

These Rules and Regulations are binding on all Unit Owners, residents, their families, guests, and any others who occupy or use the common areas. These Rules and Regulations shall remain in effect until otherwise rescinded, modified, or amended by a majority of the Board of Directors. Exceptions to these Rules may only be made in writing, signed by a majority of the Board of Directors or their duly authorized agents following a written request by a Unit Owner.

# PRAIRIE HOUSE AT CENTRAL STATION CONDOMINIUM ASSOCIATION

## RULES AND REGULATIONS

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## SECTION I

### Administration and Appearance of the Property

#### A. Alterations.

1. No alterations of any kind may be made to the Common Elements without prior written approval of the Board of Directors. All requests for maintenance on the Common Elements must be made to the Management Office at (312) 588-1570.
2. Unit Owners may make alterations, additions or improvements within their own Unit without the prior written approval of the Board, but such Owners shall be responsible for any damage to other Units, the Common Elements, the Property, or any part thereof, resulting from such alterations, additions or improvements.
3. Any contractor/vendor performing work for a Unit Owner or resident at the Association which costs in excess of \$1,000 must provide the Management Office with a Certificate of Insurance prior to beginning work on the property.
4. Board notification is required before work can begin in a Unit if the work will alter the building's integral structure, exterior appearance, plumbing, electrical wiring, the Unit's total electrical power consumption, flooring, windows, or any modification which may potentially have a harmful impact on any other Unit or Common Element. Notwithstanding the foregoing, nothing shall be done in any Unit, or in or to the Common Elements, which would impair the structural integrity, safety or soundness of the Building or which would structurally change the Building.
5. All window coverings or other articles which may be visible from the outside of a Unit, including but not limited to the backs of draperies, curtains and shades, must be of a white color or appearance and otherwise conform to the provisions of the Declaration and these Rules. The exterior surfaces of perimeter doors shall be maintained in conformity with the common decorative style, color and material adopted by the Association from time to time.

- B. Antennas. The installation of satellite dishes, transmitters and/or antennas on the Common Elements is not permitted, unless written permission is first granted by the Board of Directors. Notwithstanding the foregoing, the Board may not unreasonably restrict the installation of a satellite dish by an owner on those portions of the property within their exclusive use or control, pursuant to federal FCC regulations and/or any other applicable laws or ordinances. Satellite dishes, transmitters and antennas cannot be mounted or affixed to exterior walls or

balcony railings nor can holes be drilled through exterior walls in connection with any such installation.

C. Assessments and Collections.

1. All monthly assessments and any special assessments or other lawful charges of the Association are due and payable on the first (1st) day of each month. Any payment which is received after the fifteenth (15th) day of the month shall be considered late. All payments received, even if the payment has been designated to be applied to a specified obligation, will be applied to the payment of the oldest outstanding charges before being applied to any current charges. Notwithstanding the foregoing, if an assessment payment is received on or before the fifteenth (15<sup>th</sup>) day of the month, no late fee shall be applied for such month.
2. Any payment in any given month that results in a balance due in a Unit Owner's account exceeding Fifty Dollars (\$50.00), shall cause the Unit Owner to be subject to a Service Charge for that month as set forth in the Fee Schedule, which shall be added to the Unit Owner's assessments.
3. Any payment that is returned to the Association's account for insufficient funds or otherwise bounces shall be subject to a returned check fee as set forth in the Fee Schedule, which shall be added to the Unit Owner's assessments.
4. Unit Owners who are delinquent in the payment of Assessments shall be subject to legal action in accordance with the provisions of the Declaration and Bylaws. Once legal action has been commenced, all legal fees and costs will be assessed to the Unit Owner, as required by the Declaration and Bylaws.

D. Association Records. As required by law, the books and records of the Association are available for the inspection of Unit Owners for any proper purpose at reasonable times, provided that reasonable advance written notice is provided to the Property Manager.

E. Board Meetings. Board meetings are open to all Unit Owners. The time for Board meetings is determined by action of the Board from time to time, and appropriate notice will be provided to all Unit Owners in advance at designated posting areas in the building.

F. Common Elements.

1. "Common Elements" shall be defined herein as set forth in the Declaration of Condominium Ownership, and means all of the Property except the individual Units. Common Elements include, but are not limited to, the outside walkways, driveway, landscaping, foundations, walls, windows,

roofs, pipes, hallways, stairways, entrances and exits, lobby, storage areas and all limited common elements.

2. "Limited Common Elements" shall be defined herein as set forth in the Declaration of Condominium Ownership, and means those portions of the Common Elements serving exclusively one or more Units but not all of the Units. These include, but are not limited to, balconies, terraces, perimeter doors, entryways and windows, and any system or component part thereof, that serves a Unit exclusively to the extent that such system or component part is located outside the boundaries of a Unit.
3. Storage of any kind is expressly prohibited on or in any Common Elements unless the area is expressly designated for such purpose. City Fire Department regulations prohibit placement of furniture, art objects, bicycles, sleds, buggies, carts, umbrellas, doormats, galoshes and any other personal property in the hallways, stairwells, or any other such Common Elements.
4. The Unit Owner is responsible for the conduct of his tenants or guests. It will be the Unit Owners responsibility to understand and observe all regulations and inform any tenants or guests of such regulations.
5. Any damage to the Common Elements caused by any Unit Owner, tenant or guest shall be the responsibility of such Owner and the Owner shall be assessed for the cost of repairing such damage.
6. No Unit Owner shall conduct any activities within their Units, Limited Common Elements, Common Elements or adjacent grounds which may be or become an annoyance or nuisance to other Unit Owners or residents. Unit Owners, residents and their guests shall not permit any act, which unreasonably interferes with the quiet use and enjoyment of any other Unit Owner or resident, or the value of any other Unit Owner's property. For example, televisions, radios, stereos and musical instruments should only be used at an appropriate volume and social activities and other domestic situations must be conducted in a manner that does not disturb others. This rule shall not apply to construction noise which shall be limited to the hours of 8 am to 6 pm Monday through Friday, and 9:00 a.m. through 5:00 p.m. on Saturdays. Noise from construction shall not be permitted on Sundays or major holidays.
7. Smoking is not permitted in any Common Elements, including elevators and roof deck. Smoking is permitted in individual units and on individual balconies/terraces. Residents and their guests are required to properly dispose of all smoking materials, including matches and cigarette butts, and not drop any such items from balconies or terraces.
8. When using balconies and terraces, residents must assure that their actions and the actions of their guests do not interfere with the use and enjoyment of

the balconies and terraces of their neighbors, particularly neighbors who reside at lower levels.

G. Decorations.

1. Holiday decorations may not be installed in any Common Element, including terraces, balconies and doors, any earlier than one (1) month before the holiday and must be removed no later than one (1) month after the date of the holiday.
2. No decorations are permitted in the hallways except for decorations which can be placed on a Unit's door. Any damage caused by the hanging of decorations shall be repaired by the Unit Owner responsible or the cost of repair will be charged to the Unit Owner by the Association.
3. No decorations which create a safety hazard are permitted.
4. Parking Units shall not be decorated in any manner, except as authorized by the Board.

H. Deliveries.

1. Entrances and Exits: No large deliveries are permitted through the front entrances. Large deliveries, move-ins or move-outs must be made through the loading dock and utilize the freight elevator.
2. Delivery of Large Objects: All Unit Owners and tenants must notify the Property Manager in advance of any delivery of large objects to ascertain that the freight elevator will be available at the time required.

I. Elevators.

1. No one shall unnecessarily hold or otherwise interfere with the normal operation of the elevators. The elevators are reserved for the exclusive and uninterrupted use of Unit Owners, Residents and other persons lawfully on the Property.
2. Only postings from the Management Office or the Board of Directors, or approved by the Board of Directors, are permitted inside the elevators.
3. Any damage to the elevators caused by a Unit Owner, their tenants or guests, shall be the responsibility of the Unit Owner and all costs and labor charges necessary to repair any such damage will be assessed to the Unit Owner as a Common Expense.

J. Fifteenth (15<sup>th</sup>) Floor – General Use (Also see Fitness Center and Club Room).

1. The roof deck and the Club Room on the fifteenth (15<sup>th</sup>) floor are for the exclusive use of the Association, residents and their guests. Pets are not allowed on the 15<sup>th</sup> floor.

2. Smoking is prohibited.
3. Food preparation on the roof deck is permitted only with the advance permission of the Board.
4. Residents who use the roof deck and the Club Room are responsible for maintaining the premises and cleaning up after themselves and their guests so that all may enjoy the facilities.
5. The Club Room shall be used only for non-commercial, social functions of residents and for social business functions of the Association. Any function involving fundraising or admission fees must be specifically approved by the Board. Events held in the Club Room may not be advertised to the general public unless approved in advance by the Board.
6. Bicycles, roller blades, skateboards, and similarly recreational wheeled objects are prohibited on the 15<sup>th</sup> floor.
7. Indoor furniture is to remain indoors and roof deck furniture is to remain on the roof deck unless otherwise approved by the Board.
8. Remote controllers for audio/video equipment are kept at the door staff's desk. Individuals wishing to use the audio/video equipment must sign out the remote controllers and return them to the door staff the same day they are signed out.
9. A unit owner who does not reside in his/her unit shall be deemed to have transferred the right to use the Club Room and other recreational facilities to the resident of the unit. However, the unit owner remains responsible for the actions of the resident of the unit in utilizing the Club Room and other recreational facilities.
10. Unless rented by a resident, or in use for an Association function, use of the Club Room shall be shared and available to all residents. To assure availability of the Club Room, residents shall not have more than fifteen (15) non-resident guests in the Club Room without having signed a rental agreement and paying related fees.
11. Rental of the Club Room includes exclusive use of the following areas of the roof deck: north of the Club Room, the west end of the roof deck, and the southwest end of the roof deck. When the Club Room is rented, access to the Club Room and the above areas of the roof deck is restricted to invited guests of the host of the event.

K. Fifteenth (15<sup>th</sup>) Floor - Fitness Center.

1. Use of the fitness center shall be exclusive to Praire House residents and their guests.



2. Residents may work with personal trainers in the fitness room; residents who are personal trainers are not permitted to bring in outside clients.
3. The fitness center shall be available for use 24 hours a day, seven days a week.
4. No one under the age of 14 is permitted in the fitness center at any time.
5. Proper exercise attire and footwear must be worn.
6. Fitness center users must wipe down exercise equipment after each use with the towels provided. Television screens should not be wiped down.
7. Smoking is prohibited in the fitness center, the Club Room and the roof deck.
8. No food or beverage is permitted in the fitness center, except for water in closed, unbreakable containers.
9. Animals are not allowed in the fitness center, Club Room or on the roof deck.
10. Headphones must be worn with all personal audio devices.
11. Use of a piece of equipment is limited to 30 minutes when another resident or guest is waiting to use the equipment.
12. No private exercise equipment is permitted in the fitness center.
13. Residents and their guests shall immediately report malfunctioning exercise equipment to the property manager or door staff.
14. Conversational levels between individuals in the fitness center must kept at a volume so as not to disturb other users of the fitness center.
15. Cell phone conversations in the fitness center are prohibited.
16. Use of the fitness center is strictly at the resident's or guest's own risk. The Association, its Board of Directors, and the management company do not assume responsibility for accidents or injuries alleged through the use of the fitness center equipment.

L. Fifteenth (15<sup>th</sup>) Floor - Club Room Rental.

1. The hours of operation of the Club Room shall be 5:00 a.m. to 1:00 a.m.
2. Reservations for specific dates will be accepted on a first come, first served basis but no earlier than twelve (12) months before the date of the event. No resident shall, at any one time, have more than two reservations outstanding without Board approval. The Club Room is not available for private rental on the following dates after 6<sup>00</sup> p.m.: July 3<sup>rd</sup>, July 4<sup>th</sup>, and New Year's Eve.

3. Rental agreements for the use of the Club Room for a private function will be accepted only from a unit owner or resident. The unit owner or resident who signs the rental agreement must be present from the beginning to the end of the event. Agreements will not be approved if the unit owner is behind in assessment payments on any unit.
4. Individuals wishing to rent the Club Room for a private function must: i) complete and sign the rental agreement available from Management, ii) pay the appropriate fees as noted in the Fee Schedule, and iii) comply with all applicable rules. Reservations will not be held until the agreement is signed, the appropriate rental fee has been paid, and the security deposit has been submitted.
5. The fees for renting the Club Room and the amount of the security deposit shall apply as set forth in the Fee Schedule. Personal checks will be accepted for payment of the rental fee unless the reservation is made less than seven (7) days prior to the event date. Under such circumstances, the rental fee must be paid in cash or by way of a cashier's check or money order made payable to the Prairie House Condo Association. Personal checks for the security deposit will be accepted, regardless of the timing of the reservation.
6. Rental fees are refundable if the event is cancelled at least 21 days prior to the scheduled date. Cancellations made less than 21 days prior to the scheduled date will result in forfeiture of the rental fee unless someone else rents the Club Room on the scheduled date or a written request for waiver of this rule is submitted to the Board. Waiver of this rule shall be granted only in those situations where the Board deems it unreasonable for the cancellation notice to have been given in a more timely fashion.
7. Occupancy of the Club Room by more than 75 people is prohibited. A guest list for the event must be provided to management and the door staff 24 hours before the event for events on Monday through Friday and by noon on Friday for events on a Saturday or Sunday.
8. The Club Room is rented "as is." All residents renting the Club Room for a private function shall be required to attend both a pre-party and a post-party walk-through of the space with the property manager or maintenance staff. The Club Room (including kitchen and bathrooms) must be returned to the condition in which it was rented. A cleaning fee as set out in the Fee Schedule, with a one hour minimum, will be charged if it is not, against the security deposit. The security deposit will only be refunded when the Club Room has been inspected after the function.
9. Rental of the Club Room for a private event includes use of the audio system. Live bands and external speakers for private functions are prohibited. Remote controllers for audio/video equipment must be signed out from the door staff and returned to the door staff at the end of the event.
10. Indoor furniture is to remain indoors and roof deck furniture is to remain on the roof deck unless otherwise approved by the Board. The Association's folding tables

and folding chairs are available for use when the Club Room is rented. Rental of the Club Room also includes access to the kitchen area.

11. Rental of the Club Room includes exclusive use of the north, west and southwest areas of the roof deck. It does NOT include use of the Fitness Center or exclusive use of the east and southeast areas of the roof deck.
12. Deliveries to and from the Club Room must be made via the freight elevator and the resident must be home to accept delivery.
13. With the exception of food delivery/catering carts, wheelchair or other mobility device, and a baby stroller, wheeled objects are prohibited in the Club Room, on the roof deck and in the Fitness Center. This restriction includes, but is not limited to bicycles, roller blades, skateboards, and similarly wheeled objects.
14. Smoking is prohibited in the Club Room, on the roof deck and in the Fitness Center.
15. As a condition to the exclusive use of the Club Room, a resident must agree to indemnify the Association, its Board of Directors, the Management Company and all unit owners for, and to hold such parties harmless against, any and all damage, injury, claims, costs or expenses, including reasonable attorney's fees, which may be suffered or incurred as a result of the negligent acts of the unit owner, resident, or any of his/her guests during use of the Club Room or roof deck. Use of the Club Room and roof deck is strictly at the resident's or guest's own risk.

M. Garage/Driveway.

1. Except when entering and exiting the garage, garage doors must be kept closed for security purposes and to present an attractive appearance to the Property.
2. All vehicles parked in the garage must pull fully into their parking spaces such that their vehicle does not extend beyond the ends of the marked boundaries.
3. Car engines must not be left running in the garage.
4. Headlights must be turned on when driving in the garage.
5. Maximum speed in the garage is 10 mph and will be strictly enforced.
6. Unit Owners are permitted to park only in their own deeded space(s).
7. No smoking or littering is allowed in the garage.
8. Rental of indoor parking spaces to other Unit Owners/residents is permitted. Rental of parking spaces to non-residents is not permitted.

9. Parking is restricted to permitted vehicles only. Permitted vehicles are defined as passenger type vehicles with passenger plates, light weight recreational motor vehicles, motorcycles and service vehicles. Commercial vehicles used for business purposes and displaying commercial plates and unlicensed, unregistered vehicles of any type are prohibited.
10. Storage of items in parking stalls is limited to the following: bicycles, folding grocery carts, mobility devices (i.e., walkers, wheel chairs, etc.), and baby strollers. All items must be completely contained within the parking stall borders and stored so that they do not interfere with the use of the garage. Bicycles may not be attached to cables on ramps in the garage. Unauthorized items stored in parking stalls will be removed by the maintenance staff and disposed of at the Unit Owner's expense.
11. The unauthorized attachment of any items to garage walls, pillars or roof is not permitted.
12. Car washing, repairs, oil changes or maintenance of any motor vehicles is prohibited in the garage area or on the Common Elements. The changing of a tire or jumping of a dead battery are permitted.
13. Vehicles may not be parked, maintained or stored so as to obstruct passage or parking of other vehicles on the Property. All vehicles shall be parked within the lines or other marked boundaries in the garage.
14. Parking in the driveway shall be limited to 30 minutes or less. All residents and their guests must check in with the doorman when parking in the driveway. Residents are responsible for their guests. Violators may have their vehicle towed at the owner's expense.
15. All vehicles must be operated in a manner as to assure the safety of pedestrians. Speed in excess of 15 miles per hour in the driveway is prohibited. The driveway is a one-way thoroughfare with vehicles entering at the south end and exiting at the north end.
16. Residents should note that street parking in the neighborhood is by permit only. Residents are encouraged to obtain Chicago Residential Parking Permits for themselves and single use permits for guests. Such permits can be obtained from the City Clerk at City Hall, 121 North LaSalle Street, Room 107, Chicago, Illinois.
17. Rules of common courtesy with respect to fellow parkers should be observed, including the following:
  - a) Keep within the center of your lined parking space at all times and pull in as far as you can;
  - b) Avoid placing objects on or against adjacent vehicles;

- c) Avoid swinging vehicle doors, which may inflict damage to adjacent vehicles; and
  - d) In the event that an incident takes place in the garage in which another vehicle is involved, the parties involved are to notify the Property Manager as soon as possible and if applicable, provide the name and phone numbers of their insurance providers.
18. Owners of vehicles in violation of any of the Garage/Driveway Rules and Regulations set forth above may be cited for a violation hereunder and/or their vehicles may be towed at the owner's expense.

N. Garbage.

- 1. All garbage, especially food refuse, must be placed in durable plastic bags and secured tightly before being sent down the garbage chutes. To avoid having the garbage chutes clogged, items larger than the chute openings or items such as cardboard boxes should be placed inside the garbage rooms where these items will be collected by the maintenance staff daily. The garbage chute door must not be left open and is to be properly closed and latched after tossing out garbage.
- 2. Large items of refuse, such as boxes, must be placed inside the garbage rooms for pick up by maintenance staff, but should not block access to the freight elevator and/or garbage chutes.
- 3. Residents are encouraged to utilize the freight elevators to dispose of larger items by bringing such items to the trash bins located in the loading dock area at the north end of the garage.
- 4. Any additional refuse charges billed to the Association for disposing of larger items will be charged to the Unit Owner.
- 5. No paints, liquids or combustible materials may be placed in the garbage chutes.
- 6. In consideration of other Unit Owners, residents are urged to utilize the garbage chutes only between the hours of 7:00 a.m. and 10:00 p.m.

O. Insurance Coverage.

- 1. All Unit Owners are required to obtain insurance covering their personal liability and compensatory (but not consequential) damages to another unit caused by the negligence of said unit owner and/or her/his guests, residents, or invitees, or regardless of any negligence, damages originating from the unit. Limits of liability of at least \$500,000 are required.
- 2. The personal liability of the Unit Owner must include the deductible of the owner whose unit was damaged, any damage not covered by insurance required pursuant to this Rule, as well as the decorating, painting, wall and floor

coverings, trim, appliances, equipment and other furnishings damaged as set forth above.

3. Each Unit Owner will be responsible to provide the Board of Directors with evidence of insurance in the form of a "Certificate of Insurance" issued by the insurance agent providing the coverage.
4. In the event a Unit Owner does not purchase and produce evidence of sufficient insurance within the earlier of sixty (60) days from the expiration of the prior certificate or the date of request for same by the Association as set forth above, a fine shall be levied upon the Owner for each month during which the Unit Owner shall be in non-compliance as set forth in the Fee Schedule.
5. In no event is the Board liable to any person either with regard to its decision not to purchase the insurance, or with regard to the timing of its purchase of the insurance or the amounts or types of coverage obtained.

P. Keys, Locks & Lockouts.

1. Lock-out service is not provided. Owners/residents are responsible for their own locks and keys.
2. Owners are provided with a security key card or key fob for entry to the garage and for entry to the building from the garage. These cards or fobs are all registered with the Management Office. If an Owner/Resident loses his/her security key card or key fob they must immediately report this to the Management Office and/or the door staff who will deactivate the lost card or fob and issue a replacement. The replacement fee for a security card/fob is set forth in the Fee Schedule.
3. Remote controls for the garage door are provided by the Management Company at a charge as set forth in the Fee Schedule.
4. Fobs to access the Fitness Center may be purchased as set forth in the Fee Schedule. An owner/resident who loses his/her fob must immediately report the loss to the Management Office and/or the door staff. Upon such report, the lost fob will be deactivated and a replacement fob will be issued as set forth in the Fee Schedule.

Q. Landscaping.

1. Any sod or other property damaged through neglect, abuse or by pets shall be replaced at the expense of the responsible Unit Owner(s).
2. Unit Owners are not permitted to alter, change or add to the landscaping of the Common Elements except as authorized by the Board of Directors.
3. Unit Owners are responsible for debris thrown or placed on the grounds or any damage caused to the landscaping by themselves, their guests or their pets.

Lobby.

1. Loitering and/or playing in the lobby is prohibited.
2. Bicycles, skateboards and rollerblades are not permitted in the lobby nor may they be ridden through the hallways. All bicycles are to utilize the freight elevator and garage entrances/exits.

R. Maintenance.

1. Each Unit Owner, at his own expense, shall furnish and be responsible for all maintenance of, repairs to and replacement within his own Unit and shall keep it in good repair; provided, however, that owners of Parking Units shall not be responsible for normal maintenance, repairs and replacements to the floor, ceiling and wall surfaces, if any, of their respective Parking Units (which normal maintenance, repairs and replacements shall be performed by the Association as a common expense), unless such maintenance, repairs or replacements are necessitated by the act or neglect of a Unit Owner or of his agent, servant, tenant, family member, invitee, licensee or household pet.
2. The Board may, at its discretion, cause maintenance services to be performed within a dwelling unit or to the exclusive Limited Common Elements appurtenant thereto upon the request of a Unit Owner and may charge a fee for such services as set forth in the Fee Schedule.

S. Packages

1. Staff will only accept packages addressed to Unit Owners, residents and registered guests.
2. Staff will not accept large deliveries such as furniture, appliances, construction materials or any item that exceeds the dimensions of roughly 4'x4'x4', or any package/item weighing more than 50 lbs. The resident must be home to accept deliveries that fit into this category.
3. Perishable packages must be picked up by the Resident within 24 hours of notification; non-perishable packages (excluding dry cleaning) must be picked up within 48 hours of notification. Packages not retrieved within the allotted timeframe will be brought to Management's attention for consideration of return to shipper. Packages will not be returned if the Resident has advised Management that they will be away from the property.
4. Dry cleaning deliveries must be picked up by the Resident within 24 hours of notification. Dry cleaning deliveries left 48 hours or longer after notification will be assessed a daily storage fee as set forth in the Fee Schedule.
5. Residents are required to sign and return the package notification slip when retrieving their packages.

6. Items left with the front desk for retrieval by another party must be in a sealed envelope/package and be picked up within 48 hours. This includes items left by a resident for pick up by another party and vice versa.
7. The Association's Board, Management Company and staff disclaim all responsibility and liability for any package.

T. Pets.

1. Entrance and exit for dog-walking purposes must be through one of two available doors as noted below and not through the lobby area. One door is through the parking garage just north of the overhead garage door and a second side door is just past the main entrance and is accessible by exiting the freight elevator on the second floor and proceeding down the hallway and stairwell to the first floor. Please note that overhead garage door is not to be utilized for entering or exiting the building for dog-walking purposes.
2. Residents must utilize the freight elevator, when available, to transport any pets into or out of the building. Pets are not allowed on the passenger elevators, except when the freight elevator is unavailable or out of service. All dogs must be leashed when in any Common Element. Pets must also be kept under control at all times.
8. Residents are limited to two (2) pets per Unit. All pets must be registered in the Management Office and evidence of any required inoculations must be presented.
9. No pet may be left unattended outside a Unit at any time.
10. No pets are permitted in the lobby, mail areas or on the 15<sup>th</sup> floor.
11. Pet owners are required to ensure that their pet does not create a nuisance or unreasonable disturbance to any other resident.
12. Cat litter must be thoroughly wrapped and sealed before being placed in the garbage chute and should not be disposed of in toilets.
13. Unit owners and residents shall assume full responsibility for any personal injury, property damage, or continuous disturbances caused by their pets.
14. A fine shall be levied on any owner or resident whose pet defecates or urinates on the property of the Association in addition to any cleaning costs incurred. These fees shall be assessed by Management and shall be subject to the late fee policies of the Association, including any legal fees.
15. Guests bringing pets into the building are subject to these same rules.



U. Security.

1. If any suspicious activities are observed in or around the Property, please notify the police immediately and inform the doorperson of your observations. Also write down any license plate numbers for suspicious cars you observe.
2. Do not open the garage door for strangers or to anyone without first identifying who is seeking entrance to the building and then informing the doorperson.
3. Never prop open any locked exterior doors or cause the garage door to remain in an open position or otherwise defeat any locking or security mechanism on any door.

V. Signs and Advertisements.

1. The display of advertising signs for business or commercial activities is prohibited.
2. The posting of FOR SALE or FOR RENT signs is not permitted anywhere on the property.

W. Storage Lockers.

1. Storage lockers are for the exclusive use of the Unit Owner to whom the locker is assigned and are to be kept locked with locks provided and maintained by the Unit Owner.
2. All Unit Owners utilizing a storage locker must notify the Management Office.
4. Storage of gasoline or any other flammable material is not permitted anywhere on the Property. Storage of explosives, ammunition, guns or any other item that is potentially harmful or hazardous are not permitted on the Property.
5. Any items found in the common areas of the garage or outside of the storage lockers, will be disposed of by maintenance personnel, without notice.
6. Doors to the storage locker rooms are to be kept locked and should never be propped open.
7. The Association will provide the use of a single storage locker per Unit.

X. Waterbeds. The use of waterbeds at Prairie House is strictly prohibited.

**SECTION 2**  
**Closings and Transfers of Ownership**

A. Resales.

1. The Association and/or Management Company may charge a fee for the cost of copying any documents required for resale of a unit. Unit Owners are asked to contact the Property Manager in advance of any sale of a unit or parking space.
2. The Association and/or Management Company shall provide any Unit Owner, upon ten (10) days notice to the Board or its agent, a statement of account setting forth the amount of any unpaid assessments and other charges due and owing from such Owner for a fee as set by the Management Company.
3. All owners and residents must complete and keep current an Owner/Resident Information Sheet to be maintained by the Management Office.
4. For additional rules that may apply to closings and transfers of ownership, see the Declaration of Condominium Ownership for Prairie House at Central Station Condominium Association.

**SECTION 3**  
**Leasing of Units**

A. **Lease Requirements.** There are several important items that every investor-owner should consider in leasing his/her unit. These items not only help ensure the success of the owner-tenant relationship, but also contribute to the successful operation of the Association in which the investor-owner is a member.

ALL OWNERS MUST:

1. **Give prior notice to the Board and/or the Management Office of intention to lease.** The Board will provide the unit owner a lease Rider which must be signed by all parties executing the lease. The Rider must be added to the lease.
2. **Have a written Agreement to lease or rent a Unit or Parking Space for a period of not less than one year.** All leases must be in conformance with, and make specific reference to, the legal documents of the Association. The Unit Owner is responsible for ensuring that his/her tenant(s) abide by all provisions and restrictions imposed by the Association's legal documents.
3. **Deliver a copy of the signed lease and Lease Rider to the Management Office not later than the date of occupancy or 10 days after the lease is signed, whichever occurs first.**
4. **Pay an annual, non-refundable lease processing fee.** An annual, non-refundable lease processing fee in the amount of \$250 will be assessed for each lease of a Dwelling Unit or

Parking Space leased separately from a Dwelling Unit and on any renewal, sublease or extension of the lease thereof. The lease processing fee will be payable upon delivery of the lease to the Board or the Managing Agent by the Unit Owner and on each anniversary.

5. **Provide information related to the unit and its occupants.** Notify the Property Manager of all current occupants of the unit, including children. This notification should not only include the names of each occupant but the phone number of the unit, the type and number of vehicles used by the occupants and the number and type of any pets.

6. **Assure that the tenants are given a copy of the Declaration, Bylaws and all Rules and Regulations that have been adopted by the Association's Board of Directors.** Tenants should be informed that this information is being provided to them because, by virtue of their residency, they are obligated to obey the provisions of the documents. All tenants must sign the lease Rider acknowledging receipt of copies of all of the legal documents.

7. **Assure that their tenants complete and submit a Resident Information Sheet to the Management Office prior to moving into the building.**

8. **Pay all of the condominium fees.** Owners remain responsible for condominium fees because they are a covenant running with the land. This includes all special assessments of the Association, increase in taxes, move-in charges, maintenance costs, and any special fees or charges imposed by the Association.

9. **Understand that any violations of the Declaration, Bylaws or these rules and regulations may result in a flat or daily fine or other legal remedies as permitted.** All fines, costs and legal fees as a result of violations by a tenant will be charged to the unit owner.

**B. Non-Compliance.** The Board reserves the right to prohibit a tenant from occupying a unit until the owner complies with all leasing requirements. The Board reserves the right to initiate legal proceedings against the tenant and/or the owner for breach of any of the rules.

#### **SECTION 4** **Move-In/Move-Out Instructions**

To assist Residents in having the smoothest possible move, we have provided herewith some initial procedures and a brief summary of some of the basics.

A. All moves are to be scheduled in advance with the Management office. Approved move-in and move-out hours are Monday through Saturday, between 8 am and 6 pm. Moves on Saturdays require an additional surcharge as set forth in the Fee Schedule. Freight elevator time for moves will be limited to 4 hours of exclusive use.

B. A deposit consisting of two (2) checks, one check in an amount as set forth in the Fee Schedule for a security deposit and one check as set forth in the Fee Schedule as a moving fee, shall be made payable to the Prairie House at Central Station Condominium Association and dropped off at the Association office at least 48 hours before a scheduled move (the full security deposit will be refunded upon a damage-free move). A fine as set forth in the Fee Schedule will be assessed for moving in or out without notice to the Management office.

- C. All moving, furniture deliveries and large appliance deliveries are to be done through the freight entrance and utilizing the freight elevator. All residents must contact the Management Office in advance of such moves. It is the responsibility of the Resident to instruct vendors of this requirement and then to personally meet delivery men at the freight entrance. Residents should make sure that the freight entrance is closed after moving is complete. During cold weather, or when the air conditioning is on, the back door is to be kept closed when not actually in use. Please call the Management Office for further advice. Residents are encouraged to schedule ALL deliveries to arrive before 5:00 p.m.
- D. The consideration of other residents regarding elevator use during moves is requested. No one shall unnecessarily hold or otherwise interfere with the normal operation of the passenger elevators. The passenger elevators are reserved for the exclusive and uninterrupted use of the Unit Owners, residents and other persons lawfully on the property.
- E. All excess boxes and packing materials should be neatly and securely placed near the dumpster area just inside the loading dock entrance at the north end of the building, not in the garage or hallways. Residents may contact the Management Office to arrange for assistance with proper disposal of such materials. If the Association is charged for an extra pick-up, all such charges shall be the responsibility of the resident.
- F. Association carts are intended for short-term use of residents and shall not be used for moving purposes.
- G. Garage remotes, building key cards and key fobs, and Fitness Center fobs will be deactivated upon the sale of a unit. Reactivation will be at no cost to the new unit owner if the items are transferred by the seller. Otherwise, garage remotes, building key cards and key fobs and Fitness Center fobs must be purchased per the Fee Schedule and will be activated upon purchase.

## **SECTION 5**

### **Enforcement of Rules**

- A. In accordance with Section 318.4(e) of the Illinois Condominium Property Act, if someone is believed to be in violation of any of the provisions of the Declaration and Bylaws or Rules and Regulations, a signed, written complaint must be submitted by an Owner, the property manager, a resident or a member of the Board of Directors to the Management Office. Copies of any written complaints received by the Management Office shall then be sent to the Board for its review. A sample blank Violation Complaint/Witness Statement is attached hereto and blank copies will be available in the Management Office.
- B. The person charged with the violation will be given written notice of the complaint, informing him of a time and place where the Board of Directors or its duly authorized committee will conduct a hearing to review the complaint. At that time, they will have the opportunity to defend themselves. All hearings will proceed with or without the

presence of the accused Owner, so long as notice has been sent in advance. The findings of the hearing will be submitted to the Board of Directors, for disposition at its next regularly scheduled meeting.

- C. If any resident is found guilty of a violation, the Board will notify the guilty party in writing and a fine may be charged to the assessment account of the Owner of the unit in which the guilty person resides and collected with the monthly assessments.
- D. Other than specifically designated herein, there will be a fine for each violation as set forth in the Fee Schedule, provided the Owner has not been fined for the same violation within the last year. If the Owner has been fined for the same violation within the last year, there will be a repeat violation fine which shall be double the prior fine and shall double with each successive occurrence.
- E. In the event of any violation of the Rules and Regulations, Declaration or Bylaws of the Association, the Board reserves the right to pursue any and all legal remedies to compel enforcement, legal and equitable. Any and all costs and attorneys' fees shall be assessed back to the account of the offending Owner at the time they are incurred.

# PRAIRIE HOUSE

## AT CENTRAL STATION

### CONDOMINIUM ASSOCIATION

FEE SCHEDULE  
(Rev June 1, 2013)

The following Fee Schedule shall remain in effect as of the date listed above until such time as the Board of Directors shall amend or modify this list.

<u>Rule</u>	<u>Fee</u>	<u>Description</u>
1C2	\$50	Service Charge – Late Assessments
1C3	\$50	Returned Check Fee – Assessments
1J10	\$100	Club Room Rental Fee, Sunday through Thursday (also 1L3, 1L4)
1J10	\$200	Club Room Rental Fee, Friday and Saturday (also 1L3, 1L4)
1J10	\$250	Refundable Club Room Security Deposit (also 1L3, 1L4, 1L6)
1O4	\$100	Insurance Coverage – Non-Compliance
1P2	\$25	Security Card/Fob Replacement Fee
1P3	\$40	Garage Remote Control Fee
1P4	\$25	Fitness Center Fob Fee
1S2	\$80/hr	Maintenance Service fee (min. ¼ hour)
1T4	\$10	Dry Cleaning Storage Fee (Per Day)
2A2	\$25	Paid Assessment Letter
3A4	\$250	Lease Fee (Annual)
4A	\$100	Saturday Move Surcharge
4B	\$300	Move Security Deposit
4B	\$250	Moving Fee
4B	\$150	Unauthorized Move Fine
5D	\$50	Initial Rule Violation Fine (fines double with each subsequent violation)

# PRAIRIE HOUSE

## AT CENTRAL STATION

### CONDOMINIUM ASSOCIATION

#### VIOLATION COMPLAINT - WITNESS STATEMENT

PLEASE NOTE: A Violation Complaint must be completely filled out or the complaint will not be considered valid by the Board. After the report has been filed, it may be necessary for the complaining party to appear at a hearing. The violator will also be asked to attend this meeting. After hearing this case, the Board will determine if a violation occurred and if a fine should be levied.

Offender's Name (if known): \_\_\_\_\_

Address: \_\_\_\_\_ Unit No. \_\_\_\_\_

Violation Location: \_\_\_\_\_

Date of Violation: \_\_\_\_\_ Approx. Time: \_\_\_\_\_

VIOLATION(S): \_\_\_\_\_

Were photos taken? \_\_\_ Yes \_\_\_ No If so, by whom: \_\_\_\_\_

Attach all photos to this form and forward as soon as possible to the Property Manager. Include the name and unit numbers of anyone else who was present.

Complaint submitted by: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**I have made the above statements based on my personal knowledge. I will cooperate with the Association and its attorneys to provide additional statements or affidavits, and, in the event of a hearing or trial, I will appear to testify as a witness.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# PRAIRIE HOUSE

## AT CENTRAL STATION CONDOMINIUM ASSOCIATION

### RIDER TO LEASE

This rider is added to the attached lease in accordance with the Rules and Regulations of Prairie House at Central Station Condominium Association. By this Rider, the undersigned parties to said lease expressly acknowledge that, as required by Section 18 of the Illinois Condominium Property Act, every lease and the parties thereto, shall be subject in all respects to the provisions of said Declaration as well as the Bylaws and Rules and Regulations of the Association, and any failure by the Lessee to comply with the terms thereof shall be a default under the lease.

The Board of Directors of Prairie House at Central Station Condominium Association, The Board, shall be a third party beneficiary of said lease and shall be entitled to pursue all legal and equitable remedies available to either party under the lease in the event of any default. No rights of the Board shall be deemed to have been waived or abrogated by reason of any previous failure to enforce the same.

The Lessee (Tenant) acknowledges receipt of the Prairie House at Central Station Declaration, Bylaws and all Rules and Regulations that have been adopted by the Association's Board of Directors.

#### Lessee / Tenant Information

Lessee (Tenant)	Emergency Phone – Home
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Lessee (Tenant)	Emergency Phone – Home
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Date: \_\_\_\_\_

#### Lessor / Landlord Information

Lessor (Landlord)	Emergency Phone – Home
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Lessor (Landlord)	Emergency Phone – Home
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Home Address \_\_\_\_\_

City, State and Zip Code \_\_\_\_\_

Date: \_\_\_\_\_



# PRAIRIE HOUSE

## AT CENTRAL STATION

### CONDOMINIUM ASSOCIATION

#### NOTICE OF INTENT TO LEASE

#### UNIT / PARKING SPACE INFORMATION:

Unit Number \_\_\_\_\_ with Parking Space(s) \_\_\_\_\_  
Parking Space(s) only \_\_\_\_\_  
Storage Locker(s) \_\_\_\_\_

#### UNIT OWNER INFORMATION:

\_\_\_\_\_  
Legal and Beneficial Owner(s) Name or Holder of Power of Direction if unit held in trust

\_\_\_\_\_  
Mailing address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Daytime phone

\_\_\_\_\_  
Email address

**We strongly recommend providing the office a working email address to facilitate efficient communications.**

#### NOTICE OF INTENT TO LEASE:

In accordance with the rules and regulations established by the Prairie House Board of Directors under the Declaration of Condominium ownership, I (we) hereby submit to the Board of Directors this notice of intention to lease the above described property to the party (and only those parties) named following and upon the terms specified in the attached lease. The tender to and receipt by the Board of Directors of this completed form shall constitute valid notice of my (our) intention to lease the unit and/or parking space. Attached to this lease packet is a true copy of the lease with required Rider setting forth all of the terms of the agreement between the parties.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

**NOTE: ALL MOVES MUST BE SCHEDULED THROUGH THE MANAGEMENT OFFICE. THE FOLLOWING MUST BE DELIVERED TO THE OFFICE PRIOR TO SCHEDULING A MOVE.**

- (1) A copy of the Signed Lease and Lease Rider.
- (2) A completed/updated Resident Information sheet.
- (3) A \$250 lease processing fee for a unit lease or a parking space only lease.
- (4) A non-refundable Move-in or Move-out fee. (\$250 Mon – Fri, \$350 Sat).
- (5) A \$300 Move-in or Move-out security deposit.

# PRAIRIE HOUSE

## AT CENTRAL STATION

### CONDOMINIUM ASSOCIATION

#### CLUB ROOM RENTAL AGREEMENT

The undersigned, a resident of Prairie House at Central Station Condominium Association, 1515 S. Prairie Avenue, Chicago, IL, hereby reserves the exclusive use of the Club Room for a function on \_\_\_\_\_ (date), between the hours of \_\_\_\_\_ (AM/PM) and \_\_\_\_\_ (AM/PM).

*Note: The Club Room closes at 1:00 a.m. If you're having an evening party, the room must be vacated, including personal and catering items, by 1:00 a.m.*

The undersigned acknowledges receiving the Club Room Rental Rules, attached hereto, and agrees to abide by those rules and regulations.

As a condition for use of the Club Room, the undersigned agrees to indemnify and hold harmless the unit owners of Prairie House at Central Station Condominium Association and Sudler, the association's management company, for any and all damage done to furniture and fixtures located in the Club Room by the undersigned or any of his/her guests during the period that the Club Room is rented.

This indemnification shall apply to Prairie House at Central Station Condominium Association, Sudler and their agents, servants and employees. It shall cover all costs, expenses (including attorney's fees) damages, liabilities and judgments for personal injury, including death, and for damage to personal property of the undersigned or any of his/her guests alleged during use of the Club Room, through any act or omission, negligent or otherwise, by the undersigned or any of his/her guests. If requested, Tthe undersigned shall also provide defense to any action or suit brought against the unit owners of Prairie House at Central Station Condominium Association and its agents, servants and employees and against any judgment that may be entered against them in any such action or suit.

*Management reserves the right to end any party early.*

*Note: Club Room reservations are not complete until the undersigned furnishes management with checks for the rental fee and the refundable security deposit.*

# PRAIRIE HOUSE

AT CENTRAL STATION  
CONDOMINIUM ASSOCIATION

## CLUB ROOM RENTAL AGREEMENT

Number of guests: \_\_\_\_\_ Type of function: \_\_\_\_\_

Name and Unit Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_