

**I-1 Rules Compliance**

**I-1.01 Knowledge and Compliance Required**

All unit owners, tenants and other residents are obligated to know and abide by all rules and regulations which govern community life in Quincy Park from their first day of ownership of a unit or the first day of occupancy, whichever comes first.

**I-1.02 Responsibility for Compliance**

Unit owners must inform tenants of these rules and are responsible for the actions of their tenants. Both unit owners and tenants are responsible for informing guests of these rules and are responsible for the actions of their guests and for the behavior of any pets living in or visiting the unit.

**I-1.03 Responsibility for Legal Fees**

The Board reserves the right to pursue any and all legal remedies available to them to gain compliance with these rules and regulations. Should non-compliance result in legal action, all legal fees and costs incurred by the Association in its efforts to gain compliance shall be assessed to the unit owner's account, as permitted by the Illinois Condominium Property Act.

**I-2 Report, Notification and Hearing Procedures**

**I-2.01 Documentation Required**

All parties must conduct all business concerning violation and enforcement of the rules in writing. The management office shall be permitted to solicit and accept additional testimony from any party having knowledge of the alleged violation, in the course of investigation.

**I-2.02 Report of Violation**

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 By-laws, or the Rules and Regulations, a signed, written complaint must be submitted by an owner, the managing agent, staff, a resident or a member of the Board of Directors, on the form proscribed by the Board of Directors.

**I-2.03 Time Limit to Report**

No action will be taken on a report of violation submitted more than fifteen (15) days after the occurrence, excluding reports of theft, vandalism and/or other damage to the common and limited common elements.

**I-2.04 Notification of Violation**

Following report of an alleged violation, management shall give the unit owner, and tenant, if applicable, written notice of the complaint and the proposed hearing date. The Board of Directors or its duly authorized committee will conduct all hearings in the management office. At that time, the owner, and the tenant, if applicable, will have the opportunity to dispute the validity of the complaint.

The Grievance Committee is responsible for hearing complaints by and against unit owners, residents and guests, concerning violations of the rules and other governing documents. After reviewing the available evidence, the Grievance Committee will report its findings and recommendations to the Board of Directors. No violation case may be brought before the Board of Directors unless heard by the Grievance Committee.

**I-2.06 Opportunity to Respond**

Unit owners shall have a reasonable opportunity to present relevant testimony and evidence concerning a matter before the Grievance Committee, under the guidelines established by the Board of Directors. All hearings will proceed with or without the presence of the accused parties, so long as written notice of the hearing has been sent.

**I-2.07 Failure to Respond**

Failure to respond to a violation notice, either in writing or in person at the scheduled Grievance Committee hearing, shall be deemed an admission of guilt and no further hearing or appeal will be granted.

**I-2.08 Opportunity to Appeal**

Any owner who responds to a violation notice and wishes to dispute the findings of the Grievance Committee may do so by requisition, in writing, to meet with the full Board of Directors at their next regularly scheduled meeting. All appeals will proceed with or without the presence of the accused parties, so long as written notice of the appeal date has been sent. The decision of the Board is final and binding.

**I-2.09 Limit of Appeal**

If an owner responds to a violation notice, but is found guilty, failure to request an appeal to the Board of Directors, in writing, within one (1) month from the date of notification of the Grievance Committee findings shall be deemed an acceptance of such findings and no further appeal will be granted.

**I-3 Fines and Enforcement Policies**

**I-3.01 Notification of Fine**

If any owner or resident is found guilty of a violation, the management office will notify the owner in writing and a fine may be charged to the account of said owner, to be collected with the monthly assessments.

**I-3.02 Amount of Fine**

Except where otherwise specified, a \$50.00 fine is levied for a first violation of a rule. Subsequent violation of the same rule may result in doubling of the previous fine, at the discretion of the Board of Directors.

**I-3.03 Daily Fines**

In the event of a continuous violation of the Rules and Regulations, Declaration or By-laws, the Board of Directors also reserves the right to continue to fine the violation on a daily basis until it is abated.

**I-3.04 Authority to Tow**

In addition to the provisions for enforcement contained herein, the Board of Directors and authorized staff members shall have the authority to tow vehicles, as outlined in the parking and garage rules.

**I-4.01 Amendment Procedure**

These Rules and Regulations may be amended from time to time by a simple majority vote of the Board of Directors at any regular or special meeting, provided proper notice of the amendment has been mailed to all members of the Association not less than ten (10) days nor more than thirty (30) days prior to the meeting, as required by the Act. Such notice shall also be posted on the community bulletin board not less than forty-eight (48) hours prior to the meeting.

**I-4.02 Opportunity to Comment**

All members shall have an opportunity to comment on an amendment to the Rules and Regulations, between the date of notification and the date of the meeting at which approval is expected, by any of the following methods:

- In writing, to be presented to the Board, at or before the scheduled meeting; or
- By petition, to be presented to the Board, at or before the scheduled meeting; or
- In person, at the owners' meeting immediately preceding the Board of Directors' meeting, at which time the proposed rules will be discussed and voted on.