

IV-1 Protection of Buildings and Landscape

IV-1.01 Uniformity of Building Components

No additions, alterations, attachments, removals, repairs or replacements shall be made to any building components, including, but not limited to; roofs, masonry, siding, trim, soffit, fascia, gutters, downspouts, mailboxes, lights, address numerals and the like, without the written permission of the Board of Directors.

IV-1.02 Architectural Control

Any proposed change or improvement to the exterior building components must be submitted to the Quincy Park office on the proscribed application form. The form must be submitted complete, including all information required and any required insurance certificates, job estimates, brochures, waivers and/or diagrams of the proposed change. No work may be done until written approval is received. Once inspected and approved, the improvement shall be classified as a limited common element.

IV-1.03 Integrity of Landscape Design

No additions, alterations, attachments, removals, repairs or replacements shall be made to the landscape without the written permission of the Board of Directors. Only landscape changes that conform to currently accepted landscape design principles, as interpreted by the current landscape contractor, the Grounds Committee chairperson and any knowledgeable staff members, will be approved.

IV-1.04 Landscape Design Control

Any proposed change to the landscape, including the land surrounding any unit, must be submitted to the Quincy Park office on the proscribed application form. The form must be submitted complete, including all information required by the form, along with any required insurance certificates, estimates and/or diagrams of the proposed change. No work may be done until written approval is received. Once inspected and approved, the alteration shall be classified as a limited common element.

IV-1.05 Unauthorized Alterations

Any building or landscape alteration not approved in writing by the Association office may be removed or corrected by the Association, at its option, using the contractor of its choice. A \$100.00 fine may be assessed to any unit owner who violates this rule, in addition to the cost of removal, correction and/or restoration of the common area.

IV-1.06 Replacement of Exterior Components

The Association replaces exterior roofs, masonry, siding, trim, soffit, fascia, gutters, downspouts, lights, mailboxes, address numerals and the like, as needed and, in some cases, upon request. If replacement is required due to normal wear and tear, such replacement will be a common expense. If replacement is required for any other reason, such replacement will be at the owner's expense.

IV-1.07 Exterior Wiring Prohibited

No wiring for electric, cable TV or telephone installations, any type of antenna or the like shall be placed on building exteriors or through common elements without prior written approval of the Board of Directors. The unit owner will be granted a period of time to remove the wiring. If not removed promptly, the Association shall remove such wiring at the owner's expense. The owner shall be responsible for all costs to replace building components damaged by wiring, whether through the fault of the unit owner or a tenant.

IV-1.08 Light Bulb Replacement

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Residents shall replace entrance light bulbs only with soft white bulbs, or yellow bug lights in season, rated at 60 watts. Any repairs to common elements made necessary due to damage from more powerful bulbs will be made at the sole expense of the responsible unit owner.

IV-1.09 Property Damage, Graffiti and Vandalism

Any common element damaged by the action, neglect or abuse of any person on the property shall be replaced at the expense of the responsible unit owner, if such owner can be identified. Incidents should be reported to both the condominium management office and the local police department.

IV-1.10 Paint and Painting on Common Elements

Residents may not spray-paint, or carelessly brush-paint, or spill or dump paint, anywhere on the common areas, where such activity might result in paint damage to buildings, sidewalks, asphalt, or any other property, whether owned by a unit owner or the Association as a whole. The Association does not object to painting done on lawns only, on calm days, and far from the vicinity of common elements.

IV-1.11 Structural Impairments

Nothing shall be done in or on the common elements that might impair the structural integrity of any building or structure.

IV-1.12 Removal of Debris and Nesting Material Required

Residents must keep the area surrounding the unit and driveway clean and free of newspapers, phone books, flyers and other debris, including removal of nesting materials from entry lights. Repairs to common elements, caused by combustion of nesting materials, will be billed to the unit owner's account.

IV-1.13 Storm Drains Protected by Law

Nothing may be dumped or poured into any open grate or drain on the property or along City streets. These grates and drains collect storm water runoff and melting snow and deposit it into our retention pond and, eventually, the Des Plaines River. Any disruption or contamination of this system may also be a violation of municipal, state and/or federal law.

IV-1.14 Sod Replacement Policy

The Association will not replace or water sod or seed needed due to installation or subsequent removal of any landscape alteration, whether approved or not, including patios, grill pads, walkways, shrubs, flower beds, etc. The Association will not replace or water sod or seed placed by a cable television service, to restore turf damaged during the installation or restoration of service. The Association will not replace or water any turf damaged by continuous foot traffic, where sidewalks can be used. Unit owners shall be solely responsible for such turf repairs and watering, at their own expense.

IV-1.15 Landscape Rocks Prohibited

To prevent injury and property damage, no lava rocks, marble chips, pea rock or other type of landscape rocks are permitted on the property. Large boulders may be used sparingly, as garden accents, only if they are too heavy for children to throw and do not fit under mowers or landscape maintenance equipment.

IV-1.16 No Unauthorized Structures

No temporary or permanent structure of any kind may be erected, used, stored or maintained anywhere in or on the condominium property, without the prior written approval of the Board of Directors.

IV-1.17 No Nuisance Activity

Any activity that creates a nuisance, damages common property, or disturbs area residents is not allowed on or in any portion of the common property.

IV-1.18 Guest Limitation

The Association has the right to limit the number of guests a resident may have on the common property.

IV-1.19 Cleaning of Building Exteriors

The Association has neither the manpower nor the financial resources to consistently clean building exteriors. Residents are expected to keep building exteriors neat and clean. Siding and trim within arm's reach may be cleaned with a soft cloth, using water and a mild dishwashing liquid. A garden hose may be used to clean upper levels.

IV-1.20 Wildlife Abuse Prohibited

Quincy Park common areas provide habitat to a variety of birds, waterfowl and small animals. Any owner, resident or guest who mistreats or abuses such creatures shall be subject to a fine of \$100.00.

IV-2.01 Specific Recreational Uses Prohibited

To prevent personal injury liability and property damage, several recreational uses are prohibited on common property. Only balls or Frisbees made of sponge foam may be used. All types of hockey are prohibited. In-line skates, skateboards and scooters may not be used with ramps of any kind and are prohibited completely on the patio, in the pool enclosure and on any asphalt surface on the property.

IV-2.02 Outdoor Grill Safety Requirements

No grill or smoker may be stored or used in close proximity to another unit owner's window. When in use, grills must be located at least four (4) feet from buildings to prevent heat and fire damage to all vinyl construction materials. Coals must be completely cooled, and must be bagged and tied, before disposal. Any repairs required due to non-compliance with this rule will be billed to the responsible unit owner.

IV-2.03 Outdoor Grill Restrictions

No in-line gas grills may be installed on the common property. No firewood or outdoor fireplaces of any kind are permitted on the property. No more than one grill and one fuel tank per residential unit may be used or kept on the common property at any time. If not on placed on an approved patio, grills must be removed from common areas and stored after each use. Also see the garage and driveway rules.

IV-2.04 Outdoor Furniture

No picnic tables, indoor furniture, or card tables and chairs may be used on the common areas. Outdoor furniture must not damage common areas or interfere with landscape maintenance. If not placed on an approved patio, outdoor furniture must be removed from common areas and stored after each use.

IV-2.05 Prompt Storage of Personal Property

All toys, bicycles, strollers, buggies, charcoal, charcoal lighter, ashtrays, picnic ware, coolers, brooms, mops, buckets, pails, rakes, shovels and other similar property, which should be properly stored in a unit or garage, must be removed promptly from the common areas when not in use.

IV-2.06 Storage Prohibited

Storage of any kind is prohibited on or in the common areas.

IV-2.07 Trash Disposal Policy

All trash must be bagged and tied, to prevent odors and insect and animal problems. No trash may be disposed of anywhere except into dumpsters provided throughout the property. These are not assigned; if one nearby is full, please walk to the next one. Furniture and appliances may only be placed at a dumpster the night before a scheduled pick-up. Refrigerator doors must be completely removed. Carpet and carpet padding must be cut into four (4) foot widths, rolled and tied, and placed in a dumpster.

IV-2.08 Recycling Encouraged

Glass, metal cans, foil and plastics (except Styrofoam and oil and salad dressing containers) may be combined and recycled in marked bins located in the maintenance enclosure, at the end of Cove Drive. Please rinse containers well and remove sharp metal lids from cans. Newspaper, paper and flat cardboard must be placed into separate marked bins. Please dump all items out of the bags in which you store them and directly into bins. Do not place filled plastic bags into the bins; dispose of them in the nearby dumpster.

IV-2.09 Edging and Fences Prohibited

Residents may not enclose any portion of the common property, including flower, shrub or tree beds, with any type of edging, fence or other boundary.

IV-2.10 Planting of Vegetables and Sunflowers Prohibited

Planting vegetables and sunflowers anywhere on the common property is not allowed. Failure to remove vegetables and sunflowers will result in removal by the maintenance staff, without further notice.

IV-2.11 Planting of Flowers

Unit owners may plant flowers alongside their units, up to twenty-four (24) inches out from the building foundation, as long as no shrubs are disturbed and the flowerbeds are maintained. Any unit owner who fails to maintain flowerbeds shall bear the cost of restoring such area to turf.

IV-2.12 Rose Bushes

Hybrid grafted roses often die back, leaving unattractive, invasive rootstock to spread in common areas. Owners must therefore remove all such rose bushes prior to sale or lease. This rule applies regardless of when the roses were planted, or by whom.

IV-2.13 Garden Decorations and Planters

Garden decorations, pots and planters in good condition are permitted only on patios and in flower and shrub beds. Please limit the number of pots and planters to five. Empty pots and broken or damaged planters and decorations, and any items that interfere with the maintenance and replacement of the common areas, may be removed and discarded without notice.

IV-2.14 Trellises, Pillars and Arches

Trellises and pillars up to five (5) feet high may be used to support climbing plants. These must be firmly placed in the ground, to make them freestanding, and may not lean or rest on any building component. Arches are not permitted.

IV-2.15 Obstructions to Maintenance Prohibited

Unless stored after each use, grills and outdoor furniture must rest on an approved grill pad or patio. Planters, pots, feeders and garden decorations must not interfere with equipment used to mow lawns or maintain common elements. Obstructions may be moved without notice. The Association will not repair or replace any item, whether or not approved, that interferes with common area maintenance.

IV-2.16 Winter Storage Policy

All outdoor furniture, planters, pots, garden decorations, hoses, hose reels and other seasonal items shall be removed from common areas and patios and properly stored from December 1st through March 31st.

IV-2.17 Feeding of Birds and Squirrels

Residents may feed birds and squirrels only from raised feeders designed for such purpose. Throwing of bread, crackers, cereal, snacks and other foods on the common areas will be considered littering.

IV-2.18 Littering Common Areas Prohibited

Littering of any common areas, including the easements adjacent to the City streets, is strictly prohibited.

IV-2.19 Seasonal Decoration Display Limits

Seasonal decorations may not be displayed more than thirty (30) days before and must be removed no later than ten (10) days after the date of the holiday.

IV-2.20 Approved Method of Displaying Decorations

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Seasonal decorations may be displayed by using plastic gutter clips, string and/or twist-ties. No screws, nails, tape or glue shall be used to display seasonal decorations. Any repairs made necessary by the hanging of decorations shall be made by the Association, at the expense of the responsible unit owner.

IV-2.21 Safety Hazards Prohibited

No decoration that creates a safety hazard is permitted. Lights and cords must be UL approved for outdoor use and may not interfere with pedestrian traffic. Cords must not be run through unit windows or doors.

IV-2.22 No Unsightly Uses

No clothing, swimwear, linens, towels, blankets, laundry, rugs, mats or similar articles may be hung out or dried in any manner on any common areas. This includes placing such items in or on trees and shrubs.

IV-2.23 Vehicle Washing Restriction

Vehicle washing is prohibited during the snow removal season, from November 15th to April 15th, and when the temperature is predicted to fall below 32°F, to prevent icy conditions in cul de sacs. Commercial and non-permitted vehicles may not be washed at any time, regardless of whether vehicle owner is a resident.

IV-2.24 Permitted Signs

Open house signs may be displayed on common areas no more than one (1) hour before and one (1) hour after such event. Garage sale signs may be displayed on common areas no more than two (2) days before and one (1) hour after such event. No sign may exceed 30"x 36" in size. No nail, screw or tack may attach a sign to any common element, tree or shrub. Unit owner shall immediately repair any sign damage to common elements or costs incurred to repair such damage shall be charged to his or her account.

IV-2.25 Pedal Cars, Automated Cars, Tricycles and Small Bicycles

It is extremely dangerous for small children to operate wheeled toys in an area where vehicles are backing out of driveways. It is often impossible for drivers to see such activity in rear view mirrors. Residents shall not allow children to operate pedal cars, automated cars, tricycles, small bicycles or other wheeled toys on any asphalt surfaces. All such toys shall be used only on sidewalks and/or turf.

IV-3 Meter Rooms and Plumbing

IV-3.01 Use of Meter Room

Residents and authorized utility company employees may use the meter room only for the purpose of turning the water supply on and off and, with written approval of the Association, for the placement and operation of a

water softener. No other use is permitted. Maintenance staff may use the meter room to maintain, repair or replace the meter room heater and to rod the main sewer line.

IV-3.02 Storage Prohibited

Meter rooms may not be used for storage of a resident's personal property of any kind. Any personal property found stored in the meter room will be removed and discarded, without notice.

IV-3.03 Meter Room Door

Meter room doors must be kept closed at all times, especially in cold weather, to prevent water pipes from freezing. No personal property may block access to the meter room door.

IV-3.04 Responsibility to Heat the Meter Room

In return for a reduced monthly assessment, it is the responsibility of the penthouse (D) unit owner to provide electricity to the meter room heater, to keep the meter room ceiling heat register open between October 15th and April 15th, every winter, and to maintain the electrical heater setting at 40 degrees. The Association will maintain, repair and replace the electrical heater. Heaters are tested annually, in autumn. Penthouse (D) unit owners are asked to report any subsequent heater problems to the Association office promptly. Neighbors are asked to alert the office to any vacancies in the penthouse units.

IV-3.05 Frozen Plumbing - Failure to Provide Heat

Each unit owner shall be responsible for repairs to his or her own plumbing. However, a unit owner's insurance carrier may attempt to recover actual costs incurred to repair frozen plumbing, from the penthouse owner, if it can be determined that such owner failed to supply electricity to the meter room heater or blocked the meter room ceiling register, causing pipes to freeze.

IV-3.06 Frozen Plumbing - Failure to Close Doors

Each unit owner shall be responsible for repairs to his or her own plumbing. However, a unit owner's insurance carrier may attempt to recover actual costs incurred to repair frozen plumbing, from a responsible unit owner, if it can be determined that such owner failed to close the meter room door, the service door and/or an overhead garage door, causing pipes to freeze.

IV-3.07 Frozen Plumbing - Inability to Determine Cause

Each unit owner shall be responsible for repairs to his or her own plumbing, with no right of recovery, if no cause of freezing can be determined, or if no door was left open, or if the person(s) responsible for leaving open a door or doors cannot be determined.

IV-3.08 Main Sewer Line

The Association will cover the cost to rod, repair and/or replace the main sewer line, when more than one unit is affected by a sewer or drain back up, and the responsible owner cannot be determined. No other costs will be covered.

IV-4 Garages, Storage Areas and Driveways

IV-4.01 Uses Permitted

Garages are for the exclusive use of parking a vehicle and for the storage of a resident's personal property, providing that it is stored in the designated storage area only. No other uses are permitted.

IV-4.02 Commercial or Business Use

The garage shall not be used for any business or commercial purpose.

IV-4.03 No Recreational Use

No barbecuing shall be allowed in the garages or on asphalt surfaces. Garage stalls; driveways and other asphalt surfaces shall not be used as patio, picnic or recreational areas.

IV-4.04 Garage Floors, Walls and Ceilings

No additions, alterations or attachments are permitted to garage floors, walls or ceilings, including cabinets, hooks, tool hangers, etc. Because garage ceilings and walls are firewalls, no paneling or covering may be affixed to them, so staff can assure that firewalls are intact. Owners may undertake painting of the walls and/or ceiling of their garage, but must do so in workmanlike manner, using only the original off-white color.

IV-4.05 Partitions Prohibited

No partition, whether permanent or temporary, may be erected between the individual garage stalls.

IV-4.06 Garage and Storage Area Housekeeping

All garage areas, including open storage under the cabinet, shall be kept in a neat and orderly fashion. Dryer exhaust vents for the two-story units must be cleaned of lint, as needed. Floors should be swept, as needed, to remove dust, lint, leaves and other debris.

IV-4.07 Designated Storage Area

A resident's personal property may be stored only in or directly under the storage cabinet provided. Items may not be stored anywhere else in the garage area and may not obstruct a parking stall.

IV-4.08 Obstructions/Fire Hazards Prohibited

Stored personal items must not block a dryer exhaust vent, a meter room door or a service door. The fire department considers such obstructions fire hazards. Any items that obstruct these areas may be moved, removed and/or discarded, without notice, at the discretion of the maintenance staff.

IV-4.09 Improper Storage Prohibited

The staff will make no attempt to identify the owner of personal items stored in a neighbor's garage space, without permission, or in a meter room. When reported to or discovered by staff, such property will be removed and discarded without notice. Residents whose personal property is stored in their own garage, outside the designated storage area, will be subject to a violation notice and fine. If such property is not properly stored within five business days of the date of notification, fines may accrue on a daily basis.

IV-4.10 Storage of Perishables Prohibited

No food, pet food, wild bird or animal food or other perishable items may be stored in a garage or garage storage cabinet. These items may attract rodents, cause offensive odors and/or create health hazards.

IV-4.11 Vehicle Repair Policy

Only minor emergency vehicle repairs, such as a change of tire, light, fuse or windshield wiper, may be made in a garage or on a driveway or parking space. Such emergency repairs must not disturb residents and are

subject to a thirty (30) minute time limit. No type of nuisance, fire hazard or annoyance to neighbors will be tolerated.

IV-4.12 Noxious and Flammable Fluids Prohibited

No noxious or flammable fluids may be stored or kept anywhere in a garage. Items stored or kept in violation of this rule will be removed by the maintenance staff, without notice, and disposed of properly.

IV-4.13 Vehicle Exhaust and Vehicle Fluid Odors Prohibited

No vehicle may be "warmed up" inside a garage. No vehicle cleaned with a flammable substance may be parked in a garage. No vehicle, tool or other item that leaks fluid or emits a noxious odor may be parked or stored anywhere on the property. Such vehicle or item may be towed or removed, without notice, if the health or safety of residents or the property are at risk.

IV-4.14 Proper Disposal of Fluids

No vehicle fluids or hazardous materials may be discarded anywhere on the property, including the trash dumpsters. All such fluids and materials must be recycled or disposed of properly, away from the property.

IV-4.15 Damage to Surfaces

Damage caused to any garage and/or asphalt surface, as a result of vehicle fluids or mechanical work, including oil and all other fluids, shall be cleaned and repaired at the unit owner's expense. Any fluids not cleaned, upon notice from the Association, will be cleaned and billed to the unit owner's account.

IV-4.16 Garage Security

All residents of a building bear equal responsibility to protect vehicles and stored personal property in the garage from theft, vandalism, infestation by rodents and vermin, and frozen plumbing. The garage overhead doors and service doors must be closed and locked when not in use. Failure to close and lock garage doors may result in a fine. The service door safety chain and spring protect the door and frame from wind damage and safeguard utility meters and may not be removed.

IV-4.17 Garage Sales

Garage sales must be held on the unit owner's driveway, with all garage doors closed and locked, to prevent theft and damage to the personal property of neighbors. Municipal law limits all garage sales to three (3) days, and allows no more than three (3) such sales per year. Signs are subject to rule IV-2.24.

IV-4.18 No Painting Permitted

No painting, especially spray-painting, may be done in the garage. Violators assume responsibility for any vehicle damage from paint spray or spill.

IV-5 Swimming Pool and Playground Rules

IV-5.01 Valid Pool Passes Required

The pool is open to unit owners, tenants and their invited guests. Each individual must show a valid pool pass to the pool attendant, upon entering the pool enclosure. Replacement pool passes cost \$5.00 each.

IV-5.02 Validation of Pool Passes

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Pool passes will be validated only during regular office hours. Only members in good standing may use the pool facility. Prior to validation, staff will make certain that all assessments and other fees are paid and that there is a completed current census on file for the unit. Payment at the time of validation must be made by money order or cashier's check only. Validated pool passes may be revoked, if an owner falls into arrears during the pool season.

IV-5.03 Authority of Pool Attendant and Staff

The pool attendant and other staff have full authority for the enforcement of all rules and regulations. Patrons who fail to obey the pool rules may be required to leave the pool enclosure. Patrons who refuse to leave or consistently fail to comply with rules may forfeit pool privileges, at the discretion of staff.

IV-5.04 Pool Season and Hours

The Board of Directors will establish the pool season and pool hours each year. Generally, the pool will open on the Saturday before Memorial Day and will close on Labor Day. The pool will be open during the hours established, weather permitting (no lightning, thunder or temperatures below 68 degrees).

IV-5.05 Adults Only Swim Hours

The Board of Directors may establish hours during which only adults may swim. Adult swim periods will be open to anyone over the age of seventeen (17).

IV-5.06 Limit of Patrons Per Unit

Each household unit receives four (4) passes and is limited to four (4) patrons in the pool at any one time.

IV-5.07 Adult Supervision Requirements

All children under age twelve (12) must be accompanied and supervised by an adult, other than the guard, while in the pool enclosure. Adult supervision is also recommended for children under age twelve (12), in the playground. All children under age five (5) must be accompanied and supervised by an adult, while in the playground or on any common area more than forty (40) feet from their homes. An adult shall be defined as any person over the age of seventeen (17).

IV-5.08 Contagious and Infectious Disease Policy

Anyone with a contagious disease or infectious condition, such as colds, ringworm, fever, foot infection, skin lesions, carbuncles, pimples, inflamed eyes, ear discharge, or any condition that appears to be infectious or contagious, may not use the pool. Persons with excessive sunburn, abrasions not healed, or bandages of any kind will not be admitted to the pool.

IV-5.09 Proper Swimming Attire Required

Street clothes and shoes are not allowed in the pool enclosure. Any individual without proper swimming attire may be asked to leave the pool enclosure.

IV-5.10 Swim Diapers and Plastic Pants Required

No diapers will be allowed in the pool. Only swim diapers with snug-fitting plastic pants are acceptable.

IV-5.11 Nude Showers Required

All patrons are required to take a shower, in the nude, with soap and warm water before entering the pool.

IV-5.12 No Animals Permitted

No animals are allowed in the pool enclosure.

IV-5.13 Rowdy and Unsafe Behavior Prohibited

Spitting, spouting of water, roughness, rowdiness and any other unsafe activity will not be permitted in the pool enclosure or pool house. No running is allowed on the pool deck or in the pool house.

IV-5.14 Vulgar or Offensive Language Prohibited

Anyone using vulgar or offensive language in the pool house, pool enclosure or playground area will be asked to leave those areas.

IV-5.15 Large Flotation Devices Prohibited

Rafts, inner tubes and other large flotation devices that may hinder the pool attendant's ability to properly supervise the safety of the pool are prohibited within the pool enclosure.

IV-5.16 Hair Restriction

Any patron with hair longer than shoulder length must securely tie back hair prior to entering the pool.

IV-5.17 Goggles and Small Toys Prohibited

Small toys, goggles, snorkels and foam toys that tear into small pieces may not be used in the pool, to prevent blockage of the pool filtration system. Swim masks that cover both eyes and nose are acceptable.

IV-5.18 Food, Gum, Beverages and Tobacco Prohibited

No food, gum, alcohol, beverages or tobacco will be allowed in the pool enclosure. Only water in clear plastic beverage containers will be permitted. The pool attendant on duty may bring a lunch or dinner, so as to not interfere with pool hours, but must eat the meal during a safety break.

IV-5.19 Vandalism Policy

Anyone engaging in vandalism of the pool, pool enclosure, pool house or playground area may forfeit his or her pool privileges, at the discretion of staff and the Board of Directors.

IV-5.20 Loitering Prohibited

No loitering is permitted in the playground, picnic or pool parking area after 9:00 PM. Anyone found loitering after the posted closing time may be reported to police or may temporarily forfeit pool privileges.

IV-5.21 Trespassers Prosecuted

No one is allowed in the pool without an attendant on duty. Anyone in the pool area when the pool is not open, for whatever reason, may be prosecuted for trespassing by the Association.