

House Rules
811-823 S. Western Polk Condominium Association

The House Rules of **811-823 S. Western Polk Condominium Association** (Hereafter referred to as “Association”) have been designed to ensure maximum comfort, security, and safety for condominium owners, renters, and guests. Unit owners are responsible for the actions of their lessees (renters) and guests.

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1.0 GENERAL

1.1 NOISE

1.1.1 First and foremost, please respect your neighbors, and their right to peaceful enjoyment of their home.

1.1.2 Residents are not to engage in activities that may produce excessive noise (examples: cleaning, moving furniture, playing loud music, allowing pets to run on the hardwood floors, allowing dogs to bark excessively, etc) during the hours of **10:00 PM and 8:00 AM DAILY**. Residents must be aware that hardwood floors propagate noise easily to units below. Unit owners will be charged a fine for excessive noise within the hours listed above. See table below to determine the assigned fine for this infraction.

1.2 CLUTTER

1.2.1 "For Sale" signs may not be posted in any window or common area without the prior approval of the Board of Directors. Signs may be placed on the front balcony of the unit to be sold. "For Rent" signs are prohibited over the entire complex. "Open House" signs will be permitted during the actual times of the open house, not to exceed eight hours per week. The "Open House" sign can be placed in the front exterior of the building. See table below to determine the assigned fine for this infraction.

1.2.2 **No personal articles**, other than a small number of shoes, boots, and umbrellas are permitted outside of your doorway in the common areas. Not more than two (2) pairs of shoes and one (1) umbrella are to be placed in the halls per unit. No personal articles are permitted in the staircases, such as; garbage bags, boxes, bicycles, golf clubs, shoe racks, etc. Contact the Management Office for further clarification See table below to determine the assigned fine for this infraction.

1.2.3 Decorative articles are strictly prohibited in the staircases without prior consent from the Board of Directors. See table below to determine the assigned fine for this infraction.

1.2.4 Unit owners will be charged for extra cleaning and/or repair of common areas resulting from the damage or uncleanliness of their renters, guests, families, or themselves. Cost for cleaning and removal of rubbish shall be passed on to unit owner and a fine for such activity will be assessed. See table below to determine the assigned fine for this infraction.

1.3 Window covering must be kept in repair. Awnings, exterior shades or similar items are not permitted on the residential units. See table below to determine the assigned fine for this infraction.

1.4 Individuals who are **locked out** of their units must call a locksmith. Unit keys are not kept by the Association or the Management Company. For issues with building locks please contact the management company directly. Only owners and **AUTHORIZED TENANTS ON FILE WITH THE MANAGEMENT COMPANY** will be allowed to order replacement security keys.

- 1.5 **SMOKING IS PROHIBITED** in all internal common areas. Violators will be fined \$200.00 See table below to determine the assigned fine for this infraction. . Common areas include, but are not limited to, the following: all common stairwells and walkways and the parking area (carports).
- 1.6 (blank)
- 1.7 (blank)
- 1.8 Unit owners are responsible for communicating with their tenants the Rules and Regulations of the Western Polk Condo Association. Unit Owners are responsible for any violation of the Rules and Regulations even when caused by a tenant or visitor.
- 1.9 The 2001 Board passed a resolution identifying “Email” as the official communication of the Board with the unit owners. Therefore, meeting notices, change in assessments, special assessments, and other matters of business will be conducted via Email. It is the responsibility of the owner to make sure the Management Office has the owner’s current email address.

2.0 WASTE DISPOSAL

- 2.1 Failure to follow the following procedures on waste/garbage disposal will result in a fine. See table below to determine the assigned fine for this infraction.
- 2.2 All garbage should be placed in one of the three (3) designated dumpster located outside of the parking area.
- 2.3 All garbage must fit within the dumpster and with the lid closed. Do not leave garbage outside of, or on top of, the dumpster as this is classified by the City of Chicago as “overflowing” garbage, and a fine will be levied against the WPCA. Any instances of this infraction by unit owners or tenants will be fined per the table below, and any fines levied by the City of Chicago will be passed on to the owner who caused the infraction.
- 2.4 Be aware that your neighbors will need space for their trash, if you have a large cardboard box from a TV or other appliance, please be conscientious and cut the box up and place it in the container to maximize space in the container.
- 2.5 The waste disposal company will only remove material that is inside the dumpster. If you have an object that is too large to fit inside the dumpster, contact our management company to arrange a removal for a fee as required.
- 2.6 Be sure to close the lid when you have finished placing your trash in the dumpster.
- 2.7 Trash pickup is scheduled on Mondays and Thursdays.

3.0 PETS

- 3.1 No more than two (2) pets (dogs or cats) are permitted in any one unit. Animals kept in the unit prior to the date of adoption of this Rule (2001) may continue to be kept in the unit. However, if more than the permitted number of a particular type of animals is kept in a unit, once any such animal dies or is otherwise no longer kept in the unit, the unit owner or occupant owning

- such animal may not replace it with a similar type of animal. See table below to determine the assigned fine for this infraction.
- 3.2 Pets must be under close supervision of owner(s) when in common areas. Dogs should be on a leash when in common areas. See table below to determine the assigned fine for this infraction.
- 3.3 Pet owners shall ensure that their animal is harmless and release the Association of any loss or liability of any kind. Pet owners shall be responsible for property damage caused by their pets, and shall reimburse the Association for any such damage. See table below to determine the assigned fine for this infraction.
- 3.4 Pets causing continual damage and/or noise disturbance, as determined by the Board of Directors, will not be permitted to remain in the building in accordance with the condominium by-laws. Pet owners are required to have their pets registered with the city and insure that proper medical treatment for the prevention of disease. Unit owners must provide this registration to the management company. See table below to determine the assigned fine for this infraction.
- 3.5 When walking a dog, it is the owner's responsibility to collect and dispose of the feces. All pet owners will be required to remove their animal's waste materials and related substances (papers, litter, etc) directly. **ANYONE FOUND TO HAVE THEIR PETS DEFECATING ON WPCA COMMON AREA AND NOT PICKING UP AFTER THEIR PET WILL BE FINED.** Pet owners are not permitted to allow their pets to dispose of the feces on decks, balconies, within the common areas, including the parking lot. See table below to determine the assigned fine for this infraction.
- 3.6 Pet owners shall not allow their animals to defecate or urinate on the rear balcony decks, front balcony decks, or on the rooftop decks. Not only does the waste seep through the porous wood balcony floors and onto the neighboring balcony decks or roofing below, but the waste attracts flies and rodents, and is a public nuisance for smell. Any owners (or tenants) found to be allowing their pets to defecate and/or urinate on balcony or rooftop decks will receive a fine. See table below to determine the assigned fine for this infraction.
- 3.7 Effective of January 1st, 2014 the association will have a pet fee of \$10 per month per pet (cat or dog). The unit owner is responsible for this fee, and this fee will be invoiced to the unit owners monthly statement by the management company, and should be submitted monthly in addition to regular assessment amount. The pet fee is a user charge for costs of maintenance arising from pet ownership in the common areas. Same late fees will apply to this fee as to the monthly assessment.
- 3.8 Effective as of January 1st, 2014, the pet registration, current Rabies certificate, and city registration must be received in the management company's office, by mail, email or fax within 2 weeks of date the pet begins residing in the unit. The unit owner is responsible for providing this information, even if the pet belongs to a tenant residing in the unit. Any unit owner who is not in compliance will be fined \$50.00 per day and each day thereafter until the information is provided.

4.0 MONTHLY ASSESSMENT

- 4.1 Assessment payments are due on the 1st of each month and are considered late after the 15th of the month. Any Monthly Assessment not paid by the 15th of the current month will be assessed a \$50 late fee. The fee will be assessed for each month after the current month if payment has not been made by the 15th of that month. See table below to determine the assigned fine for this infraction. Unit owners must be aware that funds sent to management company will pay the oldest invoices first.
- 4.2 Unit owners get monthly statements as a PDF attachment to an email. Any unit owner that is thirty (30) days delinquent shall receive a formal notice warning that legal action will be taken if the account is not brought current in thirty (30) days. It is the unit owners responsibility to ensure that the management company has their current email and phone number on file to ensure that they are receiving these notices.
- 4.3 Any unit owner that is **60 days delinquent** will be brought to the attention of the Association attorney. The attorney shall take the necessary legal action, including but not limited to, filing a lien for assessments, late fees and attorney's fees, and initiating a forcible entry and detainer action for possession of the unit.

5.0 UNIT REMODELING

- 5.1 All plans for remodeling must be in compliance with all city ordinances. All permits must be submitted to WPCA Board of Directors thru the Management Company for review. Any unit owner caught working on their unit without the approval of the Board will incur a fine See table below to determine the assigned fine for this infraction. In addition, the City of Chicago will be notified of illegal work being conducted and a stop order will be placed on the unit. Please contact the management for further details. A refundable \$500.00 deposit will be required at time of approval of work.. Once completed and no damage is reported the \$500.00 deposit will be refunded.
- 5.2 Removal of construction debris, carpeting, or flooring is strictly the responsibility of the owner. In addition to the fines listed in the table below, the unit owners will be charged for any extra cleaning, hauling and/or repair of common areas as result of remodeling.
- 5.3 Construction is permitted Monday through Saturday, between the hours of 8:00 AM and 6:00 PM. See table below to determine the assigned fine for this infraction.

6.0 MOVING - RULES AND PROCEDURES

- 6.1 N/A
- 6.2 All moving materials must be removed immediately after the move occurs. Break down all moving boxes before placing them directly into the dumpsters. Moving boxes may not be left in common areas. Please refer to Section 2.0 Waste Disposal.
- 6.3 The Board of Directors has authorized a \$50.00 fee for each incidence of both moving in or moving out for both owners and tenants alike. The fee is

payable to the association.. This \$50 move out fee shall be charged the persons moving out of the complex. This \$50 move in fee shall be charged to persons moving into the complex.

7.0 SECURITY

- 7.1 All common element doors must be kept closed for both fire and security precautions. No door is to be propped open and left unattended at any time. See table below to determine the assigned fine for this infraction. **DO NOT LEAVE SECURITY DOORS PROPPED OPEN! Please be sure security door closes firmly behind you when you exit the building.** See table below to determine the assigned fine for this infraction.
- 7.2 Each unit must be in compliance with regard to the City of Chicago ordinances related to smoke and carbon monoxide detectors. See table below to determine the assigned fine for this infraction.
- 7.3 The parking gate must be closed once you have entered or left the parking lot. See table below to determine the assigned fine for this infraction.
- 7.4 Unknown callers from the doors may have dialed at random. Do not give them information about yourself, your unit, your neighbors or building. Report suspicious persons or unusual activity to the Police or Management Company. Do not let anyone into your building if you do not know them, even if they say they know your neighbor.
- 7.5 Call the Police if you see anything suspicious or hear any disturbance. This includes suspicious people loitering on the grounds, tampering with parked cars, or present in any of the building areas.
- 7.6 The Board has contracted with Lincoln Towing Service (773-237-0006) towing to remove unauthorized motor vehicles from designated or common area in the parking facility. Any unit owner may call the Lincoln Towing and institute a towing. Unit Owner must stay on site to open gate for towing company. Vehicles improperly parked on City of Chicago property in the alley are not in the domain of the Association.

8.0 BALCONY / ROOF

- 8.1 Use of any fireworks is prohibited. Violators will be fined. See table below to determine the assigned fine for this infraction.
- 8.2 Cleanliness - Owners and their guests are responsible for keeping their balconies and roof (4th floor unit owners) free of waste (i.e. bags of trash, organic waste, etc...). Owners are not allowed to hang clothes from the balcony. Pets are not allowed to use any space to relieve themselves within the compound of the building including but not limited to roof tops, balcony's, parking areas or any other area deemed building property. Gutters for balcony and roof decks must be kept free of debris to prevent deterioration of the rooftops. See table below to determine the assigned fine for this infraction.
- 8.3 Throwing any items off of the balconies and/or into the parking area is strictly prohibited. See table below to determine the assigned fine for this infraction.

- 8.4 All furniture must be of sufficient weight or tied down to prevent it from being blown from the balcony or decking areas by the force of wind. Unit owners shall assume full responsibility for any damage or injury caused by any article being dislodged or blown from their balcony or decking area.
- 8.5 Flower and plant containers must be large enough to prevent overflow of dirt and care must be exercised when watering to prevent water from dripping to balconies and people below. The flower and plant containers must be securely fastened.
- 8.6 Owners and tenants are not allowed on the common areas of the roof. 4th floor unit owners are permitted on the "limited common areas" on the roof. No one is permitted to store any articles on any common area section of the roof. See table below to determine the assigned fine for this infraction. The cost of repairs and confiscation of any articles, which may be on the roof will be at the expense of the owner (not to include the limited common element decking areas). The repairs for any damage to the roof top or downspouts due to an action by the owner will be at the full expense of the owner (including, but not limited to items damaging the roofing, or items clogging the proper roof drainage resulting in water damage).
- 8.7 No part of any deck material or other structures may be 'attached' structurally (nails, screws, or any other structural attachments) to the exterior or any portion of the building itself without the prior approval of the association. See table below to determine the assigned fine for this infraction.

9.0 SATELLITE DISHES

- 9.1 Satellite dishes will be installed on the top course of block on the rear of the buildings as to allow for a southerly reception. The corresponding dish will be installed only at the occupants building e.g. 813 S Western units will only utilize said address for installation. The RG-6 coaxial cable is to run horizontally from the dish in the direction of the vertical gutter servicing building and then vertically downward adjacent to the gutter, to the junction box at the rear of the commercial units. The RG-6 coaxial cable entering the residential and commercial units from the junction box is the only RG-6 cable allowed to be used for reception no other cable can be used. Installer can not drill through exterior walls/surfaces to access residential or commercial units. Wire is to be clamped to wall at three (3) foot intervals in the mortar line. Unit owners will be responsible for supervising the installation of their specific dish and cable. Any dish and wire not installed in accordance with these instructions must be removed or modified to meet said instructions. And failure to make removal or modifications in a timely manner will result in a fine See table below to determine the assigned fine for this infraction.

In the advent of a unit being sold the satellite dish is to not to be removed.

In the case of an owner needing or wanting to retain its satellite dish they will need to notify the management company, the unit owner is to deposit **\$200.00** with Management Company at the time the management company has been

notified of a real estate closing date. The monies will be returned after the management company has inspected the successful removal they will have 30 days to do so. If the repairs have not been completed or not to the satisfaction of the management company the management company has the authority to retain the \$200.00 deposit for any repairs due to the removal of the satellite dish.

In the case of none owner occupied units, the unit owner is to deposit \$200.00 on or about the time of installation and the monies are to be refunded to the unit owner at the time the satellite dish successfully removed. The success of the removal is to be determined by the management company.

If the \$200.00 deposit is not made the management company has the authority to withhold the issuance of a paid up assessment letter

Unit owners have 15 days to notify Management Company of satellite dish installation for the sole purpose of identifying and tracking which satellite dish belongs to which unit. Failure to notify the Management Company will result in a fine. See table below to determine the assigned fine for this infraction.

10.0 PROCEDURE FOR LEASING A UNIT

- 10.1 Before signing a lease with a potential renter (thereafter “applicant”) the owner must read the directives of the Board of Directors and the Condominium Declarations.
- 10.2 Each applicant must complete an application that includes employment status, salary history, social security number, previous rental history (two-year minimum if applicable), and provide owner with authority to secure a background check and credit report. This information is required no later than 1 week prior to the new tenant move in unless otherwise coordinated with the Association. Any owner, who leases a unit without following this process, will be subject to a fine. See table below to determine the assigned fine for this infraction.
- 10.3 The unit owner is responsible for providing the Management Office with the copy of the current lease, the Name, Valid Telephone and email address of all persons living in the unit. All adult persons must complete an information form available from the management office. This information is required prior to the new tenant move in unless otherwise coordinated with the Association. Unit owners must notify PM for any new leases or renewal of a lease. Expired leases or non-documented tenants will be considered a violation of this Rule/Regulation. Information for new tenants is required no later than 1 week prior to move in date. Any owner, who leases a unit without following this process, will be subject to a fine. See table below to determine the assigned fine for this infraction.
- 10.4 Owners are to provide a copy of the House Rules, which have been signed by the new tenant, to the Board of Directors no later than one (1) week prior to tenant moving into unit. The applicant may not move into the building until this action is completed and the owner and applicant otherwise complies with provisions of Article 10.2 and 10.3. The unit owner will be subject to a fine until

the owner complies with this procedure. See table below to determine the assigned fine for this infraction.

- 10.5 A WPCA Rules and Regulations rider must be included in every new lease for anyone wishing to rent a unit in the WPCA. A signed copy of the Rider must be returned to the management company no later than 1 week prior to tenant move in date. Any owner, who leases a unit without following this process, will be subject to a fine. See table below to determine the assigned fine for this infraction. Friends and family visiting for more than seven (7) days must be registered with the PM. Failure to register one of the above persons shall result in a fine the same as failure to register a tenant.

11.0 PARKING LOT

- 11.1 Owners can park only in their designated parking spot. Owners may not use any common area for their vehicle(s). Any vehicle parked in the parking lot must fit within their yellow lines. Vehicles illegally parked, parked in the spot other than their registered spot, will be towed at the vehicle owner's expense
- 11.2 Make sure the gate is closed after entering or leaving the parking lot.
- 11.3 If an unauthorized vehicle is parked in your spot, notify the Management Company immediately, or contact Lincoln Towing directly, and they will have it towed.
- 11.4 Owners who rent out their parking spot must notify management and supply the necessary information to be kept on file. **Leasing a parking space that is inside the gated parking area to a non-resident of the Western Polk Condo Association is prohibited.** Any leased spots to residents, shall notify the management company in writing of the agreement, along with the name of the lessee, make, model and license of the auto shall be on file at the management office. It is the responsibility of the owner(s) to notify the management company. See table below to determine the assigned fine for this infraction.

12.0 FINES

- 12.1 The unit owners shall be responsible for all costs incurred by the Association for the enforcement of the "House Rules" including, but not limited to, attorney fees, court costs, damages, and any other necessary incidental expenses.

13.0 PARTY GUIDELINES

- 13.1 Please be courteous and inform your neighbors of your plans in advance. Advance warning does not exempt the owner from the noise regulations, however, if your neighbors are understanding of your situation, the noise may go unreported.
- 13.2 Owners are responsible for any necessary cleanup cost or damage repair cost of common areas resulting from their party, in addition to a fine. See table below to determine the assigned fine for this infraction.

14.0 COMMERCIAL ITEMS

- 14.1 Commercial owners are responsible for communicating with their tenants the Rules and Regulations of the Western Polk Condo Association. A signed copy of the Rules and Regulations must be returned to the Association prior to move in of the new tenant. See table below to determine the assigned fine for this infraction.
- 14.3 Unit Owners are responsible for any violation of the Rules and Regulations by their tenants.
- 14.3 Commercial owners shall refrain from using the rear parking area as private property. Their use is only to dispose of refuse into the trash containers provided by the Association.

15.0 COMMERCIAL SIGNS

- 15.1 All signs placed on the front of the building shall be in accordance with these regulations.
- 15.2 No Awnings shall be erected without the express permission of the Board of Directors.

16.0 INSURANCE

- 16.1 As noted in the Illinois Condominium Property Act, Unit Owners are liable for damage that arises from their Unit, regardless of whether it is the result of negligence.
- 16.2 All Unit Owners are required to purchase an insurance policy that covers personal liability and compensatory (but not consequential) damages to another Unit and or to the Common Elements arising out of anything in the owner's Unit. The insurance policy must provide for at least \$500,000 in liability coverage. Failure to procure this minimum insurance requirement will result in the fines according to the table below.
- 16.3 The insurance policy must also provide coverage for the following: The insurance deductible of the Owners whose Units were damaged; The cost of any damage not covered by insurance; The cost of decorating, painting, wall, floor coverings, trim, blinds, equipment and other furnishings of the Owners whose Units were damaged. Failure to procure this minimum insurance requirement will result in the fines according to the table below. In addition the Association shall procure such insurance and add cost to the unit owners account.
- 16.4 Proof of insurance coverage must be provided to the Management Office prior to move in and every year on February 1st every year thereafter. Proof of insurance must be sufficient to verify coverage requirements (i.e. A copy of the certificate of insurance, policy number, agent name, insurance company, etc). Upon notification from Management that an Owner has not provided proof of insurance, the Owner will provide such proof within seven (7) days. An Owner who fails to provide proof of adequate insurance within seven (7) days of being notified will be assessed a fine for this infraction per the chart below.

17.0 PLUMBING AND CLOGGED DRAINS

17.1 Unit owners are responsible for any clogs (debris, toys, combs, hair, etc) in drain lines that divert from the main lines to each unit. These are considered limited common elements and are the responsibility of the unit owner for maintenance and repair. Any leaks originating from a clog in an individual unit owners limited common element drain will be the responsibility of that unit owner, and not the association.

17.2 In the event that the main common sewer line is clogged, the association will investigate and provide maintenance/plumbing services. However, if the cause of the clog or obstruction can be traced back to an individual unit owner, then that unit owner will bear the responsibility of the maintenance/plumbing services, as well as any damages resulting.

18.0 WATER DAMAGE TO A UNIT FROM ANOTHER UNIT

18.1 All impacted owners should report a water leak event to their respective insurance company.

18.2 In the event of significant water damage within a unit, the association will contact the insurance carrier for the master policy, and if recommended by insurance carrier, will initiate water mitigation and repair drywall within the affected unit. The association will charge back the costs of water mitigation and repair (up to the deductible of the master policy) to the unit owner where the water leak originated.

18.3 The unit owner where the leak originated is responsible to pay up to the insured deductible amount of each damaged unit. Unit owners are required to maintain insurance covering damages to another unit cause by the owner or his or her guests, residents, tenants, or invitees, regardless of any negligence originating from the unit. The personal liability of a unit owner includes the deductible of the owner whose unit was damaged; any damage not covered by insurance; as well as the decorating, painting, wall and floor coverings, trim, appliances, equipment, and other furnishings.

19.0 WATER DAMAGE FROM COMMON ELEMENTS

19.1 Unit owners should report the event to their insurance company.

19.2 Upon evidence of significant water damage from a common element, the association will ONLY initiate water mitigation and repair drywall with any affected unit. The association will not be responsible for the costs of damage to any improvements, betterments or personal property which a unit owner is responsible to insure.

19.3 Each unit owner is responsible for the costs of repair or replacement of any improvements, betterments or personal property within their unit cause by a common element leak.

TABLE OF FINES

Item	Rules & Regulations	Amount of Fine Per Infraction or Per Day Until Infraction is Corrected
1.1	General Noise	\$50.00
1.2	Clutter	\$50.00
1.3	Window Treatments	\$50.00
1.4	N/A	-
1.5	Smoking in inside common areas	\$200.00 + Damages
1.6	N/A	-
1.7	N/A	-
1.8	NA	-
1.9	Email is the official communication to owners	-
2.0	Waste Disposal	\$50.00 + Actual Costs, City Fines, Damages
3.1	Pets not more than two (2) in any one unit	\$50.00
3.2	Keep pets on leash in common areas	\$50.00
3.3	Pet owners are responsible for damages to Association property.	Actual Damages
3.4	All pets must be registered with the city and owner must have proof of registration and be registered with the management company	\$50.00
3.5	Allowing pet to defecate in common area and not picking up same.	\$50.00
3.6	Allowing pet to defecate in limited common area, decks, rooftop.	\$50.00
3.7	Pet Fees	(Same as 4.1 Late Assessments)
3.8	Pet Registration, Rabies Certificate and City Registration	\$50.00
4.1	Late Assessments	\$50.00
4.2	NA	
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Rules and Regulations for Western Polk Condo Association

Item	Rules & Regulations	Amount of Fine Per Infraction or Per Day Until Infraction is Corrected
5.1	Remodeling without city permit or notification to Board	\$100.00
5.2	Failure to remove construction debris or placing construction debris in WPCA trash containers	\$100.00
5.3	Construction work outside of designated hours	\$100.00
6.1	NA	-
6.2	When moving boxes and other materials are to be cleared of the common areas.	\$50.00
6.3	Move in fee and move out fee	\$50.00 move in fee \$50.00 move out fee
7.1	Leaving an exterior door propped open	\$100.00
7.2	Failure to provide smoke and carbon monoxide detectors	\$50.00
7.3	Failure to close the parking gate	\$50.00
7.4	NA	-
7.5	NA	-
7.6	NA	-
8.1	Use of fireworks on Deck or Balcony	\$50.00 + Actual Damages
8.2	Deck and Balcony Cleanliness	\$50.00
8.3	Throwing items off balconies	\$50.00 + Actual Damages
8.4	Furniture blown off decks	\$50.00 + Actual Damages
8.5	Plant and flower containers that clog drains or blow off decks	\$50.00 + Actual Damages
8.6	Storage of items on the 4 th floor common area portion of the decks	\$50.00
8.7	Attachment to exterior of complex	\$50.00 + Actual Damages

Item	Rules & Regulations	Amount of Fine Per Infraction or Per Day Until Infraction is Corrected
5.1	Remodeling without city permit or notification to Board	\$100.00
5.2	Failure to remove construction debris or placing construction debris in WPCA trash containers	\$100.00
5.3	Construction work outside of designated hours	\$100.00
6.1	NA	-
6.2	When moving boxes and other materials are to be cleared of the common areas.	\$50.00
6.3	Move in fee and move out fee	\$50.00 move in fee \$50.00 move out fee
7.1	Leaving an exterior door propped open	\$100.00
7.2	Failure to provide smoke and carbon monoxide detectors	\$50.00
7.3	Failure to close the parking gate	\$50.00
7.4	NA	-
7.5	NA	-
7.6	NA	-
8.1	Use of fireworks on Deck or Balcony	\$50.00 + Actual Damages
8.2	Deck and Balcony Cleanliness	\$50.00
8.3	Throwing items off balconies	\$50.00 + Actual Damages
8.4	Furniture blown off decks	\$50.00 + Actual Damages
8.5	Plant and flower containers that clog drains or blow off decks	\$50.00 + Actual Damages
8.6	Storage of items on the 4 th floor common area portion of the decks	\$50.00
8.7	Attachment to exterior of complex	\$50.00 + Actual Damages

Table of Fines Associated With Above Rules and Regulations

Item	Rules & Regulations	Amount of Fine Per Infraction or Per Day Until Infraction is Corrected
9.1	Failure to install and wire satellite dishes as prescribed	\$100.00
10.1	NA	
10.2	Failure to secure proper data from proposed tenant	\$ 50.00
10.3	Failure to notify management of prospective tenants data	\$50.00
10.4	Failure to have prospective tenant sign house rules	\$50.00
10.5	Failure to have tenant sign WPCA Lease Rider or Friend or Family Member on extended stay.	\$50.00
11.1	Parking illegally	\$50.00
11.2	Violation of parking rules (see item 7.3)	-
11.3	NA	-
11.4	Parking spot lease non-compliance	\$50.00
12.1	NA	-
13.1	NA	-
13.2	Damage to common area fine is cost to repair plus	\$50.00 + Actual Damages
14.1	Commercial owner are to provide tenants with copy of regulations	\$50.00
14.2	NA	-
14.3	Commercial owners are to not use parking area	\$50.00
15.1	All sign are to meet WPCA Rules and Reg	\$100.00
15.2	No awning are to be installed without permission	\$100.00
16.2	Failure to secure proper insurance	\$500.00
16.3	Failure to secure proper insurance	(same as 16.2)
16.4	Failure to show proof of ins to PM	\$50.00

Offenses beyond two (2) shall be reviewed by the Board on a case by case bases to determine the appropriate treatment and associated penalty.

All fines will be in addition to any applicable damage costs, city fine costs, and any other expenses incurred by the association in order to remediate the infraction.

ACKNOWLEDGEMENT OF RULES AND REGULATIONS
WESTERN POLK CONDOMINIUM ASSOCIATION

I/We certify that we have received a copy of the rules and regulations of Western Polk Condominium Association and agree to be bound by them at all times. I understand that I may be held responsible for any violation of these rules by my tenants, roommates, or guests. I agree to provide a copy of these Rules and Regulations to these individuals. Tenants must abide to these Rules and Regulations just the same as Unit Owners. A copy of this signed sheet must be included in the tenant package provided to management company no later than 1 week prior to move in date.

Unit Number _____

Version of Rules and Regulations Referenced _____

Name of Owner (Signed)

Date

Name of Owner (Printed)

Name of Tenant 1 (Signed)

Date

Name of Tenant 1 (Printed)

Name of Tenant 2 (Signed)

Date

Name of Tenant 2 (Printed)