

**FOUR LAKES
CONDOMINIUM HOMES
ASSOCIATION B**

Rules, Regulations, and Procedures

January 1, 2024 Revision

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1. BOARD MEETINGS

Except as authorized by the Act, Board Meetings are open to all Unit Owners. Notice of an upcoming meeting will be posted on lobby bulletin boards in each building. Owners attending the meetings must at all times behave with common courtesy and civility, and refrain from the use of abusive, rude, threatening, or crude language. Owners must not disrupt the meeting or interrupt anyone who validly has the floor. In the event an Owner is disruptive at a meeting or is in violation of these Rules, the Owner shall first receive a warning regarding his/her behavior. If an additional infraction occurs, the Board reserves its right to request that Owner to leave the meeting. In the event that an Owner's behavior persists, or the Owner refuses to leave the meeting, the Board may adjourn the meeting. In the event the behavior of an Owner is consistently disruptive to Board business, the Board reserves the right to suspend the Owner from attending future Board meetings.

2. ANNUAL MEETING AND ELECTION OF BOARD MEMBERS

The Annual Unit Owners' meeting and election of Board Members is held no less than twelve (12) months from the previous annual meeting. The purpose of the meeting is to receive reports from the Association's officers, to discuss special projects and other issues affecting the Association and buildings, and to elect Board Members to fill any open seats. All Unit Owners are notified of the place and time of the meeting, and Unit Owner representation must be at least twenty percent (20%) by attendance and/or proxy in order to transact the business of the meeting. The Board or Management Company will distribute proxy forms to all Unit Owners who are unable to attend the meeting. In terms of the election, the Board consists of five (5) Directors, and in the event all five (5) seats are open at the time of the election, the three (3) newly-elected Directors who receive the three (3) highest numbers of Unit Owner votes will each serve terms of two (2) years, and the two (2) who receive the two (2) lowest numbers of votes will each serve a term of one (1) year, unless agreed otherwise by the Board. The Directors will then determine which of them will serve as the Association's Officers in the roles of President, Vice-President, Secretary, Treasurer, and Director. Only Unit Owners in good standing may serve on the Board. An owner in "good standing" is defined as being current in the payment of all assessments and charges. Also, pursuant to the Act, if there are multiple owners of a Unit, only one of them at a time may serve on the Board.

3. ADVERTISEMENTS, COMMUNICATIONS, AND SOLICITING

Only notices pertaining to Association business may be distributed to individual Units. Such notices may only be distributed at the direction of the Association Board or by the Management Company. Door-to-door canvassing and soliciting is prohibited. Unit "For Sale" or "For Rent" signage may only be posted on the designated bulletin board within the building lobby and may only be posted by the affected Unit Owner. Building occupants and Unit Owners may post their own information on the

designated bulletin board within the building lobby. However, note that board postings may not exceed 5" x 8" in size. All other signage is prohibited inside, outside, and on the grounds of the buildings. Prohibited postings or signage will be immediately removed and destroyed.

4. BUSINESSES

Pursuant to Article 7.1(I) and (m) of the Association's Condominium Declaration, nothing shall prohibit a Unit Owner or tenant from using the Unit for the keeping of personal and business records, maintaining a computer or other office equipment therein, or keeping personal or professional phone and correspondence therefrom, which includes use of the Unit as a "work from home" environment. Further, utilizing secretarial help and having occasional business visitors is also allowed. However, the regular or consistent entry of customers or clients is not permitted.

5. DAMAGE – COST OF MAINTENANCE, REPAIR, AND REPLACEMENT

A Unit Owner shall bear full financial responsibility for any damage caused by any intentional or unintentional act or omission by the Unit Owner, any family member, any pet, any guest, any tenant, or any agent or visitor of the Unit Owner or occupant. Such damage includes any done to Common Elements and/or Unit(s) owned by others, and it shall include the cost of maintenance, repairs, or replacements which would otherwise be at the common expense as determined by the Board.

6. BUILDING SERVICE PERSONNEL

Those who provide services towards "the care and maintenance of the Association's Common Areas and building systems" should be treated with appropriate courtesy and respect. Unit Owners, tenants, and guests shall not engage in abusive or demeaning language or behavior towards service personnel nor direct them in any way as to the performance of their duties. Any complaints or requests for service should instead be directed in writing to the Management Company or the Association's Board.

7. DELIVERIES, MOVE-INS, MOVE OUTS

All deliveries requiring extended use of the elevators must be arranged seventy-two (72) hours in advance through the Management Company during its usual business hours to determine the need for elevator pads and scheduling. All move-ins and move-outs require payment of a non-refundable \$50.00 moving fee, which must be received PRIOR to commencement of the move. Failure to properly schedule a move or remit a moving fee will result in a minimum fine of \$250.00 per occurrence. Access to mechanical rooms is to be arranged in advance with the Management Company during its usual business hours so that entry to locked areas can be scheduled. Off-hours and emergency access may be scheduled on a case-by-case basis and may be subject to an off-hours charge. All charges for repair,

replacement, service, or maintenance caused by failure to comply with the foregoing requirements will be assessed against the affected Unit Owner. Move-ins and move-outs may ONLY be done by way of the back door, and the propping open of security doors is not allowed. Further, once the items being moved have been taken out of the delivery vehicle, the vehicle must be moved to visitor parking. Also, if during the move, any service vehicles, which include garbage pickup, building maintenance, utility maintenance, or emergency vehicles, require use of the driveway and rear door, the vehicle involved in the move-in/move-out must immediately be moved out of the way until the service has been completed and the service vehicles have departed. Any use of the front door for moving in or moving out is strictly prohibited and subject to a fine.

8. COMPLAINTS AND SUGGESTIONS

Complaints relating to Common Elements, Limited Common Elements, and Rules violations should be submitted to the Management Company. If a resolution is not forthcoming, the matter should be brought to the attention of the Board. Please be aware that the Board and the Association can only get involved if there is a violation of the Association's governing documents. It is neither the Board nor Management's role to mediate disputes between Owners. Please note that any concern you may have against your neighbor should be pursued by you directly with your neighbor and without the Association's involvement.

9. EXTERIOR BUILDING APPEARANCE AND ATTACHMENTS

Clothing, sheets, or other such articles may not be hung, displayed, or stored in such a way that they are visible from the outside of a Unit. Window adornments are limited to blinds and/or draperies with outfacing surface colors that are either neutral or light in color. Any window tinting is prohibited. Unit exteriors, including patios and balconies, may not be painted, decorated, or adorned. Further, the only items allowed to be on patios and balconies are furniture manufactured exclusively for outdoor use, reasonable live or artificial foliage and plants, and one (1) gas or electric grill. No storage units of any kind, racks, shelving, bicycles, or items determined to be unsightly by the Board may be kept on patios or balconies. Any excluded items that may be necessary for a social gathering must be placed indoors as soon the outdoor portion of such a gathering or event is over. No canopy, antenna, satellite dish, fixture, equipment, wiring, or any other item may be installed or attached to a Unit exterior, balcony, railing, or patio without prior written approval of the Board. Further, nothing whatsoever may be attached with a fastener of any type that penetrates or mars upon its removal a Common Element or Limited Common Element surface without prior written approval of the Board. All charges for repair, replacement, service, or maintenance caused by failure to comply with the foregoing requirements will be assessed against the affected Unit Owner. Satellite dish installations require prior notice to the Management Company. Such devices may be installed only on individually owned property in which the Unit Owner has an ownership interest and exclusive use. Such devices may only be installed within

a Unit or within the patio or balcony area and may not be affixed to the building exterior, railing, or roof. Speakers, communication devices, or security systems that physically or audibly project into any Common Area are prohibited. Smoking debris, including smoking materials, ashes, butts, wrappers, packaging, etc., may only be disposed of in proper waste receptacles within the bounds of the Unit associated with such activity. Such materials may not be disposed of into Common Elements, nor swept or displaced outward from patios or balconies. In order to respect the privacy of others, no item or activity may extend or expand beyond the affected Unit's patio or balcony. Holiday decorations may only be displayed thirty (30) days before the holiday and thirty (30) days after.

10. FIRE SAFETY

Insurance requirements prohibit the placement or use of charcoal or wood burning devices on balconies or patios. When using the in-unit fireplaces, only Duraflame logs or similar may be burned in them. No wood may be burned, nor may any firewood or other type of split wood or kindling be stored on balconies and patios. Each Unit shall contain at least one smoke detector and one carbon monoxide detector, or at least one device that combines both functions. Maintenance and assurance of the functionality of such devices is the responsibility of the Unit Owner. Door closers are required on all stairwell hallway doors. All residents are required to maintain an operable Class ABC fire extinguisher within the Unit, preferably in the kitchen area. In addition, fire alarms and handheld fire extinguishers are located in the hallway of each floor. All residents should familiarize themselves with their location. In the event of fire or excessive smoke, dial 911 to report the fire, and if feasible, extinguish the fire using the in-unit or hallway extinguisher and sound the hallway fire alarm. Flammable and explosive materials may not be kept in lockers, Common Areas, or furnace rooms. Such violations are subject to fine and immediate removal of the materials without notice. Local Fire Codes prohibit property of any kind, including spare furnace filters, from being stored or kept in furnace rooms. These areas are routinely inspected by the local Fire Department, and any stored materials will be removed without notice, and an immediate fine of \$150.00 assessed.

11. FLOOR COVERINGS

In addition to terms and conditions stated in the Declaration, and to mitigate noise disturbance to other Units, the floor covering in areas other than baths and kitchens shall be wall-to-wall carpeting or vinyl laminate flooring installed with an underlayment such as QU Cork, QuietWalk, or a similar material which provides adequate sound insulation. Vinyl laminate flooring or other hard surface installations are subject to inspection for compliance during and after completion. Non-compliance may result in removal and replacement of such materials, or the installation of sound insulation between Units at the expense of the violating Unit Owner. Discarded flooring materials may not be disposed of in building dumpsters. Disposal shall be done offsite and is the sole responsibility of the Unit Owner. Violations are subject to substantial fines.

12. REMODELING, CONSTRUCTION, OR DEMOLITION WITHIN A UNIT

Written Board approval is required prior to the commencement of any in-unit remodeling, construction, or demolition other than normal maintenance work such as painting, wallpapering, replacing carpet or vinyl laminate flooring, etc. The Unit Owner is solely responsible for obtaining proper permits and ensuring that all work performed is in compliance with Local Codes, and for the cost of repairing any damage caused by any contractor, agent, or worker associated with such activities.

13. HEATING AND AIR CONDITIONING

Maintenance and repair of a Unit's heating and air conditioning system and components, including filters, is the sole responsibility of the Unit Owner.

14. HALLWAYS, STAIRWELLS, AND LOBBIES

Loitering and littering are prohibited in all Common Areas. Smoking of any kind is prohibited in all indoor Common Areas. Residents, guests, agents, and pets are prohibited from playing, running, or behaving in a reckless or offensive manner in all Common Areas. The G-H stairwell shall be dog/pet free. Bicycles, tricycles, roller blades, skates, or scooters, etc., may not be used in any Common Area. Entry and stairwell doors may not be propped open or their locking mechanisms defeated or tampered with in any way. Residents may not allow strangers into the buildings. Fire regulations prohibit all personal property, including doormats, shoes, boots, skis, sleds, bicycles, etc., from remaining or being placed in hallways or stairwells. The outward-facing surface of Unit hallway entry doors and doorways are Common Elements and must be in compliance with all Common Element Rules, Regulations, and Standards. Unit hallway entry doors must remain closed when not in use. Further, nothing shall be attached to or installed in the doors or door frames, which includes devices such as ring cameras.

15. INSURANCE

Each Unit Owner shall carry appropriate individual condominium owner's insurance and 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 on an annual basis, or as otherwise may be required by the Board. Owners should also insure any and all improvements and betterments within the unit, which would include anything that has been changed since the original 1970's build, such as cabinets, flooring, countertops, wallpaper, tile, fixtures, etc. Additionally, per State Law, the Association can charge back an owner for the insurance deductible if damage affects one of those units or is caused by certain units. Speak with your carrier about obtaining loss assessment coverage for this possibility.

16. INSPECTIONS

The Association reserves the right to permit the Management Company to perform in-unit inspections as necessary for common element maintenance, repair, or inspection. Where possible, the Management Company shall give sufficient notice to residents of such inspections and strive to accommodate the schedules of those wishing to be present during the inspection. Residents may not deny such access to their Unit for such inspections. The Management Company shall promptly advise residents of any condition requiring attention or correction.

17. EXTERMINATING

The Association contracts for exterminating services only for the Common Areas. The Management Company should be immediately notified upon sight or suspicion of pest infestations or any such problem that may require special attention beyond the normal periodic exterminations. Owners are responsible for extermination within their own units.

18. LEAKAGE AND OVERFLOWS

The Management Company should be immediately notified of any leakage or seepage into a Unit. In order to investigate such problems and mitigate damage beyond a suspected leaking Unit, the Management Company may access the Unit with or without notifying the Unit Owner or obtaining their permission, to the extent of using force to gain Unit access. Plumbing leaks and overflows from within a Unit and all resulting damages are the full financial responsibility of the Owner of the Unit which is the source of such leakage, seepage, or overflow.

19. JACUZZIS, WHIRLPOOLS, OR ANY HOT TUB STYLE DEVICES

All such devices are prohibited.

20. WATER FURNITURE

Water furniture is any bed, mattress, sofa, chair, or other item which contains a liquid substance. All such furniture is prohibited, although aquariums under 50 gallons are allowed.

21. NOISE AND NUISANCES

No disruptive or offensive activity may be conducted in any Unit or Common Area that may be or become an annoyance which disrupts another resident's reasonable use and enjoyment of the property. Audio volume of equipment or instruments must be limited so that other residents are not disturbed or

annoyed. Smoke/odor of any kind resulting from personal smoking products of any description and/or resulting from grills should be limited so that other residents are not at risk of endangerment. The Association defines Noise and/or Disturbances to be at a sound pressure level that exceeds 48 dB(A) inside the Unit at any time during a 24-hour period. Unit Owners that experience a sound pressure level that exceeds 48 dB(A) within their Unit which is caused by a source outside their Unit may submit a written letter, fax, or email to the management company. The management company will contact the Unit Owner making the complaint and will request a copy of the decibel recording that exceeds the sound pressure level of 48 dB(A), along with the time and date of the recording. Decibel recordings can be obtained by using a Sound Level Meter or by downloading a free application for a smart phone. Any sound pressure level that registers under the level of 48 dB(A) will not be considered a nuisance or disturbance. As a courtesy to others, all construction activity within or outside a Unit shall only be performed between the hours of 7:00am and 6:00pm. No excessive noise from a party, gathering, function, or any other individual or group activity, is allowed between the hours of 10:00pm in the evening and 7:00am the following morning.

22. CANNABIS

Smoking of cannabis is prohibited within all portions of the Common Elements, as well as, but not limited to, balconies and patios. The consumption of cannabis in any form on the Common Elements is prohibited. Each Unit Owner of a Unit in which smoking of cannabis takes place by the Unit Owner or any other occupant, tenant, resident, invitee, or guest of his or her Unit, shall be responsible for ensuring that no smoke migrates or escapes from his or her Unit into any portion of the Common Elements, Limited Common Elements, or another Unit. Each Unit Owner shall be required to take all steps necessary to prevent the migration or emission of smoke from his or her Unit into any portion of the Common Elements, Limited Common Elements, or another Unit. Such steps may include, but are not necessarily limited to, the installation of an air purification system within a Unit. Failure to prevent smoke from emanating from a Unit shall be considered a noxious and offensive activity and an annoyance and nuisance to others which is prohibited by Article 7, Section 7.1(f) of the Declaration. For purposes of this Section, “smoke” or “smoking” shall mean the inhalation of smoke from the combustion of cannabis, or inhaling from a lighted bong, bowl, pipe or similar inhalation device including a THC vape. Further, for purposes of this Section, “cannabis” shall have the same meaning given to it in the Cannabis Regulation and Tax Act (410 ILCS 705/1-1 et. seq.).

23. GUESTS AND OCCUPANTS

Unit Owners, occupants, and their guests and agents shall comply with all Rules, Regulations, and the terms of the Declaration. Unit Owners shall be responsible for any noncompliance by any such party.

24. OPEN HOUSES, ESTATE SALES, AND AUCTIONS

In order to maintain building security, public open houses, estate sales, and auctions are generally prohibited. Such events may be conducted by appointment only and in such a manner as to not unreasonably inconvenience other residents. Realtor-only attended open houses or caravans are permissible. Realtor lockboxes or padlocks are allowed to be placed only on the bars located at the rear entry of each building for this specific purpose.

25. PERSONAL PROPERTY STORAGE AND PLACEMENT

Personal property of any kind may not remain or be stored on or in any Common Element or Limited Common Element areas or buildings as defined in the Condominium Declaration of the Four Lakes Condominium Homes Association B. Neither the Association nor Management Company assumes any responsibility under any circumstances whatsoever for any loss or damage to any personal property left by any Unit Owner, tenant, or guest in the areas and buildings indicated above. Personal property found in violation of the foregoing will be removed without notice. Further, the delivery or use of any transportable moving or storage containers such as “Pods” or similar containers are prohibited without prior approval from the Board. Unauthorized placement of such containers will result in fines and immediate removal of the container from the property.

26. PETS

Permitted pets are limited to those typically kept as household pets, except for those which may be prohibited or excluded by the Association’s liability insurance policy. All pets must be licensed and vaccinated in accordance with Local Codes. Further, no animal may be kept or bred for commercial purposes. No “foster” dogs or “pet sitting” is allowed within the Association at any time. A \$500.00 monthly fine will be issued for any pets that fall into either of these two categories. There is a \$75.00 registration fee required for EACH DOG in order to defray the cost of maintaining Common Areas and providing pet waste bags, etc. The dog registration form and fee are due EVERY YEAR by June 1st. Prior to a new resident with a pet moving-in, or within 5 days of an existing owner acquiring a pet, the Unit Owner must register the pet with the Management Company and complete an updated Resident Information Form. There is an immediate fine of \$150.00 for not registering a dog. All pets must be short-leashed or carried when within the building outside of the Unit. All pets must be leashed and controlled when outside of the building. No pet may be left unattended outside of the Unit, which includes on patios and balconies, or secured in any Common Area or to any Common Element. Any pet which exhibits vicious or threatening behavior, or represents a threat or nuisance to residents, other pets, or the condition of the property is prohibited, although residents will be given an opportunity to correct such pet behavior. If such problems persist, the Board may require the immediate removal of the pet from the Unit and the property. Individual Unit Owners are responsible for any and all personal

injury and/or property damage caused by a pet resident within their Unit. Any pet waste or excrement must immediately be collected and properly disposed of. Pet owners are responsible for cleaning any affected area within a building which becomes soiled or messed by a pet. All in-unit, pet-generated waste, including kitty litter, must be contained in a plastic bag which is tied shut prior to disposal.

27. PARKING AREAS

A parking space, whether it is owned, rented, or in guest parking, may only be used for the parking of passenger vehicles or motorcycles of such size and placement within the space as to not impinge upon the ability to safely and easily enter and exit neighboring spaces or the vehicles therein. Commercial vehicles, as well as oversized trucks and vans, are prohibited. All vehicles must be currently licensed and registered, and they must be in legally drivable condition. Further, they may not have flat tires or makeshift repairs done with tape, twine, cord, or wire either holding parts together or covering damage. Neither may they have missing parts or an extensively damaged exterior, including a cracked or broken windshield or windows. Vehicles that do not meet these requirements may be considered abandoned and will be towed at their owner's expense without notice. Only minor repairs or maintenance such as battery or tire replacement and interior cleaning may be performed in parking spaces. Exterior cleaning may be performed only in an area where other vehicles will not be affected. All other repairs and maintenance must be performed offsite. Violations are subject to fine. Further, spaces designated as guest parking are available only to visitors of Unit Owners or authorized Unit occupants on a first-come, first-served basis. Guest parking is defined as occasional day and night parking not exceeding 3 consecutive days in a 7-day period. A vehicle moved from one guest parking space to another to avoid a violation will still be in violation of the above restrictions. Unit Owners and residents who are using a guest parking space as their personal parking space will also be towed. Unauthorized vehicles parked in owned spaces deeded to a Unit or rented spaces will be towed without notice after a request for removal is made to the Association Board by the owner of the space, the renter of the space, or an authorized occupant of a Unit to which a parking space is attached. Vehicles parked in violation of the foregoing guest parking Rules will be towed without notice only upon request to the towing company by an authorized member of the Association Board. All towing costs, fees, and expenses are the responsibility of the towed vehicle's owner. The Association Board may permit temporary exceptions to parking Rules for good cause upon the request of a Unit Owner or authorized Unit occupant. Vehicles may not block areas required for emergency access to the building. Violators are subject to tow at the vehicle owner's expense without notice.

28. PERSONAL SECURITY SYSTEMS

Owner- or resident-installed private security systems are subject to prior approval of the Management Company and may not include such type as may be disruptive to other residents. Cost of removal or modification of any system in violation shall be borne by the Unit Owner.

29. VENTILATION

Any device which restricts the flow of air from a hallway into a Unit is prohibited. Any alteration to a Unit's ventilation system requires prior approval by the Board as such alteration may affect other Units and/or the building's ventilation system.

30. WASTE DISPOSAL

Garbage chutes may only be used for disposal of waste contained within a plastic bag that is tied shut and which will readily slide down within the chute. Chute access doors must remain shut when not in use. Items which do not fit within the chute must be taken by the resident to the first-floor refuse area or to the outside refuse containers. Building staff are not responsible for the removal of such items from chute access areas. Flammable materials and construction debris may not be placed in the chute. Smoking materials, embers, etc., must be fully extinguished prior to their disposal. In-unit sink garbage disposals should be used only for light duty type disposal. Also, grease, disposal wipes, or other materials which may congeal or create a clog within the waste plumbing system should not be placed into any in-unit waste disposal device or drain. Toilets should not be used to dispose of materials which do not readily dissolve, such as paper towels, feminine hygiene products, or condoms. Items that require special pickup are carpeting, appliances, construction materials, personal belongings, etc. Special pickup items are typically any item that is too heavy or big for one person to load into a garbage dumpster. Please contact Management before you leave a special pickup item out. Instructions will be given as to where to place the item(s), and the waste company will be contacted to remove the item(s). The Unit Owner requiring a special pickup will be charged for the special pickup fee. Anyone found dumping such items without contacting Management and scheduling a special pickup will be charged the special pickup fee and assessed a \$500.00 fine. Some smaller items that can be broken down and placed in the dumpsters will be removed without additional cost. Do not dump any trash, food, or garbage bags, etc., either behind the building or in the lobbies. Violators will be charged for the cleanup/disposal of those items and fined \$500.00 for dumping. Unit owners are responsible for communicating all of the Rules of the Association in this regard to their tenants, and Unit Owners will be fined if their tenant breaks this rule. A tenant must contact the Unit Owner if the tenant has special pickup items they intend to dispose of, and the Unit Owner must then contact Management to schedule the pickup.

31. LEASES AND TEMPORARY OCCUPANCY

Unit leasing is subject to local ordinance and the terms of the Declaration. Leases shall be for rental of only the entire Unit for a term of not less than six (6) months. Leases shall be in writing, and a copy of the lease shall be delivered to the Management Company by the Unit Owner at least 10 days from the time the lease is signed, or occupancy of the unit, whichever occurs first. Failure to comply with

leasing Rules may result in fines and/or denial of lessee access to the building. Prior to move-in, Unit Owners and lessees must provide the Management Company with an updated Resident Information Form and a copy of the executed lease, including all riders, and written confirmation of the lessee's receipt of the Association's Rules, Regulations, and Procedures. Failure to provide all information required by these Rules may result in a fine or denial of lessee access to the building. Providing a copy of the Rules to the lessee is the responsibility of the Unit Owner, and the lessee shall thereby be bound. The Association may file suit against a lessee or Unit Owner and terminate a lease for any breach by the lessee of the Declaration, By-Laws, or Rules.

32. CENSUS CARD

Unit owners are required to submit an updated Census Form annually to the Management Company. These Census Forms are due each year by June 1st, even if no information has changed. Copies of this form are available on the Management Company's website. In the event that any information changes throughout the year, it is the Unit Owner's responsibility to submit an updated Census Form. Failure to provide or maintain an updated Census Form will result in a fine. Census Forms of company-owned Units must contain the name(s) of the individual(s) authorized to vote or authorize a proxy for Annual Meetings and Board Elections on the entity's behalf.

33. ASSESSMENTS AND COLLECTION

All assessments, special assessments, fees, fines, and additional charges, such as gas charges and Unit chargebacks, etc., are added to and deemed part of the monthly assessment for the month in which the charge is assessed. The monthly assessment, along with the additional charges, are due and payable on or before the first of each month. Payments are considered to be late after the 15th of the month. All such charges are due within this time whether or not the Unit Owner has received a statement, payment coupon, or other such notice. If payment is not received by the 15th of the month, a \$25.00 late payment charge will be assessed against the Unit Owner, and a late fee notice will be sent to the owner in the months they are late. At two-months delinquency, the owner will be sent a demand from management to bring the account current. At the expiration of the demand, the account will then be turned over to the Association's attorney for collection. The defaulting Unit Owner is responsible for all fees and costs incurred by the Association as a result of such action.

34. RULES VIOLATIONS AND SUBSEQUENT ACTIONS

The Board shall, in its discretion as to amount and degree, equitably and consistently assess fines for Rules violations. Fines may be levied more than once and may escalate with repeated violations. The Board is empowered to levy additional fines for excess or chronic rule violations. Allegations of violations of either the Declaration, By-laws, or Rules should be made in writing to the Management

Company. The alleged violating Unit Owner will be notified in writing by the Management Company and will be given an opportunity to respond or call for a hearing within thirty (30) days of the date of the Management Company's notice of the alleged violation. Upon determination that a violation has occurred, the Unit Owner shall pay the amount specified in the notice. Continuous or further violations shall also receive such notice and may be subject to further fine assessment for each day the violation continues, or it may be referred to the Association's attorney for further action. Any and all attorney fees and costs resulting from a violation will be assessed against the offending Unit Owner's account.

35. FINES

The Rules Committee has established the following fines. Further, the costs of any required corrective actions, repairs, maintenance, towing, etc., are also to be borne by the owner committing the violation, unless otherwise stated in the Association Rules.

Not Notifying Management of a Move-in/Move-out - \$250.00.

Not Paying Move-in/Move-out Fee - \$250.00.

Storing Items in a Furnace Room - \$150.00.

Dumping of garbage or large household items - \$500.00.

Not Registering a Pet - \$150.00.

Pet Sitting, Fostering Pets, or Breeding Pets - \$500.00 per month.

Not having a current Census Form on file - \$50.00 per month.

For other offenses, and for each different offense:

1st Violation - warning letter.

2nd offense of same Violation - \$25.00.

3rd offense of same Violation - \$50.00.

Subsequent offenses of same violation - \$100.00.

Note that in the event of an egregious violation, the Board reserves the right to forego the warning letter and set a fine based solely on the severity of the violation at their discretion.

36. DEFINITIONS as used herein, unless context otherwise indicates:

“Act” – the Illinois Condominium Act, as amended.

“Association” – Four Lakes Condominium Homes Association B.

“Board” or “Board of Directors” – the Board of Directors of the Association.

“By-laws” – the by-laws of the Association.

“Common Elements” – all of the parcel, except the individual condominium Units, but including Limited Common Elements, foundation, walls, windows, roofs, pipes, ducts, wiring, conduits (with the exception of those of the forementioned which are situated entirely within a Unit, unique to it, and service only such Unit), flues, chutes, public utility lines, structural components of the building (including support piers), hallways, stairways, elevators, entrances, exits, lobby, storage areas, structural components that service more than one Unit or extend into the Common Elements or any portion thereof.

“Declaration” – the Declaration of Condominium Ownership and of the Easements, Restrictions, Covenants, and By-Laws of Four Lakes Condominium Homes Association B.