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4420 N. CLARK CONDOMINIUM ASSOCIATION

Rules and Regulations

Effective as of August 9, 2011

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4420 N. CLARK CONDOMINIUM ASSOCIATION RULES AND REGULATIONS

Welcome

To ensure the maximum enjoyment of the 4420 N. Clark Condominium Association by all residents and maintain a pleasant, secure atmosphere, the Board of Directors has prepared this outline of Rules and Regulations for owners, residents and their guests to follow.

The most important aspect to remember is that the Condominium Association is a condominium and not a private residence. **All areas outside of your condominium unit are common areas for the use and enjoyment of everyone and are not an extension of your individual property.** It requires the help and cooperation of everyone to maintain the complex and thereby enhance and maintain the value of your investment.

Introduction

Condominium living requires the observance of rules and regulations so that each resident will be able to enjoy the maximum benefits of their home without interfering with the rights of others and their homes.

This handbook lists the rules and regulations of the 4420 N. Clark Condominium Association established by the Board of Directors of all owners and residents living in the building. Many of the rules and regulations are contained in the Association's Condominium By-Laws, which are automatically accepted by each unit owner upon the purchase of a unit.

All owners and tenants are bound by these rules and regulations at the time of purchase or lease of a unit. These rules and regulations are to be used in conjunction with the State of Illinois Condominium Property Act and the Association's Condominium Declaration. The Board of Directors reserves the right of interpretation of these rules and regulations.

Under the terms of the Condominium Declaration and the rules and regulations of the 4420 N. Clark Condominium Association, the Board of Directors has the authority to establish a series of fines for violations of the rules and regulations of the Association. The President and the Board shall have full authority to implement all rules and regulations, and to delegate their implementation and enforcement to those whom the Board has hired to manage the premises.

The Board reserves the right to amend, alter, or cancel these rules and to add such other rules from time to time as may be deemed necessary by the Board for the safety, care, and cleanliness of our premises and for securing the comfort and convenience of all occupants of the building. The Board will make all such rule changes in a reasoned and public manner.

***COMMUNITY LIVING REQUIRES THE COOPERATION OF EVERYONE.
RULES AND REGULATIONS ARE NECESSARY TO ASSURE A QUIET, COMFORTABLE ATMOSPHERE IN
WHICH TO LIVE.***

Assessments

1. Regular assessments are due and payable on the first day of each month. Regular assessments are subject to a **late charge of \$25 if not received in the office of the management company by the 15th** of the month. Special Assessments are subject to a **late charge of \$50 if not received in the office of the management company within 60 days**. Additional late charges and/or fines for each subsequent month will be added to the following month's bill should the assessments remain unpaid.
2. Unit owners are subject to penalties for unpaid assessments. The Board will determine appropriate action, which may include a lien on the unit or forced sale of property. Assessments must be paid.
3. The Board reserves the right to take any and all actions allowed it under Illinois Law and our Declaration to insure timely payment of all assessments and fees including the right to pass on to overdue unit owners all costs associated with recovering such late payment, including court costs and legal fees.

Common Areas

Common Area Definition: The common area consist of all portions of the Property, except the Units, including, but not limited to, the land, foundations, walls, entrances and exits, roof, pipes, chases, ducts, electrical wiring and conduits (except pipes, ducts, electrical wiring and conduits situated entirely within a Unit and serving only such Unit), public utility lines, structural parts of the Building, trash rooms, mechanical rooms, meter room, mail boxes and other portion of the Property except the Individual Units, as aforesaid.

1. Common areas shall be used for their intended purposes only.
2. Residents are responsible for the acts of their children, guests, and pets.
3. Interference with the plumbing, heating, or electrical apparatus of common areas is not permitted.
4. Costs of repair to common areas due to damage caused by occupants, pets, their guests, or their trade men will be borne by the unit owner.
5. Smoking is **NOT** allowed in the common areas. **Smoking of any kind is not permitted in any of the common areas**, which includes but may not be limited to the following: the indoor parking garage, hallways, stairwells, and storage locker spaces.
6. Storage of any kind is not permitted in the common area.
7. The passageways, public halls, and stairwell landings shall not be obstructed or be used for children's play or for any purpose other than ingress to and egress from the building or units.
8. No clothes, sheets, blankets, laundry, or any kind of other articles shall be hung out, exposed, or left in any part of the common elements. The common elements shall be kept free and clear of rubbish, debris, and other unsightly materials.

Building Alterations

1. The exterior of the building must be uniform. No alterations, additions, or improvements may be made to the Common Areas.
2. All major interior alterations and improvements must be approved by the Board to conform to safety and structural integrity requirements of the Building.
3. No posting of signs, advertisements, or other displays including "For Sale" or "For Rent" signs, are permitted on any part of the property, unless approved by the Board.
4. Window washing is the responsibility of unit owners. No signs, vinyl banners, antennas, illumination, radio or hi-fi aerial, or awnings are permitted to be hung or displayed on the common areas or the building.
5. Repairs within units are the responsibility of the unit owners, not the Association.
6. No satellite or electronic equipment may be installed or attached to any railing, masonry, or common element of the building. If you have done so already, the Board reserves the right to request its removal, as permission to install said equipment was not granted.
7. Waterbeds of any kind are not allowed without authorization from the Board. Possible authorization requires a request in writing presented to the Board of Directors for Board approval.

Security

1. When your phone security code is activated by anyone attempting to enter the building, make positive identification prior to allowing access. Do not "buzz" people in without first knowing who they are.
2. It is the responsibility of each resident entering and exiting their respective building to secure and lock the doors. Never prop open any exterior doors or the front gate.
3. A follow-up check for proper identification will be the responsibility of the resident before permitting access to the building to anyone including individuals who identify themselves as contractors, utility, and delivery people.
4. Do not surrender your residential keys to contractors or utility personnel. If specific keys are needed for access, management should be notified first.
5. Dial 911 if you believe that a "suspicious" individual has gained unauthorized access to the building or is noticed lurking around the building.
6. Residents must obtain permission from the Condominium Association Board prior to installing new security locks to their unit. Security locks and peepholes are to be uniform in appearance throughout the complex.
7. Contractors, movers, and delivery persons should be notified that doors are not to be propped open for any reason.
8. For the safety of all residents, management should be informed when a resident plans to be away from his/her unit for two (2) weeks or more.
9. Unit owners will be held responsible for the actions and conduct of their guests.

Safety

1. For gas leaks call Commonwealth Edison immediately. Gas leaks, pipe leaks, and defective electrical wiring must also be reported to the Management Company immediately.
2. No open flames on premises are allowed at any time.
3. No resident shall overload the electric wiring in the building or operate any machines, appliances, radio transmitting equipment, accessories, or equipment in such manner as to cause an unreasonable disturbance to others.
4. Do not obstruct stairways, halls, lobby, sidewalks, or other common elements so as to jeopardize safe ingress or egress.
5. Avoid fire hazards by making certain that all electrical equipment is properly wired and plugged into the sockets.
6. Avoid possible dishwasher flooding by closing the valve on the pipe under your sink that leads to the dishwasher before leaving for any extended period.

Maintenance Requests

1. Maintenance requests related to the common elements shall be submitted to the building manager.
2. Maintenance within units not impacting common elements is the responsibility of the owner.

In compliance with the Illinois Condominium Property Act, Section 18.4, the Board or its agents are authorized to obtain immediate access to a unit for emergency repairs necessary to prevent damage to the common elements or other units. In order for the Board or its agents to obtain such access, an Emergency Information Form must be completed by all unit owners. Subsequent changes/updates to this information must follow, in writing to the Management Company.

Insurance

1. Owners are responsible for obtaining insurance for the contents of their units and personal liability. Unit owners are responsible to obtain their own unit insurance as per the Illinois Condominium Property Act. A copy of the Insurance Declaration page must be submitted to Management, fax 847-679-5516.
2. Nothing shall be done or kept in any unit or in the common elements that will increase the rate of insurance on the complex, or contents thereof. No owner shall permit anything to be done or kept in his/her unit or in the common elements which will result in the cancellation of insurance on the building, or contents thereof, or which would be in violation of any law and likely to decrease the value of our property (**e.g., illegal drug production/sales, gang activity, prostitution, etc.**).

Move-in / Move-out Policies

1. A \$250 move in/move out security deposit payable to the **4420 N. Clark Condo Association** is required and must be received in the Management office prior to all moves.
2. All unit owners must contact the Management Company no later than 10 business days prior to the move-in and move-out, and an available time will be scheduled for elevator use.
3. Owners that rent their units will give the Management Company 10 days notice on the date, and schedule a time that tenants will be moving in and out.
4. The security deposit will be refunded in full provided the move did not result in any property damage and the said rules were followed.
5. **All moves must be through the back.** Unit Owners will be held responsible for any and all damages resulting from the move.
6. Moves can be scheduled with the management office. Moves can be done Monday-Saturday; not Sunday.
7. Owners will be held responsible for any damage caused during the moving process to any common area (interior and exterior) or to any other unit owner's personal property.
8. New residents should be thoroughly familiar with all of the rules and regulations of the building prior to moving in.
9. Approved time for move in/out from the building are: Monday-Saturday 9am – 5pm, no Sundays without board approval.
10. Appropriate care will be taken not to damage drywall, doors, frames, etc, while moving in and out. Should damage occur, the unit owner is responsible for the cost of repairs.
11. Unit owner(s) should be present during day of tenants move in/out.
12. When moving, do not obstruct the stairways or landings with boxes, furniture, or personal items.
13. Do not run up and down the stairs or cause unnecessary noise in the stairwells while moving.
14. Do not throw or drop items from the landings or down the stairs.
15. Do not leave any trash in the stairwell or the front entryway once the move is completed. Dispose of any trash from the move in the garbage dumpster.
16. Boxes should be broken down before putting in the dumpster to prevent trash overflow. Do not stack trash or boxes besides or around dumpster.
17. If anything is spilled during the move in the common areas, please clean it up.
18. If there is any injury that takes place during the move while on property, please report to a board member immediately.
19. The unit owner and tenant are responsible for immediately cleaning and removing any debris in all common areas caused by their move, including the vacuuming of carpets.

Leases/Rental of Units

1. No more than 10 % of all units can be leased at any time. Under exceptional circumstances, the Board, within its discretion, may vote to allow additional units above the 10% threshold to be rented. In the event permission is granted by the Board for additional units to be leased, a number of unit owners at the top of the wait-list equal to the number of additional rentals allowed by the Board shall be allowed to pursue tenants pursuant to Paragraph 2 of this section. At any time, the Board, within its discretion may vote to reduce the percentage of rental units back to 10% by refusing to approve additional renewals of leases.
2. Before entering into a lease, the owner must check with the Management Company to determine if the building has capacity for another rental. If there is not capacity, the unit will be placed on a wait-list. The wait-list will act on a first come, first serve basis. Once your unit is available for lease, from the wait-list, you will have 60 days to lease your unit otherwise the opportunity will move to the next owner on the wait-list. If a unit owner has not entered into a lease agreement within the 60 day window, they will have the option to reapply and be placed at the bottom of the wait-list.
3. Leases will only be approved on units when all balances due have been paid.
4. In compliance with the Illinois Condominium Act, a copy of all leases must be submitted to the Management Company *prior* to tenant move-in. Failure to comply with this rule will result in a fine of \$50 per week until the lease is submitted to the management company. If there are any uncollected fines after a period of 60 days, it will be handed over to an attorney for collection.

The following must be submitted to the Management Company within 14 days prior to the effective date of the lease:

- Lease
- Current Credit Report
- Photocopy of a current Drivers License or State ID.
- Financial and Personal References
- Renter's Insurance or Proof of Owners Insurance Covering Unit while unoccupied by owner.
- Telephone number
 - Home
 - Cell
 - Work
- Emergency Contact and number
- Email Address
- Rider to lease with the following clause:
 - **The lessee has completed and signed a form stating that he/she has read and agrees to abide by the Rules and Regulations of 4420 N. Clark Condo Association.**
 - **No pets are permitted without the written permission of the unit owner and the Board of Directors.**

5. Unit Owners who leave the premises to reside elsewhere must provide the Management Company with their new address and phone number, as well as their email address for emergency purposes and Association contact.
6. All owners who do not reside in a unit owned by them shall provide the Board with their permanent residence address and phone numbers, where they may be reached in an emergency, both at home and at work. Any expenses of the Board incurred in locating an owner who fails to provide such information shall be assessed to that owner as a common expense. Unless otherwise provided by law, any owner who fails to provide such information shall be deemed to have waived the right to receive notices at any address other than the address of the unit, and the Board shall not be liable for any loss, damage, injury or prejudice to the rights of any such owner caused by any delays in receiving notice resulting thereof.
7. Every lease shall be in writing and shall be subject in all respects to the provisions of the Declaration, By-Laws, and Rules and Regulations of the Association. No lease shall be for a period exceeding one year.
8. All expenses of the Board, in connection with any violations under these rules, shall be assessed to the account of the responsible owner as a common expense. If there is a violation of the Rules and Regulations of the Association by a unit owner or tenant during a lease period, the Board, within its discretion, may vote to withdraw permission to renew the lease for that unit at the conclusion of the current lease term or to allow the unit owner to continue to lease the unit to any other tenant. Written notice of the Board's consideration of the issue shall be provided to the unit owner no less than 30 days before a vote is held on the issue and written notice of the decision shall be provided to the unit owner within 10 days after the decision of the Board is made.
9. Unit owners wishing to renew leases for an additional year must provide 30 days notice to the Management Company of their intent to renew such lease and provide a copy of the renewed lease. Unit owners may not lease their unit for more than three consecutive years.
10. Provisions herein, which relate to the execution of new leases, shall become effective upon the expiration of any lease, which is currently in effect. Owners shall supply the management company with a photocopy of any existing lease no later than 30 days after the effective date of these rules. Any unit owners who are currently in the third consecutive year of leasing as of January 1, 2011 shall be allowed to lease their unit one additional year.
11. **Unit owners are responsible for the actions of their tenants.**

Sale of a Unit

1. In anticipation of the sale of a unit, the seller must provide the management office with a copy of the sales contract, A Resale Application Form or other documents evidencing the sales of the unit. You may contact the Management Co. for a "Sale Packet".
2. It is the responsibility of the unit owner to provide the buyer with copies of these rules and regulations and a copy of the Declaration. Please contact management to obtain a copy if yours is lost.
3. The Association shall provide any owner, upon ten (10) days notice to the Board or its authorized agents, a statement of his/her account setting forth the amount of any unpaid

assessments and other charges due owing from such owner. In accordance with the statute, the Association may charge a reasonable fee for this service

4. The new owners of the unit(s) must provide the management office with a copy of the closing statement and the completed resident information forms. Anytime a unit within the Association is sold or otherwise transferred, the seller and prospective owner must supply information essential to the association's records and efficient functioning.
5. NO ADVERTISING SIGNS "FOR SALE" OR "FOR RENT" SHALL BE MAINTAINED OR PERMITTED ON ANY PART OF THIS PROPERTY; COMMON OR INDIVIDUAL An Open House sign is permitted the day of the Open House.

Remodeling and Alterations to a Unit

1. Notification of any remodeling, which includes structural, mechanical, electrical, or plumbing change, must be submitted to the Board of Directors for approval (using the form included in Appendix B of this document) prior to the date work is to begin. This is especially vital in reference to any electrical or plumbing modifications as these can affect other units in the building.
2. Board approval is required for any alterations to the unit including new installation of flooring and any washing machines, garbage disposals, dryers, or dishwashers, and approval may be restricted due to the extent of plumbing or electrical conditions.
3. Failure to adhere to the above will make an owner liable to a fine of up to \$350.
4. Damage to the common elements during remodeling are the responsibility of the unit owner and the cost of any repairs will be charges to the unit owner.
5. In order to maintain the integrity of the building exterior, approval from the Board of Directors is required of any unit owner who wishes to make physical alterations to windows contained in their unit.
6. When contractors or workers are schedule, the unit owner or a trusted supervisor must be there to greet them and assist them through the days work. Unit owner' must provide a contact number to the Management Company of any supervisor overseeing the project.
7. Work is permitted in a unit Monday through Saturday, 8:00 a.m. to 5:00 p.m. No Sundays or Holidays.
8. Removal of all construction debris is the responsibility of the unit owner. This includes both the unit and the common areas. Any charges incurred by the Association's scavenger service for debris removal will be charges to the unit owner including but not limited to special refuse pick-ups.
9. Any worker who enters the property must be covered by Workers' compensation and liability insurance naming the Association (as additional insured) and must provide the board and the Management Company a Certificate of Insurance as proof of current coverage before beginning any work. The certificate of insurance shall name the unit owner, condominium association, and Cagan Management as "Other Insured."
10. Unit owners are responsible for notifying their contractor to not prop doors open.
11. Building keys will not be distributed to the workers.

12. All work must be done by licensed and bonded professionals.

The following construction hours should be adhered to:

8:30 a.m. to 5:00 p.m. Monday through Friday

9:00 a.m. to 5:00 p.m. Saturday

No construction work is permitted on Sundays or Holidays.

Noise Policies

1. Noise disturbances are not permitted at any time, especially Sunday through Thursday, 10:00 p.m. to 9:00 a.m., Friday and Saturday, 12:00 a.m. to 9:00 a.m. Examples of avoidable noise disturbances are playing, at an unreasonable volume (or that which can be heard beyond your unit), stereos, radios, televisions and musical instruments.
2. Any resident who is continually experiencing disturbing noise from another resident should first try to resolve it with your neighbor and then contact the management company.
3. Construction noise is allowed only between the hours of 9:00 a.m. and 5:00 p.m., Monday–Saturday. No construction is allowed on Sunday or holidays (*see construction rules*).

Storage Lockers

1. Nothing is to be stored in the common garage or common building elements. All items must be secured in your individual storage lockers. Any loose items left outside of the secured lockers in the storage room must be tagged and approved by the board. Any untagged items are subject to be removed within 72 hours from the date/time of notification.
2. Storage of flammable/hazardous materials is prohibited.
3. Security of individual storage lockers is the responsibility of the resident. Neither the Association nor the management company assumes any responsibility for damage, destruction or theft of any items stored in the basement storage locker areas.

Pets

Residents with pets are asked to understand that a balancing of interests exists between their pet ownership and the rights of other owners to be free of annoyance, odors, hair allergies and fear. Failure to comply with the city ordinance on the ground of 4420 N. Clark Condominium Association will result in a fine to be determined and levied by the Board. Unit owners must comply with the entire city ordinance including removal of pet litter.

1. Acceptable pets include dogs, domestic cats, and fish.
2. An annual fee of \$30 will be assessed to dog owners. This fee is to assist with additional cleaning of carpets in the common area.

3. All dogs must be leashed while in the common areas.
4. Unit owners are responsible for cleaning up after their pets. **Dog owners must not use any Association landscaped areas for their pets – NO EXCEPTIONS.**
5. Owners are responsible for the actions of their pets and the pets of anyone residing in (or visiting) their unit. The costs of repairing any damage caused by a pet shall be assessed to the owner.
6. Residents will be held accountable for pets that cause odor and unsanitary conditions on common property.
7. Kitty litter and dog waste must be sealed tightly in a plastic bag and disposed of by placing the bags in the dumpster. Waste should not be disposed of in common areas garage cans.

Bicycles

1. Bicycles are not to be left unattended anywhere on the premises; they should be kept within one's unit, on the bike hook in the garage or in the bicycle room.
2. If a shortage of bicycle space occurs, the Board reserves the right to limit use of the bicycle room.
3. Neither the Association nor management assumes any responsibility for damage, destruction or theft of any bicycle stored anywhere inside the premises.
4. Owners will be charged the cost of installing a hanging device in the bike room.

Garbage Disposal

1. All refuse must be placed in sealed plastic bags and placed in the dumpsters.
2. For refuse too large for the dumpsters, special arrangements must be made with the Association's scavenger service. Please contact the Management Company in advance so appropriate arrangements can be made.
3. Remodeling refuse or the like must be cleaned up daily by the unit owner. At no time is remodeling refuse to be disposed in the dumpsters. Special arrangements must be made with the Association's scavenger company.
4. All garbage must be bagged and carried to the dumpster. Residents must clean all up spills.
5. No resident may leave trash outside of his or her unit for any reason.
6. At no time is rubbish to be left outside of garbage container.

Parking Regulations

1. Parking spaces are for the use of the resident unit owners. The unit owner has the right to rent his/her space(s). Parking spaces are to be used for parking motor vehicles only. Every

- motorized vehicle must be parked within the confines of a parking space. It shall not protrude into the driving lane.
2. Observe all posted signs.
 3. The maximum speed limit for entering, exiting and driving on common property is five (5) miles per hour.
 4. It is your responsibility to secure and insure your own vehicle(s).
 5. Draining of automotive fluids is not permitted on the premises. Vehicles leaking fluids (e.g., gasoline, oil and anti-freeze) are prohibited from being parked on the property. Owners shall promptly clean up and dispose of any leakage in accordance with all applicable environmental laws, regulations and orders. Penalty: **an immediate fine will be imposed if this rule is violated.**
 6. No littering or loitering permitted at any time. **FYI:** placing items outside of your unit for the building engineer to pick up constitutes littering and is subject to an immediate fine.
 7. Items stored anywhere in the building which are deemed to constitute a hazard by the Board or its agent shall be removed from the premises upon the direction of the board or its agent, at the expense of the owner.
 8. Any changes in parking assignments must be approved by the Board in writing.

Schedule of Fines, Charges and Fees

Unit Owners/Residents receive written notice from the Board when violation of a rule of regulation has occurred. The Board may impose a fine against a Unit Owner found to be in violation of any rule or regulation of the Declaration or By-Laws after proper notice and opportunity for hearing. A mutually convenient time for an appearance will be set up within 30 days of the notice. At that time, Owners/Residents may present evidence on their own behalf, after which the Board will make its final determination.

Late Assessment Check – Regular Assessment	\$25
Late Assessment Check – Special Assessment	\$50
Unit non-compliance of Bylaws and Rules and Regulations	\$50
Failure to properly dispose of construction/remodeling debris	\$100
Unauthorized Display of Signs	\$50
Failure to Timely Advise Board of Intent to Sell/Lease	\$250
Move-In Refundable Deposit	\$250
Move-Out Refundable Deposit	\$250
Failure to schedule a Move-in or Move-out with Management	\$250

Replacement Key or KeyFob	\$15
Garage Door Opener Replacement	\$50
Violation of Rules relating to Remodeling, Alterations Additions, or Improvements	\$100
Pet Mess (Using the bathroom in inappropriate areas)	\$100

Fines and Enforcement

1. Under the terms of the Declaration and By-laws of the Condominium Association, and Illinois Condominium Property Act, the Board of Directors has the authority to establish fines for violations of the rules of the Association.
2. Enforcement:
Without limited the scope or force of the enforcement powers granted to the Board by the Declaration and By-Laws, the Board of Directors has the authority to assess fines for the violation of these Rules and Regulations, of not less then \$50 or more than \$1,500 per violation, depending on the severity and frequency of violations. Owners are responsible for the violations of their tenants and may be fined accordingly. Except in circumstances involving health, safety, or security, the Board will not impose any fine or take any other action to enforce these rules without ample amounts of notice to the alleged violator of the alleged violation and providing him or her, the opportunity to be heard by the Board or a Committee of the Board. Failure by any person to appear before the Board or Committee at the time and place set for his or her hearing constitutes a waiver by such person of the rights granted under this section. Any violator appearing before a Committee of the Board may appeal the Committee's decision to the hill board in writing no later than five (5) days after the Committee's decision.

4420 N. Clark Condominium Association

Unit Construction Request Form

Name: _____ Address/Unit No. _____

Date Submitted _____

Proposed Date of Start of Remodeling _____

Please describe your proposed alteration (use separate forms for separate projects):

Would this alteration involve structural alteration of interior walls? _____ Yes _____ No

If yes, please explain below and provide a letter from a structural engineer opinion indicating that the alteration does not affect load-bearing capacity. Include a copy of structural engineer's license. Also, attach contractor's proposal and/or work scope and specifications.

- _____ Structural engineer letter
- _____ Structural engineer license
- _____ Contractor proposal

Would this alteration affect the building's water, drainage, or electrical systems? _____ Yes _____ No

If yes, please explain below and attach appropriate expert opinion of impact on the building mechanical systems. Provide proof of expert's qualifications. Also, attach contractor's proposal and/ or work scope.

- _____ Expert letter
- _____ Expert qualification document
- _____ Contractor proposal

Would this alteration change the appearance of the exterior of the building? _____ Yes _____ No

If yes, please explain below and attach appropriate contractor's proposal and/or work scope.

- _____ Contractor proposal

Would this alteration affect your neighbor(s) in any way not specified above? ☐ Yes ☐ No

If yes, please explain below.

Please attach any contractor work scope, specifications, proposals, and opinion letters.

4420 N. Clark Condominium Association

Pet Request and Registration Form

NAME: _____

ADDRESS _____ UNIT NO. _____

NUMBER OF PETS: _____

TYPE OF PETS:

1. _____

2. _____

3. _____

Are your pets potty-trained? ___ Yes ___ No

I, (name) _____, (Address/Unit Number) _____
promise to abide and follow carefully to Section T, 1–6, of the 4420 N. Clark Association Rules
and Regulations. I promise to take full responsibility to any misconduct or damage my pet(s)
may cause within the premises at 4420 N. Clark Association Condominium Association.

Signature

Date

4420 N. Clark Condominium Association

CONFIDENTIAL

Violation/Complaint Form

A Violation/Complaint Form must be *completely* filled out (including signature) or the complaint will not be considered valid by the Board. All Complaints are strictly confidential and your name will not be revealed to the alleged offender, unless you give written permission. After the report has been filed, the Board will investigate the complaint. Submit all complaints to the management company.

Offender Name _____ Address/Unit Number _____

Violation Location _____

Date of Violation _____ Approximate Time _____

Rule Violated _____

Did you (the Complainant) attempt to contact the Offender by phone or in person to address the violation?

___ YES (Please check appropriate boxes below:)

___ I attempted contact by phone .

Please describe date, time, and results of phone attempt:

___ I attempted contact in person

Please describe date, time, and results of attempt:

___ NO, I did not attempt to contact the Offender regarding the violation.

Please explain why no contact was attempted:

Additional Violation Explanation/Comments:

Report Submitted By _____

Address/Unit Number _____

Signature _____ Phone _____

Date _____

4420 N. Clark Condominium Association

Bicycle Registration Form

NAME: _____

ADDRESS _____ UNIT NO. _____

NUMBER OF BIKES: _____

TYPE OF BIKES with description:

4. _____

5. _____

6. _____

Signature

Date

4420 N. CLARK CONDOMINIUM ASSOCIATION

4420 N Clark

Chicago, Illinois 60626

Notification of Sale Form

**Information supplied is confidential for the use of the Management company and the
Condominium Associate Board**

Name: _____

Present Address and Unit # _____

Mailing or Forwarding Address _____

City _____ State _____ Zip _____

Home Tele () _____

Work Tele.() _____

Seller's E-Mail _____ Cell # _____

Seller's Attorney _____ Tele. () _____

Address _____ Fax () _____

Seller's Attorney E-mail address _____

Seller's Realtor _____ Tele () _____

Address/Company _____

Seller's Realtor E-mail address _____

4420 N. CLARK CONDOMINIUM ASSOCIATION

4420 N. Clark

Chicago, Illinois 60640

Resident Information Form

**Information supplied is confidential for the use of the Management company and the
Condominium Associate Board**

Name (1): _____

Address/Unit # _____

City _____ State _____ Zip _____

Home Tele () _____

Work Tele.() _____

Cell _____

In case of emergency contact: _____

Relationship _____

E-mail address _____

Email address for board communication _____

Name (2): _____

Address/Unit # _____

City _____ State _____ Zip _____

Home Tele () _____

Work Tele.() _____

Cell _____

In case of emergency contact: _____

Relationship _____

E-mail address _____

Receipt of Copy of Rules and Regulations

OWNERS/BUYERS/TENANTS STATEMENT

4420 N. Clark – UNIT #_____

I (we) the present owner/intended buyer/present tenant of the unit described above, declare that I (we) have read the Declaration of Condominium Ownership and/or Bylaws and the Rules and Regulations for the 4420 N. Clark Condominium Association.

I (we) understand that I (we) shall at all times hold our interests in the Condominium subject to the rights, easements, privileges and restrictions therein set forth and hereafter established and provided for in aforesaid documents.

I (we) understand that I (we) must follow the Condominium Declaration and the Rules and Regulations. All unit owners are responsible for their tenants in abiding by all the above.

Signature

Signature

Date