

## **BROOKSIDE EAST CONDOMINIUM ASSOCIATION**

### **UPDATED POLICIES AND PROCEDURES**

Adopted November 12, 2018

In order for the Brookside East Condominium Association to function efficiently, the Owners, the Board, and the Managing Agent must work together and understand the procedures going forward. The following topics clarify the policies and procedures as set forth in the governing documents, Declaration, Bylaws and Rules and Regulations that were adopted on June 22, 2009. All rules of the Village of Tinley Park are to be strictly adhered to at all times. It is the Board's hope that all Owners voluntarily comply with this document.

**Attachments** – Unit Owners shall not place anything on the outside walls of any of the buildings and no sign, flagpole, awning, canopy, shutter, radio, or television antenna shall be affixed to or placed on the exterior walls or roof of the buildings

**Balconies** – Bicycles and children's toys shall not be left in the common elements or balconies. **Bicycles should be stored in the garbage room.** Charcoal grills, bird feeders, wind chimes, awnings are not permitted on balconies. Laundry of any kind shall not be hung on balconies. Hanging boxes or planters, on the outside of the balcony, are not permitted. Inflatable decorations are not allowed on the balconies. Seasonal decorations can be installed one month prior to the holiday and must be removed no later than one month after the holiday.

**Complaints** – Any Owner with a complaint should notify the property management company. Any complaint should include the specifics, i.e. who, what, when, where. The Management Company will make a record of the complaint and report it to the Board.

**Garage** – Garage doors are on an automatic timer. They will close after you enter or leave. Allow the door to open completely to avoid damage. Bicycles can be stored in the garbage room, all other items must be stored in your storage cage.

**Garbage** – Trash is to be packaged tightly in trash bags and placed inside the dumpster, not outside the dumpster. Empty boxes must be broken down and placed in the dumpster. Any large or unusual items, i.e. carpeting, furniture, or any other type of large waste needs to be scheduled for pickup at the owner's expense. Call the Property Manager for the pickup number.

**Improvements to Unit** – Each unit owner is required to report all additions or alterations to their unit in writing to the board. “Additions” or “Alterations” would mean property attached to the unit and not readily removable without damage to the unit, including but not limited to carpeting, special flooring, special wall covering and paneling. (per by-laws article VI, G)

**Insurance/Unit Owner** – The unit owner is responsible for their own insurance on their personal property in their own unit, their personal property stored elsewhere on the property and their personal liability to the extent not covered by the liability for all unit owners obtained by the Board as provided.

**Late fees** – Late fees will be assessed to an owner’s assessment account that pays the association assessment fee more than 15 days after the due date. **The due date is the first day of the month.** The late fee is \$25.00 for each month the assessment remains unpaid. Failure to pay any delinquent assessment, late charge, fine or other monetary amounts due to the Association within 90 days can result in the recording of a lien against the respective owner’s unit and legal action may be taken. If this is required, the cost for legal service will be the responsibility of the owner, including all fees and court cost.

**Management** - See attached addendum

**Move in/move out** – See attached addendum

**Parking** – No permanent guest parking is available on the property. Cars are not permitted to park in more than one parking space. Double or sideways parking is not permitted. No abandoned vehicles are permitted to be parked on the property. An abandoned vehicle is any vehicle which is in a state of disrepair and incapable of being driven, does not have a current, valid license plate and municipal sticker; or the acts of the vehicle owner and the condition of the vehicle clearly indicate it has been abandoned.

**Pets** – All pets must be less than 15 pounds in weight and limited to 1 pet per unit. All dogs must be on a leash anywhere in the common element. Pets are not allowed to defecate or urinate on any of the condominium common elements. Pets may not be left unattended outside at any time. Pet owners are responsible for the immediate removal of any excrement or pet waste. Feeding of birds or other wild animals is not permitted on the property. Owners are responsible for any damage caused by their pet. After 3 notices of failure to comply with these rules, the owner’s privilege to own a pet may be revoked.

**Security** – Security doors are provided for your protection. **Do not allow** anyone to follow you into the building unless they are a resident. Only buzz in guests you are expecting. Your call box 4 digit pin is unique and should remain private. **Do not prop** the security door open for any reason. The utility door next to the garage door must remain locked at all times.

**Snow Removal** – Snow will be removed only after 2 inches or more has fallen or excessive drifting occurs.

**Windows/Doors** – Broken windows must be repaired within 10 business days of the damage. Damaged window screens must be removed until repaired. All window treatments facing the outside should be cream, white, or beige. All storm doors should be white or beige. The unit entrance door must remain beige.

Updated and approved by the Brookside East Board of Directors

Date: \_\_\_\_\_

Joan Brankin, President

Janice Cepulonis, Secretary

Merrily Reiff, Director