

Dear Homeowner:

The 1A Board of Directors welcomes you to The Park of River Oaks. We are aware that closing on a new home is not a simple task, so we intend to make the homeowner interview a pleasant and informative experience to ease the frustrations you may be going through.

At this point you should have already received the Rules and Regulations of the 1A Association. You are more than welcome to ask any questions. If you haven't had the chance to review them, call our office at (708) 730-0800, with any concerns you may have after you have had the opportunity to review the rules.

Although you have already signed countless forms, there are a few more forms and handouts that will be distributed to you during this interview for signing and as reference tools.

The Board of Directors wishes you much success and enjoyment while living with us. We also hope that you attend the Board Meetings and Social Events that are planned for the future.

This is a community of respect and unity and we are certain that you will help enhance our reputation. Congratulations on your decision to dwell at The Park of River Oaks.

The 1A Board of Directors

**The Park of River Oaks
1A Association**

Safety Rules

I. APARTMENT SAFETY EQUIPMENT

Each apartment should have the following items in usable condition and readily available for usage in case of fire or other emergency:

- a. Smoke Detector
- b. Fire Extinguisher
- c. Flashlights
- d. Candles

II. IF A FIRE OCCURS IN YOUR APARTMENT

Leave your apartment without further delay. Close the door behind you leaving it unlocked. This will prevent the possible spread of heat and smoke into the corridor and allow the firemen entry without breaking down the door. Call the fire department (911) as soon as possible. Give the name, unit and floor number, and your street address. Call the **guardhouse at (708) 832-9188** and report the information given to the Calumet City Fire Department.

Alert occupants of other units on your floor by pulling the alarm signal and pounding doors on your way to the exit. Use the closest exit stairway making sure the stairway door closes behind you. **DO NOT ATTEMPT** to use any of the building elevators, as they are out of service, malfunctioning, or not readily available. If they are operable, the fire department will have priority on their usage to gain quick access to the fire area.

III. FIRE OR SMOKE NEAR YOUR APARTMENT

Call the Fire Department. Report what you have seen. Do not assume that anyone else has made the call. Call the guardhouse. Give them the same details. Before trying to leave your unit, place your hand on the door. **If it feels warm to the touch, do not attempt to open it.** Heat on your door indicates the presence of a dangerous fire condition in the corridor. Put wet towels around the bottom and cracks. If the door is not warm to the touch, carefully open it slightly to check for possible smoke in the hallway. If you have the corridor can be used, cover your face with a wet towel and crawl on the floor to the nearest exit, alerting other occupants on your floor as you proceed to the stairway.

Be sure you have closed your door and stairway doors behind you. **DO NOT ATTEMPT TO USE THE ELEVATORS.**

If smoke enters your apartment, open a window slightly. Go out onto the balcony, closing the door behind you and await evacuation.

Do not prop open stairway doors to help clear smoke from the hall.

People in sections where the fire is not raging should not impede or block the stairs by leaving to gape at the fire. Leave stairways clear for those who need them.

IV. KNOW YOUR BUILDING

Knowing the exits on your floor and where they lead. Locate the fire alarm signals nearest your apartment.

Have a family discussion and plan of action in case of fire or other emergency so that a minimum of time will be spent getting professional help and in evacuating the building. On each floor and in the stairwells there are also fire hoses.

V. ELDERLY AND HANDICAPPED

Please remember to notify the elderly and handicapped should any of the above occur.

VI. ELDERLY, HANDICAPPED UNIT IDENTIFICATION

A sticker will be placed in the upper left hand corner of units in which a handicapped or elderly person resides, for the purpose of assisting the fire or police in case of an emergency.

RULES AND REGULATIONS THE PARK OF RIVER OAKS 1A ASSOCIATION

We live in a First Class Condominium and we would like to feel we are **FIRST CLASS PEOPLE**. We would like to keep it that way at the least amount of expense.

PREAMBLE: A community is more than a collection of people. An **EFFECTIVE** community cannot exist in the absence of **RULES AND REGULATIONS**.

Since no rule-maker or group can foresee all needs of existing residents, let alone needs of future residents, it will undoubtedly be necessary to amend these rules in the future.

The Board of Directors has the authority to establish appropriate penalties for infractions of the Rules and Regulations adopted by the Board.

Listed below are the RULES AND REGULATIONS:

1. Unit owners are responsible for their guests and any rules or regulations their guest(s) may break/violate.
2. No homeowners are allowed to have a dog in their unit. Visitors are not allowed to bring dogs on the premises.
3. Each car belonging to the occupants of a unit must bear a current Park entry sticker. After entering the gate, **POSTED SPEED LIMITS** are to be strictly observed. Autos are to be parked neatly between the yellow lines.
4. The Association reserves the right to remove any vehicles parked in an unauthorized place or manner at the expense of the respective owners.
5. Running in the hallways is strictly **PROHIBITED!**
6. Teenagers and children are not allowed to loiter in the halls, stairwells, and lobbies.
7. No posters, signs, or the like may be placed on residence entry doors. Solicitations in or around the buildings are prohibited. Only Board of Management information can be left at homeowner's doors.
8. No one should place objects in lobby or exit doors in order to keep them open. This practice defeats the security we are trying to establish for residents. Parents should explain to their children that they are not to open lobby doors for unknown person(s) they may see in the lobby. Lobby telephones are to be used by visitors to announce their arrival, not for general conversations.
9. Common areas of the building such as stairs, halls, lobbies, etc. are to be used only for the purpose intended. No articles belonging to owners should be kept in such areas. Boots and rubbers should not be left in the halls. Doormats, containers or objects of any kind should not be placed outside your door in the hall.

10. Televisions, radios, and/or stereos must be played at a reasonable sound level so as not to disturb your neighbors. Should the disturbance(s) continue after the first violation notice, you will be fined.
11. During the winter months all vacant units must be maintained at 60 degree temperatures to prevent damage from possible freeze ups.
12. Per the "Declaration" all windows and glass doors must show a white visibility from the exterior. **There is no exception to the rule.**
13. No bicycle riding in the halls and garage. All bicycles are to be put into the bicycle storage room. All bicycles in the storage room should have a Park decal on the bike.
14. After initial interview any additional persons residing in the unit must be registered with the office and interviewed by the board. Failure to do so will result in a **\$500** fine.
15. **Move-ins/Move-outs and Delivery schedules:**
Monday through Friday 9:00 a.m. until 4:00 p.m. – NO EXCEPTIONS
Saturday – Deliveries ONLY from 9:00 a.m. until 4:00 p.m.
16. Homeowners are not allowed to use kerosene or coal oil heaters in their units.
17. Homeowners cannot run for the 1A Association Board of Directors if assessments are delinquent.
18. No Washers or Dryers in units. Failure to Comply will result in a \$500.00 fine and removal of the appliances.

ASSESSMENTS: Assessment fees are due and payable the first day of each month. Once you are in arrears, the following actions will occur:

1. Late assessment fee after the 15th of the month is \$25.
2. If a delinquent payment is not made within 30 days, you will get a notice from the 1A Association. After 60 days the delinquent account is turned over to legal for collection.
3. Cook County Credit Bureau will be notified of your delinquency.
4. Your mortgage holder will be informed of an impending lien against the property.
5. The unit owner will be responsible for all legal fees, court costs, filing fees and foreclosure costs if it reaches this stage of collecting your assessments.
6. You may not use the clubhouse or pool facilities.
7. Assessments are able to be paid **on-line for a \$10.00 fee** by going to the 1A website: **theparkofriveroaks1a.com**

CARPET CLEANING AND WINDOW REPLACEMENT

1. There will be no commercial carpet cleaning service and/or window replacement to a unit after 6:00 pm. daily and never on Sundays. Carpet Cleaning equipment and/or window replacement equipment is prohibited from hanging over or under the railings on the balconies to the truck on the ground.

GARBAGE

1. Garbage should either be put in plastic bags or in paper bags with the top sealed. Garbage should never be left in the hallways.
2. Small children should not be allowed to take garbage to the chute.
3. Bottles should be wrapped in paper and put in a plastic or paper bag before throwing down the chute.
4. Newspaper and magazines should not be left by the chute or in the hallways.
5. Oversized items, such as carpet and boxes, should be carried down to the compactor room in the garbage for proper disposal. This is also true during move-ins and move-outs.
6. Garbage chutes are to be used between the hours of **8:00 a.m. to 10:00 p.m. ONLY.**

GARAGE

1. The garage shall only be used for the purpose for which it is intended, parking of a single passenger car. In no case shall anything be permitted that will interfere with the rights, comfort or convenience of other garage owners or users.
2. No washing, waxing or repairs of any automobile is allowed in the garage or on the premises.
3. Children are not allowed to play on the garage roof.
4. No vehicles shall be left standing in a parking stall in a non-operative condition.
5. All cars must be licensed with a city sticker, current state license and the Park of River Oaks sticker.
6. Cars that violate rules will be towed at the owner's expense.
7. Cars leaking fluids will be notified once to have your car repaired within two (2) weeks, or a fine will be assessed and the car will be towed from the garage if the problem continues.
8. You will be responsible for all damage to common elements resulting from this automobile.
9. No one is to **park in a vacant parking garage space** without the notification and approval of the Board or Management. **Vehicles in violation will be towed at owner's expense without notification.**

INSURANCE

1. Each unit owner must provide the Association with a copy of their personal homeowner's insurance coverage for their unit. This should be submitted to the management office each year upon renewal of coverage and will be kept on file for everyone's protection should a problem arise.

LAUNDRY ROOMS

1. Anyone using the laundry room should leave it clean after using.
2. Laundry room doors are to be kept closed at all times.
3. Only 1A homeowners are to use 1A laundry rooms.
4. Clothes should be removed from the washers and dryers in a timely manner. No homeowner should have to wait for clothes to be removed from the machines after they have finished washing or drying.
5. Washers and dryers are forbidden in individual units in 100 and 200 buildings per Article IX, Section G of the Declaration no compliance will result in a **\$500.00** fine.
6. Laundry rooms **WILL BE USED ONLY** between the hours of **8:00 a.m.** and **10:00 p.m.**
7. No children **under 12 years** of age are permitted to use the laundry facilities. Failure to comply will result in a **\$200.00** fine.
8. Clothing left in the washer/dryer for extended periods will be removed by maintenance. Owners should not wait for hours to use the laundry equipment.

LOCKERS

1. All items stored in locker rooms should be inside the bins. Items found outside shall be disposed of. Do not store anything in your locker that could be a fire hazard. All lockers must have locks.

PATIOS AND BALCONIES

1. Mops, cloths, rugs, etc., must not be dusted or shaken from the balconies.
2. Owners shall not throw or permit anyone to throw any objects of any kind from their units or balconies.
3. Do not apply salt de-icers to balconies.
4. Cooking on balconies is permitted in covered electric and gas BBQ grills. The fire department says no charcoal.
5. Balconies shall not be used for hanging any items of any kind. Draping of items over the balcony rails is prohibited.
6. Each owner is responsible for damage caused by objects blown from their balconies.
7. The playing of radios, televisions, stereos or other musical instruments is permitted on the balconies as long as it is not causing a disturbance to your neighbors.

FEES AND FINES

The State statute authorizes fines in Section 18.4(L) has given the Boards of condominiums the right to fine those who break the rules and regulations of their condominium. A warning letter will be sent. Should the problem not be corrected within fourteen (14) days, there will be a fine according to the fee and fine rules.

Clarification of rule violation payments:

1. A warning letter will be sent.
2. A hearing will be requested after the fourteen (14) day warning letter. Failure to appear for the hearing will result in the fine being imposed immediately.

Repeated violation of the same will result in the following fines:

First violation notice	\$50
Second violation notice	\$75
Third violation notice	\$100
Fourth violation notice	\$200
Fifth violation notice	\$200 each notice

Each month after the 4th violation a fine of \$200 will be charged.

There are no time limits of the occurrence of these violations. Refusal to pay the fines will result in legal action, which will then result in legal fees and court costs.

Additional keys for the complex are listed as follows:

1. Gate Key - \$50 (See HOA for additional key or key replacement)
2. 1A Lobby Key - \$50
3. 1A Garage Key - \$25
4. 1A Bicycle Room Key - \$5
5. Laundry Room Key - \$5

MOVE-INS/MOVE-OUTS/DELIVERIES AND FEES

1. All homeowners moving in or moving out should advise the management office of the date of the move-in/move-out.
2. A \$300 fee for all move-ins/move-outs, regardless of whether it is the first or second time. If there is no damage to property or other violations during the move-in/move-out, \$200 of the initial fee will be refunded.
3. Move-in/move-outs are only allowed Mondays through Fridays. **No move-ins/move-outs may take place on SATURDAYS, SUNDAYS OR HOLIDAYS.** If a resident brings a van or truck onto the property on a Saturday, Sunday or Holiday for the purpose of a move, **YOU WILL BE FINED \$500.00.**
4. You may have a delivery on Saturdays, if you make prior arrangements with the management office.
5. All move-ins/move-outs and deliveries must be done and completed between the hours of **9:00am** and **4:00pm**. This means your **vendor cannot be on the property before 9:00am and must be off the property before 4:00pm.** Move-in/move-out trucks **must be on**

the property before 12:00 noon. NO EXCEPTIONS TO THIS RULE! The Association does not have freight elevators and therefore so as not to inconvenience other residents this rule must be followed. **FAILURE TO COMPLY WILL RESULT IN AN IMMEDIATE FINE. THE AMOUNT OF THE FINE WILL BE DETERMINED ACCORDING TO THE COST TO AND INCONVENIENCE TO THE ASSOCIATION AND GO UP WITH EACH VIOLATION THEREAFTER.**

ILLEGAL MOVE-INS/MOVE-OUTS

1. If you move-in/move-out of you unit without making prior arrangements with the management office and paying the move-in/move-out fee, you will be find in the amount of **\$300.00**.
2. Should you move someone into your unit without first interviewing with or making arrangement for you and your move-in guest to interview with the board, you will be fined in the amount of **\$500.00** **THERE WILL BE NO EXCEPTION TO THIS RULE!**

CONSTRUCTION IN UNITS

3. If you are doing construction in your unit, you should contact the Management Office to apprise them of the situation prior to the work commencing.
4. Construction work cannot begin prior to **9:00 am** and must end by **7:00 pm**.
5. **NO WORK CAN BE DONE IN ANY UNIT ON SUNDAY'S OR HOLIDAY'S.** All homeowners have a right to their quiet enjoyment.
6. All major repairs and construction must be done by a licensed bonded person/company. Also, a permit must be obtained from the City of Calumet. This is for the protection and safety of all homeowners. (The City will be advised of major construction to assure that permits have been obtained.) This is to assure that all electrical and plumbing work are up to code. Work done incorrectly could cause severe damage to other owners units, such as electrical fires or plumbing problems, etc. **FAILURE TO COMPLY WITH THIS RULE WILL RESULT IN AND IMMEDIATE FINE. THE AMOUNT OF THE FINE WILL BE DETERMINED BY THE COST AND/OR DISTURBANCE/INCONVENIENCE TO OTHERS AND THE ASSOCIATION AND GO UP WITH EACH VIOLATION THEREAFTER.**
7. Work done in your unit **must stay in your unit.** You cannot put furniture and/or appliances in the hallways while you are remodeling. Your workers cannot cut carpeting, wood, glass or other materials in the hallways lobbies or in-front of the buildings, not can they connect (plug-in) to the association's power source. When a unit owner has a contractor working in their unit, that unit owner is responsible for their contractor's actions. You are responsible for making sure your

contractor follows the Rules and Regulations for your Association as well as for HOA.

8. If you are doing major construction in your unit, which is going to create a lot of garbage, such as tearing down walls or replacing cabinets or carpet you should make certain your workers are aware that they are responsible for making sure the debris is removed from the property and that the stairwells, elevators and hallways are clean.
9. It costs extra money/or creates extra problems when we have to dispose of this debris, which means extra cost to all the residents. **Owners failing to comply will be charged accordingly by the association for removal of this debris.** Also, please do not try to dispose of large items from your construction or carpeting down the garbage chute. It will clog up the chute and the debris and any garbage stuck in the chute on top of the debris will sit in the chute and start smelling up the entire building.

DAMAGING ANOTHER OWNERS UNIT

1. Any owner causing damage to another owners unit is fully responsible for the repair of the damaged unit. Each owner, by Condo Law is to have Homeowners Insurance. The Association is **NOT** responsible for damages caused by one unit owner to another unit owner's property.
2. The Association will determine responsibility and the repair or replacement of the damage is strictly between the homeowners. If any owner causes damage to the common areas of the association, that owner is responsible for the repair and or replacement of said area. **FAILURE TO COMPLY WILL RESULT IN LEGAL ACTION BEING TAKEN BY THE ASSOCIATION FOR DAMAGES AND COURT COSTS AND A MECHANICS LIEN BEING PLACED AGAINST THE UNIT.**

REPLACING PATIO DOOR & WINDOWS

1. All replacement window/doors must be the same (slider) style that is currently used.
2. Window should be either white or aluminum.
3. Vendor must contain installation within your unit.
4. Vendor cannot plug into the Associations power source. This is not an expense that all the other homeowners should have to share.
5. Vendor cannot set up shop in front of buildings to cut wood or other objects in order to fit your window.
6. Windows/doors and/or other objects cannot be pulled over the balcony.
7. Should any damage occur to walls, elevators or balconies, charges for repairs/replacement will be assessed to the homeowner.

GREASE DOWN DRAINS AND TOILETS

Pouring grease down drains causes major plumbing problems and unnecessary expense that we all share. Help keep our expenses down by abiding by good housekeeping rules:

1. Pour grease into a container and place in the refrigerator until jelled.
2. Once grease has jelled, wrap in plastic and place in your trash can, do not just throw it down the chute. This caused pests to surface.
3. Wipe grease from pan/skillet with a paper towel to remove drainage.
4. Discard paper towel into trash.
5. Wash container that held grease with a degreaser dish detergent.

LONG TERM HOUSE GUESTS

1. Should a unit owner have a long term guest move in with them, (long term meaning one (1) month or more) the Board must be advised so that an interview can be established to acquaint the live in guest with the rules of the Association. Additionally, the board needs to know how many persons are residing in the unit for safety purposed in case of an emergency. **(Please see Illegal move-ins)**
2. Each unit owner is responsible for the actions of their guest, whether they are live-in or visiting.

BUILDING UPKEEP/MAINTENANCE – RESIDENT LEVEL

The 1A Board is making every effort to keep our building clean and safe. However, we do need the help and cooperation of the building residents in order to accomplish this goal. It is hard to believe that some of our neighbors are so negligent and appear not to care about the cleanliness and safety of our buildings.

1. Do not extinguish your cigarettes on any where in the stairwell, i.e. wall, floors, stairs.
2. Tie newspapers and place them down the Chute. If you have a large stack, tie them up and place neatly in the stairwell.
3. Place all liquid trash in a container with a lid and wrap in plastic before throwing down the Chute shaft.
4. All trash and garbage should be placed in a garbage bag and put down the Chute shaft. **DO NOT LEAVE BAG IN CHUTE ROOM (OR LAUNDRY ROOM) FLOOR.** Other residents have to be able to reach the Chute shaft door to discard their garbage and it causes rodents.
5. Do not force items that are too large (i.e., cabinets, furniture, etc) down the Chute shaft. (See Construction in unit #9) Most large items are to be removed from the property by the homeowner or homeowner's vendor. In the case of items that you are just disposing of that may be too large to fit down the Chute, place them **NEATLY** in the stairwell and maintenance will remove them.

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