

**PARK FOREST COOPERATIVE III
AREA J**

HOUSE & GROUNDS MANUAL

2011

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PREFACE:

A. Your Board of Directors in its continuing effort to direct the operation of our cooperative corporation efficiently, effectively and fairly, firmly endorses the shareholder committee system for both the structuring and enforcement of policy set forth in the House and Grounds Manual. In meeting its fiduciary obligation to all shareholders, the Board of Directors will use prudent legal counsel, when deemed necessary, to enforce these Rules and Regulations.

B. Members are encouraged to participate in their cooperative by attending Board of Directors' meetings. Note: See our website <http://www.pfcareaaj.com> for information on Board and committee meetings that have been cancelled. The following schedule is the normal date, place and hour of your Board meeting:

4th TUESDAY OF EACH MONTH
MANAGEMENT OFFICE
7:30 P.M.

THE ANNUAL MEMBERSHIP MEETING IS THE 4TH WEDNESDAY OF APRIL IF MEETING SPACE IS AVAILABLE ON THAT DATE.

C. Members are further encouraged to participate in their cooperative by taking an active committee role. The following schedule is the normal date, place and hour of the House and Grounds Committees:

HOUSE COMMITTEE
2nd MONDAY OF EACH MONTH
MANAGEMENT OFFICE
7:30 P.M.

GROUNDS COMMITTEE
3rd TUESDAY OF EACH MONTH
MANAGEMENT OFFICE
7:30 P.M.

Remember, these are the Rules and Regulations of your cooperative; they reflect the character of your community and home.

We are a diverse community and we respect each other.

Cooperatively,

The Board of Directors
Park Forest Cooperative III, Area J

Effective Date: April 12, 2011

SECTION 1. GENERAL EXTERIOR AND INTERIOR USES

- A. Regulations pertaining to exterior and interior use are necessary to insure the health, safety, comfort, and general well-being of all cooperative members and to maintain the cooperative as an attractive and pleasant place for present and future members. **It is important that you read these Rules and Regulations.** All members are expected to abide by them. Failure to obey them will be considered a violation of the Occupancy Agreement, one provision of which reads as follows:

“The member(s) shall not permit anything to be done or kept upon said premises which will increase the rate of insurance on the building or on the contents thereof, or which will obstruct or interfere with the rights of other occupants, or annoy them by unreasonable noise or otherwise, nor will he commit or permit any nuisance on the premises or commit or suffer any immoral illegal act to be committed thereon. The member(s) shall comply with all of the requirements of the Board of Health and of all other governmental authorities with respect to the said premises.”

The enforcement of and procedures for grievances and complaints are explained below. However, the intent and the purpose of these regulations can be realized only through each member's understanding and full voluntary cooperation. **Any violation of the following Rules and Regulations may be corrected by the cooperative and the resulting cost billed to the member.**

Note 1: Whenever the regulation says that approval must be obtained from the office it is understood that the Board has delegated that responsibility to the office manager.

Note 2: It would be impossible (and should be unnecessary) to provide rules governing all possible situations. What follows addresses items that most frequently come into question.

Note 3: Violations of these Rules and Regulations may result in the termination of the Occupancy Agreement. The appeal process is as follows:

- A) If the violation is clear cut (not subject to interpretation), then the decision of the committee and/or Board is final.
- B) If the violation is subject to interpretation, then the member has the right to request a hearing in front of the Board.

The following regulations were formulated by the House and Grounds Committees and were approved by the Board of Directors in January 2011. This

manual is an important document for reference by and guidance for the membership. Members must adhere to the regulations set forth herein.

The following information is on file with the office:

- Emergency contact information
- Home/business/cell phone numbers
- Vehicle information
- HO6 condo insurance

You must promptly notify the office any time this information changes.

Members should have their home telephone number on file at the co-op office in case the office needs to contact them. Business numbers should also be on file. If you do not have a land line, please provide your cell phone number.

Amendments to the House and Grounds Rules will be sent to you from time to time for insertion in this manual. Keep your manual up to date and available for ready reference. The revised copy is also available online at the Area J Website: <http://www.pfcareaaj.com>.

Occupancy is limited to one family per unit or as otherwise indicated on the Member's Occupancy Agreement.

Members must comply with the House and Grounds Rules and Regulations, as presently worded, and as amended from time to time. If the member fails to comply, the office and committees will look into the matter. After a thorough investigation of the facts, assessments may be charged at Board discretion for violations of any of these regulations to cover the cost of enforcement.

Members who do not pay assessments arising from violations of the House and Grounds Rules may have their occupancies terminated.

House and Grounds Committees will serve, when necessary, as a review board. Complaints by members are first screened by the office and both chairpersons of the House and Grounds Committees. If a complaint qualifies for consideration and attention of the committee, it will be taken up at the next meeting of that committee or by a special meeting.

Should a member be dissatisfied with findings of the committee, he/she has the right to present his/her case before the Board.

We recognize that there may be times when no specific rule applies to a condition or event not anticipated in the writing of these rules. Differences of opinion may arise regarding the condition of a yard or a unit. In these events the

recommendation of the House or Grounds Committee will be viewed by the Board as an expression of your peers and the Board will enforce the committee decision as though it were a stated rule i.e. if the committee thinks a porch is unsightly and/or hazardous and needs to be cleaned up, failure to clean it up according to the direction of the committee will be considered a violation of the House and Grounds Rules. The decision of the Board is binding.

If the violation of the House and Grounds rules leads to legal action, the member will be responsible for legal expenses incurred by the cooperative.

Subcommittees may be created at the Board's discretion, e.g., the Pet Subcommittee.

- B.** The member agrees that the representatives of any mortgagee holding a mortgage on the property of the cooperative and the officers and employees of the cooperative have a right to enter the member's unit and make inspections with reasonable prior notification thereof at any reasonable hour of the day or evening, weekdays and weekends.
- C.** Member negligence: Any damage to the inside or outside of the unit that was caused by member negligence will be repaired by the cooperative and charged back to the member.

SECTION 2. RESPONSIBILITY OF MEMBERS: EXTERIOR

A. WALKS

1. Members should keep the front and rear entrance porches and access walks clear of snow, ice, and any obstacles, e.g., bikes, toys, skateboards, that would create a tripping hazard or be a nuisance.
2. The common peripheral walks are generally snow-brushed by the maintenance staff after a two inch snowfall unless the weather report indicates the snow is likely to melt during the day.
3. Access walks include the walkways from the common walkway to the member's front and rear entrances. In the true spirit of cooperative living members might consider also cleaning the walks of the elderly, disabled, and vacant units.
4. If a member fails to keep his/her walks free of snow and a complaint is registered, the cooperative may clear the walkway and bill the member. If the member fails or refuses to clear the walkways as stated above, and the cooperative is sued for an injury resulting therefrom, the cooperative

reserves the right to cross sue the unit member for negligence or take any other action in law or in equity.

B. LAWNS

1. Members will mow, water, reseed or resod, as necessary, his/her lawn.
2. The member will trim his/her bushes. In front of living room and dining room windows, shrubbery should be pruned level with the windows to allow the windows to open properly. There should be at least 18" between the foundation wall and all bushes. This will enable maintenance to perform any necessary work on the foundation or wall, e.g., tuck pointing. The elderly, disabled, and inexperienced may request assistance from the office. A fee may be charged.
3. Flower or vegetable gardens are not to extend beyond 4 feet from the foundation of the unit and 3 feet from porches, unless prior written approval has been obtained. Gardens are to be cultivated and well maintained. When a member moves, it is his/her responsibility to re-sod the lawn unless the incoming member agrees in writing to assume responsibility for maintaining the garden. Should a member decide not to plant in subsequent years, the area must be re-sodded at his/her expense.
4. Each member is responsible for maintaining his/her lawn and shrubbery as outlined above. Members who do not do so will receive a notice from the office. The member will have one week to correct the problem. If the problem is not corrected, the cooperative will perform the necessary work and bill the member. If a member receives a second notice during any one season, lawn maintenance for the balance of the season will be provided by a landscape contractor chosen by the office. This outside contractor's fees will be added to the member's monthly carrying charges. Copies of each letter shall be placed in the member's files and given to grounds maintenance and the Grounds Committee for follow up.

Members not wishing to mow and trim their lawns may elect to have this service performed through the cooperative at a monthly fee under an annual contract.

A member may hire someone of his/her own choosing and pay that person directly. Any problems with the service provided will be resolved with that person; the office will not become involved.

5. A member may not plant, or hire someone to plant, any trees or shrubs before checking with the office. In reviewing the request, the office will consider the type of trees to determine whether there is enough space for

the tree when it matures. Weeping willows, silver maples, and ash trees are prohibited. If the member is hiring someone to plant the tree, the member must call JULIE at 1-800-892-0123. JULIE will identify and mark the location of underground utilities.

Do not plant any tree between the foundation and the back porch common sidewalk. Remove any seedlings from around the foundation and in the window well. In the side and front yards, do not plant any tree less than 15-20 feet from the foundation.

Trees and other shrubbery are all subject to the approval of Grounds Maintenance and the Grounds Committee.

Once trees and shrubbery are in place they become the property of the cooperative and may be removed at the request of the Grounds Committee if they are deemed to pose a threat to the building's infrastructure, sewers or sidewalks. Because existing trees and shrubbery add to the beauty of the cooperative, you must contact the office **before** pulling them out.

6. Fences, other than decorative fences, or plantings used to “create a fence” are not permitted.
7. Members are responsible for keeping their yards and gardens free of weeds and for mulching and or raking and removing leaves from their yard. In the fall, when the plants have stopped blooming, members must clean up their flower beds. Yard waste is picked up on your normal garbage days from April 1st through November 30th of every year. All yard waste must be disposed of in brown biodegradable yard waste bags. Members can purchase Star Disposal yard waste bags; or another brand of yard waste bag and affix a Star Disposal yard waste sticker to each bag. Stickers are available at Village Hall, the co-op office and some grocery stores.
8. No member, authorized dependent, friends, or visitors shall operate or permit the operation of lawn mowers or any other device on the premises between 9:00 PM and 9:00 AM.
9. Yard waste is defined as all accumulations of grass or shrubbery cuttings, leaves, tree limbs and other materials accumulated as the result of the care of lawns, shrubbery, vines and trees. Christmas trees should be placed at the curb for regular trash pick up.

C. DOORS AND WINDOWS

1. Do not install your own door locks. On request, maintenance will change your locks for a fee. All locks must accept the co-op master key.

For security reasons, if you are locked out of your unit, the cooperative will **NOT** unlock your doors. It is the responsibility of the member to handle this problem as any other home owner would. Damage caused by breaking in will be paid by the member.

2. Do not store tools or toys or anything else in the window wells. Keep the window well free of leaves and any other debris which may clog the drains.

Members wishing to install or have installed a clear plastic cover over their window well should contact the office for information.

3. Windows should have a neat appearance. Torn shades/drapes, sheets, or papers across a window are not acceptable.
4. Do not install security bars on the doors or windows.

D. RECREATIONAL USE OF PROPERTY

1. Wading pools may not be left unattended, or filled to a depth of more than twelve inches. They must be emptied and removed from the lawn area each evening. Members are responsible for repairing any damage to the lawn caused by any wading pools.
2. Built in playground equipment, e.g., swing sets, portable basketball stands, and similar items are not permitted, unless written consent is obtained from the office and the chairperson of the Grounds Committee.
3. Members who put up tents, canopies, volleyball nets, or other similar equipment on common areas for a special event are responsible for the cost of repairing any damage to these common areas; and for removing such tents, canopies, nets and equipment within 24 hours of the party.
4. Members should remove all their toys (no matter what size or kind) from all yards and common sidewalks each evening before dark.
5. Do not use the parking lots for recreational purposes, e.g., basketball, hockey, volleyball, baseball and football. It is too easy to damage the cars and trucks and sets a bad example for young children. Krotiak and Central Parks are available for those activities.

Members should comply with the "No ball playing allowed" signs posted in the malls.

6. No area may be flooded for any purpose, such as ice skating.

7. Fire pits: Damage to any common area from a fire pit will be fixed at member's expense. You can minimize the chance of damage by putting three to four inches of sand at the bottom.

E. BUILDING EXTERIOR

1. Do not store or attach anything to a porch roof.
2. Do not climb, or permit anyone else to climb or walk on any porch or main roof.
3. Do not erect a shed or storage room, portable or permanent, on cooperative property without first obtaining approval from the office and the chairperson of both the House and Grounds Committees. See office for specifications.
4. No yard sale or court/street party shall be permitted which could impede emergency vehicles (fire or police) or inconvenience other members.
5. Do not attach any "For Sale" signs to the exterior of any unit or display any "For Sale" signs on or in the premises.
6. Do not use barbecue grills, hibachis, or other similar portable cooking equipment inside the unit, on any porch, or in any closed or semi-closed areas.
7. Damage to the exterior of the unit resulting from hooks, flagpole brackets, shelves, window boxes, hanging pots, and similar items will be repaired at the member's expense.
8. Do not paint any part of the exterior.
9. In order to maintain the soundness of our buildings, keep all ivy off of the buildings. Call the office for help in destroying the roots and have them put in a work order to do this work.
10. Maintenance men will disconnect all hoses before any heavy freeze, i.e., below 28 degrees. If hoses are left attached over the winter, the faucet will freeze and crack. When you turn on your water in the spring, you may end up with a basement full of water.
11. Take down all seasonal decorations within 30 days of the end of the specific holiday.
12. Management reserves the right to remove any items on a member's property which detract from the appearance of the area.

13. Do not feed the animals. It attracts raccoons, skunks and squirrels.

F. PATIOS

1. All patios and decks must be approved in advance by the Grounds Committee. To start the approval process, the applicant must bring plans and specifications to the Grounds Committee. This committee meets the third Tuesday of the month at 7:30 PM in the cooperative office. Please contact the office if you plan to attend.
2. Since our buildings vary and not all yards lend themselves to having a patio, site approval is most important. There may be some areas where a patio is inappropriate.
3. The size of the patio will largely be determined by the area where it is to be placed. If a patio is made of wood and is raised, it may not be more than six inches above the ground at its highest point. There must be at least six inches between the wood and the sidewalk running from the porch and at least eighteen inches between the wood and the walk which runs parallel to the building.
4. Patios which do not meet the specifications may be removed at the member's expense.
5. Patios are not decks. Decks are considered to be permanent structures. Patios may not be attached to the building or be placed on piers or anchored into the ground. No railings or fences are permitted on a patio.

G. CABLE AND SATELLITE DISHES

1. No dishes may be erected without prior written approval from the office. An alter dwelling form is required.
2. Installation of a cable or dish must be done during Area J's business hours (Monday through Friday, 9:00 AM to 4:00 PM) so that maintenance personnel can be present to instruct the installer where: any necessary wiring can be run; to approve where on the outside it can be placed; and to show where the dish can be mounted.
3. An authorization letter granting permission for the dish/cable installer can be provided to the member if the installer requests it.

H. DRYING AND AIRING OF LAUNDRY

Do not dry and/or air laundry outside the unit.

I. GARBAGE, YARD WASTE AND RECYCLING

1. Each member is allowed a twice-weekly pick-up of the contents of two 20 or 30 gallon garbage containers. We strongly recommend metal cans because the squirrels chew holes in the plastic ones.
2. Garbage and refuse should be drained and placed in plastic garbage bags. The Disposal Company will not pick up any bags off the porch. They must be placed in the garbage cans.
3. **Bulk items should be set at the curb no earlier than 6:00 PM the night before the regularly scheduled pick up.**
4. **Yard Waste:** The Disposal Company picks up properly bagged yard waste such as grass clippings and leaves. Do not use plastic trash bags. Yard waste is picked up on your normal garbage day from April 1st through November 30th of every year.

All yard waste must be disposed of in brown biodegradable yard waste bags. Members can purchase Disposal Company yard waste bags, or another brand of yard waste bag and affix a Disposal Company yard waste sticker to each bag. Bags and/or stickers can also be purchased at the office.

Place bags at the curb no earlier than the evening before the regular garbage collection days (Tuesday and Friday). Since yard waste is picked up before garbage, have it out in time for the early pick up.

NOTE: When a holiday occurs in a given week your trash and recycle pickups will be pushed back one day i.e. from Tuesday to Wednesday, Thursday to Friday, and Friday to Saturday.

5. **Recycling** - All material should be at the curb by 6:30 AM Thursday morning. Wait until 6:00 PM on Wednesday evening before placing recycle bins at the curb. All items that do not fit in the recycle bin should be placed next to it in a proper container or in some manner to prevent materials from blowing around.

The following items are to be placed in the recycling bins and placed at the curb on assigned mornings:

- ❖ **Newspaper** tied in bundles or in a bag – Includes any paper that arrives in the Sunday or daily newspaper.
- ❖ **Junk Mail** – Any paper that arrives in the mail.
- ❖ **Glossy Paper** – Magazines and catalogues where all incised pages are glossy. No carbon paper, self-stick labels, gum/candy wrappers, tissue paper, waxed paper, paper cups, or paper towels.
- ❖ **Telephone Books**
- ❖ **Chipboard** – Includes cereal boxes and cookie/cracker boxes.
- ❖ **Corrugated Cardboard** – includes brown boxes most commonly referred to as cardboard boxes. The corrugated cardboard boxes must be flattened and in bundles. The dimensions of these bundles should not exceed 3 feet in length.
- ❖ **Clean steel (tin) and aluminum** cans. No aerosol cans or foil.
- ❖ **Clean glass bottles** – Brown, green, and clear. No flat glass, light bulbs, dinnerware, ceramic, or Pyrex.
- ❖ **Plastic** – all type #1 and type #2 plastic containers. The number is normally found on the bottom of the container, inside recycle emblem. This includes water and pop bottles, milk and juice jugs, margarine/butter tubs, yogurt tubs, yogurt cups, ketchup bottles, household cleaners, coffee creamer containers, etc. Trays from frozen meals can also be recycled as long as they are rinsed clean.
- ❖ No plastic marked #6 (including take-out containers, styrofoam, packing peanuts, CD/DVD covers, etc). No film plastic (plastic bags, saran wrap, etc.). No plastic silverware.

J. FIREWORKS AND FIREARMS

1. DO NOT USE any fireworks in Area J.
2. Do not discharge firearms, or BB guns, or use archery equipment in Area J.

SECTION 3. PARKING AND MOTOR VEHICLES

All violations are clearly defined herein, and such violations are subject to fines assessed by the cooperative. Because parking spaces are at a premium each member should comply with the rules and ensure that his/her guests do also.

A. PARKING

1. **Parking is not permitted anywhere in the court other than your designated numbered space.**
2. There is one parking space for each unit except for the double units which have two.
3. Do not park vehicles in the court entrances, or another member's parking spot, or double park. Members should tell their visitors where they may park. Violators may find a violation sticker on their car window and also receive a fine. There is also the possibility of a fine that will apply to the member that the guest is visiting.
4. The first eleven spots on the south end of Cunningham Lane are for Area J members or their guests.
5. The speed limit in parking areas and entrances to the parking lot is five miles per hour.
6. Do not drive, park, store, wash or repair any kind of motorized vehicle on the lawns, sidewalks or on any grassy area.
7. Any vehicle which has not been moved for more than thirty days in a court, Juniper Island, or the Krotiak parking lot will be considered derelict and will be towed at owner's expense.
8. Parking spaces of vacant units may be used when available on a first-come, first-serve basis. No member may use a vacant space as a personal permanent second parking space.
9. Do not park or store boats, trailers, campers, motor homes (regardless of size) in designated court parking spaces, Juniper Island, or the Krotiak parking lot for more than 24 hours in any one-week period.

B. BOATS/MOTOR HOMES/ TRAILERS/ CAMPERS ETC.

1. The storage of boats with trailers at duplexes with side drives is permitted (under Village Ordinance Number 31-122 (4) (c)) and are governed by the following:
 - a. Only fishing and ski boats are permitted i.e. pontoon and sail boats are not allowed.

- b. Boat registration and trailer license number must be placed on file at the office.
 - c. A copy of the boat and trailer insurance must be placed on file at the office.
 - d. The boat and trailer must be in working condition.
 - e. Do not store the boat and trailer on your driveway between November 1 and March 31.
 - f. The combined length of the boat and trailer may not exceed 23 feet.
 - g. The height may not exceed six feet from ground to highest point, excluding the windshield
 - h. Violations will result in the loss of all boat storage privileges for the duration of membership.
2. Motor homes, trailers, campers, pop ups, travel trailers, U-hauls, utility trailers or any vehicle towed behind a car, truck, or van are not permitted in Area J between November 1 and March 31.

C. MOTORCYCLES AND OFF-ROAD VEHICLES

1. The following vehicles are not permitted on Area J property at any time: (a) motorcycles, mopeds, motorbikes, and the like; and (b) snowmobiles, all-terrain vehicles, golf carts, and the like (except Area J maintenance vehicles and equipment). This rule applies to members and their family, permitted occupants, visitors and guests.
2. If any such vehicles are observed parked on Area J property, a towing company will remove such at the owner's expense.

D. TRUCKS

No tow trucks, snowplows, road tractors, special mobile equipment, vehicles which transport more than ten (10) passengers, or vehicles of the second division (as defined by Illinois State Statutes) which weigh more than eight thousand (8,000) pounds gross vehicle weight, may be parked or stored in a court parking space, Juniper Island, or the Krotiak parking lot.

SECTION 4. RESPONSIBILITY OF MEMBERS - INTERIOR

A. ELECTRICAL

1. All requests for additional electric outlets must be submitted to the office. Approved requests will be installed by the cooperative maintenance staff for a fee.
2. All new electrical wiring installed in the basement for outlets must be approved in writing by the office. All connections are subject to inspection for compliance with the village codes and cooperative policies.

Any non-standard wiring will be removed at the member's expense.

3. No electrical fixtures e.g. ceiling fans may be installed without prior written permission. Cooperative maintenance staff can install ceiling fans for a fee. When maintenance cannot install a ceiling fan, an outside contractor will do it at the member's expense.

B. BASEMENTS

1. The maintenance and repair of all washers and dryers are the member's responsibility.
2. Due to the age of the buildings and the way the basement wall and floor concrete was poured, you may get water in your basement. Because of this, you remodel your basement at your own risk.

Whether you choose to remodel or not, we advise you to store any boxes and all items susceptible to water damage **off the floor**.

3. A member who wants to panel or partition his/her basement must first obtain prior written approval from the office by submitting a complete set of specifications. NOTE: When a basement problem, e.g., a water leak, requires the removal of such paneling or partitions, or any other built-in items, removal will be done at the member's expense.
4. Village of Park Forest Code of Ordinance section 18-289 requires that if you remodel your basement, i.e., turn it into a living area (per Village ordinance a basement may not be used as a bedroom) you **MUST** provide a safe means of egress other than the basement stairs, i.e., through one of the basement windows. Call the office for details.
5. Do not store anything within three feet of the furnace area. Also, the furnace area must be accessible for work at all times.

6. DO NOT STORE gasoline, crude petroleum, benzine, benzol, naphtha, or their compounds, or any other volatile oil unless it is in a tightly-sealed approved safety container. We prefer that you not store these materials at all!!
7. Do not pour any combustible liquids, oil based materials or grease into your bathroom or kitchen sink, laundry tub, basement floor drain or outside drain.
8. Do not store anything on the basement stairs or landing.
9. Change furnace/a/c filters four times a year, more often if they need it. This prevents damage to the furnace and air conditioner. Thirty day filters are sold at the office. Heating/a/c bills resulting from a member's negligence, i.e., not replacing the filter, will be billed to the member.
10. All clothes dryers must be properly vented to the outside with the vent leading through the properly vented area. Periodically remove dust and lint from the vent pipe to prevent a fire. Keep the lint-catcher/filter and the external exhaust clean. On some dryers, you can easily open the lower front panel to vacuum out the cabinet.

C. KITCHEN

1. The maintenance of all stoves, refrigerators, and dishwashers are the member's responsibility.
2. The member is responsible for any burns and/or cuts in the counter tops. (Please use a cutting board.)
3. Do not paint wooden kitchen cabinets. Metal kitchen cabinets may be painted with prior written permission from the office.
4. If decals or decorations have been painted on or affixed to the kitchen cabinets or walls and cannot be removed without damage, the member will be charged for the repair or replacement of the damaged cabinet or wall area.
5. If ceramic tile (or any other tile) has been placed on the wall around the sink and plumbing repairs requires its removal, the member will be responsible for replacing it, or restoring the wall to its original state.
6. When any fixtures attached to a wall by the member are removed, the wall must be restored to its original state.

7. Use only water-based gloss or semi-gloss paint on the walls and ceiling.
8. Any damage to existing faucets caused by dishwashers will be repaired at member's expense. (Special faucets to accommodate dishwashers will be installed at member's expense.)
9. Do not install a garbage disposal. Do not put garbage down the drain.
10. Do not pour grease down the kitchen sink. It should be stored in a can and placed in the trash.
11. Do not use chemicals (such as Draino) to unclog the drains. Use a plunger. If this does not work, call maintenance. Clogs caused by member negligence will be fixed at member's expense.
12. If maintenance determines that a kitchen floor needs to be replaced due to normal wear and tear, the cooperative will do this at no cost to the member.

If the member wants a different, more costly floor pattern than what the co-op provides, the additional cost will be paid by the member.

If kitchen flooring was damaged due to member negligence, the member will be charged.

If a member wants a new floor regardless of the condition of the existing one, he/she can select the pattern, pay for it and the installation by an approved licensed contractor.

D. BATHROOM

1. Do not install any vanity or built-in cupboards which will obstruct the floor drain (clean-out trap).
2. Except for the window sills (which are vinyl and do not require paint) use either a water-based gloss or semi-gloss enamel paint on walls & ceiling.
3. Do not paint the plastic or ceramic tile around the bathtub, or the tub itself.
4. Do not install any permanent floor covering without prior written approval from the office. If you do, it may be removed at your expense.
5. Do not attach towel racks, hooks, or shelving to the door.

6. All members are issued a toilet plunger.
7. Do not put anything other than waste and toilet tissue down the toilet, i. e., do not flush sanitary napkins and similar feminine hygiene products. Stoppages caused by misuse will be billed to the member.
8. All windows should have a waterproof curtain to keep water off window cranks.

E. LIVING ROOM, DINING ROOM AND BEDROOMS

1. Do not use oil-based paints as they will not adhere to the latex-based paint and will peel. Use water-based gloss, semi-gloss, or flat paint on walls & ceiling.
2. Use latex-based enamel on door frames.
3. Do not paint, varnish, or stain the oak window frames. If they become discolored or faded, please call the office and ask that they be refinished. There may be a charge if the problem is determined to have been caused by the member's negligence.
4. Members are responsible for floor stains caused by chemicals, water, urine or other spilled liquids. Repairs thereto or replacement thereof will be charged to the member.
5. When any fixtures attached to the wall or ceiling by the member are removed, the wall and ceiling must be restored to their original state at the member's cost.
6. Our buildings are strong enough to accommodate water beds. However, all costs resulting from water damage will be borne by the member. This includes any damage to an adjacent unit.
7. Damaged doors will be repaired or replaced at the member's expense.

F. ALTERATIONS AND REDECORATING

1. Request permission to make permanent structural improvements by submitting an Alter Dwelling Form. Include any additional information, e.g., drawings. No work may be started until you have received written approval back from the office and the House Committee.

2. If wooden or synthetic paneling, cork, tile, wallpaper, contact-type paper, or dark decorative colors have been applied to the walls of a unit, the member must restore the walls to their original state before move-out (unless the buyer agrees in writing to allow the item(s) to remain).
3. Any outside contractor or individual hired by a member must have certificates of general liability and workers compensation insurance on file with the cooperative office, and be on the Village's approved contractor list.

G. SMOKE DETECTORS/CARBON MONOXIDE DETECTORS

Members should regularly test each detector to ensure that the device is operable. Inform the office immediately of any defects, malfunction or failure of the smoke detector(s)/carbon monoxide detector. Do not tamper with or disconnect any smoke alarm/carbon monoxide detector provided on the premises. If maintenance finds that a smoke or carbon monoxide detector has been disconnected, a warning letter will be sent to the member. Additional violations can result in fines.

Maintenance will change members smoke detector batteries 2x per year. We will also change the battery for the carbon monoxide detector 1x per year. Members will receive notification of when we will be out to change the batteries.

H. PETS

1. Dogs and Cats
 - a. Except as noted in subparagraph (b) below, dogs are not permitted.
 - b. If a member wishes to pet-sit a dog or cat, he/she must notify the office ahead of time. Under no circumstances is a visiting dog or cat to be left leashed outside and unattended. The fourteen day limit may be extended at the discretion of the House Committee.
 - c. Two house cats are permitted per unit.
 - d. The cats must be neutered. (Female - spayed; Male - castrated)
 - e. Remember, these are house cats. They are not permitted outside unless they are leashed. Neglect or nuisance, including noise or odor will be treated as a violation of the House & Grounds Rules. Resolution of the problem may include a fine or removal of the cats.

3. Other animals

a. The following animals are also permitted on Area J property.

1. Two small caged birds (chickens, ducks and turkeys are not permitted).
2. Fish in an aquarium. Damage caused by a leaking aquarium will be borne by the member.
3. Caged hamsters, rabbits, gerbils and guinea pigs (limit 2 of any combination).
4. Chameleons (limit 2)

b. The following animals are not permitted on Area J property.

1. No four legged reptiles or exotic animals
2. No horses, mules or other large animals
3. No snakes

SECTION 5. NOISE AND DISTURBANCE

A. No member, including his/her fellow occupants, guests, licensees, agents, employees, contractors, or pets, may annoy, harass, disturb, or to otherwise interfere with the rights, conveniences, peace, quiet, or comforts of any other person lawfully upon Area J property. Prohibited conduct includes, but is not limited to, creating or permitting excessive noise and commotion; using or permitting profane, obscene or vulgar language; and engaging in or permitting lewd, boisterous, loud or unseemly behavior.

B. Please be considerate of your neighbors; if you are not listening to your music/t.v., please turn it off. Remember, your taste in music is not necessarily your neighbors taste in music. Therefore, do not operate, or permit the operation of, any device if it will disturb another member at anytime, but especially between the hours of 9 p.m. and 9 a.m. These include the following:

1. Musical instruments
2. Phonographs, stereos, CD players
3. Television sets, DVD players, Blue-Ray players

4. Short-wave sets
 5. Two-way radios (including Citizen's Bands, walkie-talkies, etc.)
 6. Motors not attached to domestic electrical appliances
 7. Lawn mowers, trimmers, blowers
 8. Any noise-making device or activity which breaches the peace.
- C. A complaining member must first make reasonable efforts to resolve the complaint with an offending member. If those efforts fail, the member may submit the complaint to the office for inquiry and appropriate action. The complaint must be in writing and contain sufficient detail to assist in the inquiry.
- D. Noise and disturbance complaints registered with the office will result in a warning to the offender. Repeated offenses will go to the House and Grounds Committees for specific action that could result in termination of membership.

SECTION 6. MAINTENANCE AND EMERGENCY SERVICES

A. REGULAR MAINTENANCE

We encourage all members to promptly report any maintenance issue. Regular Maintenance is scheduled throughout the week on a priority basis, therefore appointments cannot be made. If you call in a work order, you are essentially giving maintenance permission to enter your unit. The following shows the most frequent maintenance calls that are not charged to the member.

- Heating or A/C issues
- Electrical outlet/switch issues
- Sewer backup (member will be charged if found at fault)
- Water in the basement
- Hot water heater issues
- Servicing of humidifier (pad replacement not included)
- Leaky faucets: sink/vanity/tub/laundry tub (we will fix or replace)
- Any clogged drains
- Toilet issues (member must try plunging before calling)
- Repair or replacement of clogged/worn out shower head
- Caulking of tub
- Issues with doors
- Issues with windows
- Leaky roofs
- Cleaning of gutters

- Repair or replacement of gutters/downspouts
- Tuck pointing of exterior brick
- Weekly exterminating
- Concrete work
- Porch repairs
- Exterior building maintenance
- Antenna repair

Please do not “accumulate” several items before you call because you want to “make it worthwhile” for the maintenance man.

B. ADDITIONAL MAINTENANCE

This work can be done at the current fee/hourly fee on an as-time permits basis:

- Installation of new outlets (kitchen & bathroom only)
- Installation of new light fixtures*
- Installation of heat registers/cold air return*
- Installation of new faucets (Delta only)*
- Repair of window/door screens
- Installation of interior doors*
- Changing locks
- Gas pipe change (for appliance reversal)
- Stainless steel single or double bowl sinks w/ strainers*
- Installation of ice maker kit (member has to purchase kit)
- Installation of new counter tops
- Installation of new vanity top*
- Installation of a new vanity or medicine cabinet
- Installation of new toilet seat
- Installation of bath tub grab bars
- Installation of bath exhaust fan with heat lamp*
- Installation of humidifier pad
- New dryer vent hook ups
- Replacing an existing ceiling fan
- Installation of stair railings
- Installation of hose stands

A current up-to-date improvement price list is available at the office.

*Asterisked items may not have a charge due to age and condition, as determined by maintenance.

C. MAINTENANCE EMERGENCY SERVICE

Type of emergency	8:30 AM to 5:00 PM Monday - Friday	5:00 PM to 8:30 AM
You see fire or smoke anywhere inside or outside an Area J unit	Call the fire department at (708) 748-5605 or dial 911	Call the fire department at (708) 748-5605 or dial 911
Gas odor	Call NICOR at 1-888-Nicor4u	Call NICOR at 1-888-Nicor4u
Carbon monoxide detector going off	Call 911	Call 911
Criminal activity of any kind	Call the police at (708)748-4700 or dial 911. Do not call the office, as this simply delays police response time.	Call the police at (708)748-4700 or dial 911. Do not call the office, as this simply delays police response time.
No heat	Call maintenance at (708) 481-9575.	Call Maintenance at (708) 481-9575. The answering service will forward the call to our after-hours service.
Complete electrical failure (i.e. no lights, no appliances work)	Call Commonwealth Edison at 1-800-334-7661.	Call Commonwealth Edison at 1-800-334-7661.
Basement floor drain back-up oozing raw sewage	Call maintenance at (708) 481-9575.	Call Maintenance at (708) 481-9575. Our outside maintenance service will respond.

The toilet overflows	Plunge the bowl to loosen the stoppage. If that does not work, call maintenance at (708) 481-9575.	Plunge the bowl to loosen the stoppage. If that does not work, call maintenance at (708) 481-9575 in the morning. On weekends, our outside service will respond.
Kitchen sink stoppage or Bathtub clogged	Plunge the sink. If that does not work, call maintenance at (708) 481-9575.	Plunge the sink. If that does not work, call maintenance in the morning at (708) 481-9575. On Saturdays, up to 5:00 PM, our outside service will respond.
Hot water heater pilot light goes out. You may attempt to relight pilot. Directions are printed on H.W.H	Call maintenance at (708) 481-9575.	Call Maintenance in the morning at (708) 481-9575.
Storm water back-up during a rain storm	Nothing can be done	Nothing can be done
An appliance stops working because it isn't getting electricity	First check the breaker box and reset it. If that does not resolve the problem, call maintenance at (708) 481-9575.	First check the breaker box and reset it. If that doesn't resolve the problem, call maintenance in the morning.

D. PREVENTIVE MAINTENANCE:

The following tasks a member can/should do to help maintain his/her unit:

- Change the furnace/a/c filter every month. No pleated filters allowed.
- Clean out your dryer vent once a year.
- Use strainers in bath and laundry tubs, and kitchen sink to prevent clogs.

SECTION 7. IMPROVEMENTS BY APPROVED CONTRACTORS

The following improvements can be done by approved contractors with liability and workers compensation insurance, and are licensed by the Village of Park Forest:

- New cabinets
- New counter tops
- Dishwasher hook up
- Kitchen wall removal
- Installation of ceiling fans
- Installation of GFI outlets on the porches
- Installation of electrical outlets other than kitchen & bathroom
- Installation of basement glass block windows
- Chair lifts
- Floor sanding
- Second bathroom (on 1st floor or basement)
- Basement remodeling
- Garages (at units on Krotiak that have existing driveways)
- Additions

An alter dwelling form must be approved by the House Committee before beginning any work.

SECTION 8. OCCUPANCY

- A.** Occupancy is limited to one family per unit or as otherwise indicated on the Member's Occupancy Agreement. Permitted occupant forms must be filled out and approved at the office before allowing someone to live at the member's unit.

No individual other than a member of his or her immediate family may reside in a dwelling unit without the consent of the Board. In determining whether to grant or deny consent for an individual other than a member of his or her immediate family to reside in a dwelling unit, the Board shall apply the standards it applies when considering an individual for membership. Such individuals may be required to execute the same agreements and documents that a member is required to execute.

- B.** It is the corporation's general policy that its actions and any agreements, rules or regulations affecting the corporation be in compliance with all applicable laws and regulations, including municipal, state and federal laws prohibiting discrimination.
- C.** The Occupancy Agreement has been amended to provide that:

A "member" shall mean the individual(s) who execute(s) this Occupancy Agreement, and none other.

The "immediate family" of a member shall mean the spouse, mother or father (related through blood or marriage), brother, sister and natural and adopted or foster children of the member, and none other.

"Reside" shall mean living in a dwelling unit for more than thirty consecutive days or for more than sixty days in any calendar year.

- D. Before approving an individual for membership, and from time to time after the execution of the Occupancy Agreement, the Board of Directors, may require a member to certify the name, relationship to the member and proposed duration of residency of each family member, and that no individual other than the member, his or her immediate family or an individual approved by the Board of Directors resides in the member's dwelling unit. That amendment is hereby incorporated in these rules.
- E. Allowing an individual other than a member or his or her immediate family to reside in a Dwelling Unit in violation of paragraph 5 of the Occupancy Agreement is a prohibited assignment under ARTICLE 6 of the Occupancy Agreement, a prohibited transfer under ARTICLE 7 of the Occupancy Agreement, a default under ARTICLE 12(b) of the Occupancy Agreement, and a breach of these rules.

SECTION 9. INCORPORATION - SEVERABILITY

The provisions of these regulations are severable. In the event any word, phrase, section, provision, sentence or paragraph is held to be unconstitutional, the rest of these regulations shall remain in full force and effect.

SECTION 10. H06 CONDO INSURANCE

All members are required to bring in/fax a current H06 Condo Insurance policy to the office. Every member must have this insurance coverage to protect their personal belongings. The cooperative's insurance covers the structure of each unit. The member's policy should include Building Property – Coverage A, Personal Property – Coverage B, General Liability, and medical payments.

SECTION 11. SENIOR CITIZEN EXEMPTION/SENIOR FREEZE EXEMPTION

Starting in February of each year, all senior members should apply for the Senior Citizen Tax Exemption at the Rich Township Assessor's office in Richton Park. The qualifications to receive a refund each year for the Senior Citizen Exemption are that you were age 65 or older in the previous year, and that you lived in your unit as of January 1, of the year for which you are applying.

If a senior member's total household income is under \$55,000/year (this figure may change year to year) you may also qualify for the Senior Freeze Exemption. This refund is in addition to your Senior Citizen Tax Exemption refund. The Freeze form must be notarized. We offer this service free to Area J members.

Please stop by the co-op office for papers, e.g., current property tax bill, required by the Assessor's office.

SECTION 12. ADDITIONAL INFORMATION

A. BEAUTIFICATION CERTIFICATES

The annual budget permitting, the co-op gives beautification certificates to those members whose exteriors best exemplify above average care and maintenance as demonstrated by:

- Well maintained lawns, i.e., grass is cut and trimmed, sidewalks cleaned.
Note: It is not necessary for the grass to be green.
- Well trimmed shrubs
- Nothing stored in the window wells
- No ivy on the walls
- No saplings in the window wells or next to the foundation
- Clutter free porches
- Flowers
- Weed-free gardens and patios

Members of the Grounds Committee survey the area, usually in July, to decide which units have earned the certificates.

B. CONCERN FOR NEIGHBORS

We encourage all members to look out for their neighbor's well-being. This is especially true for older, handicapped, sick or injured members.

You can show your concern by reacting to what may sound like a neighbor falling; by contacting a neighbor whom you haven't seen or heard in a day or so; by cutting their grass or shoveling their sidewalk, by responding to a smoke/CO2 detector, or in countless other ways that show you care.

C. NEIGHBORHOOD WATCH

The Neighborhood Watch is an effective crime prevention program which involves the active participation of citizens in cooperation with law enforcement to reduce crime in their communities. It substantially reduces residential burglary and other crimes, because a good neighbor is one of the most effective crime prevention tools ever invented.

A Neighborhood Watch involves:

- Neighbors getting to know each other and working together to maintain a system of surveillance over one another's property, children, etc.
- Informing citizens how to recognize and report suspicious activities in progress accurately and immediately.
- Creating communication links between the community and the police through newsletters and crime prevention presentations.
- Posting signs and stickers, creating physical barriers and psychological barriers for criminals.
- Developing a partnership between the Park Forest Police Department, and the residents of Park Forest.

Why Neighborhood Watch?

- There cannot be a law enforcement officer on every corner in Park Forest, so citizen involvement is essential to combat crime.
- You and your neighbors are the ones who really know what is going on in your community.
- By cooperating with each other and the police, people can help fight crime in their community in the most effective way-before it begins!

See the office for more information.