

**Castilian Court and Glencove Estates:
Rules & Regulations**

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Castilian Court and Glencove Estates: Rules & Regulations

INTRODUCTION:

The purpose of these Rules & Regulations established by the Board of Directors is to provide you with information that should help you live comfortably and safely at Castilian Court and Glencove Estates Condominiums. These rules come directly from the declaration and by-law document and are designed to maintain a high quality of living standards which in turn make the Castilian Court and Glencove Estates Condominiums a desirable place to live and contribute to the investment value of the condominiums.

The Castilian Court and Glencove Estates Condominium Association Rules and Regulations were first adopted effective June, 1983. This renewal and revision of the rules is dated July 30, 1999 and become effective September 1, 1999. These Rules and Regulations are intended to supplement the Declaration and Bylaws within the scope of those documents. Other restrictions and requirements as contained in the Declaration and the Bylaws or in the Illinois Condominium Property Act are not suspended hereby.

These Rules will explain your rights, obligations, privileges, and responsibilities. It applies equally to all residents whether owners, tenants, and guests. Since your conduct and rights are in great part governed by these documents, you are urged to read and become familiar with them. Each Unit Owner and/or Tenant will be held responsible for full and complete compliance with the rules and regulations set forth herein. Failure to observe these rules will result in action by the Board of Directors, which includes the levying of fines and/or the instituting of legal remedies that could ultimately result in loss of the unit. You should also be aware that the Declaration provides that the costs and fees incurred by the Board in enforcement of these rules shall be borne by the party at fault.

COMMUNICATIONS:

Contact your Management Company for:



Repairs to Common Elements



Garbage or Refuse Problems



Pest Control



Hallway lighting, building lighting, patio and balcony lighting, laundry room lighting, etc.



Roadway problems



Disturbances and nuisances



Rules violations

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GENERAL ENFORCEMENT

These condo rules were adopted to maintain the health, safety, and security of our residential community. Our committee worked to create rules and the consequences, or fines, imposed as a result of breaking these rules. It is the sincere hope of the boards that residents will appreciate the benefits for themselves and the community in following these rules.

1. It is the responsibility of all residents to ensure that these rules are enforced. Anyone (board member and/or resident) can report a violation. Violations should be reported to either a board member or the Management Company. (written is preferable)
2. A first-time violation will result in a warning letter.
3. Failure to correct the violation within 10 business days of the date of the warning letter will result in the application of the appropriate fine. The fine will be added to the next month's assessment.
4. Repeat violation of the same rule will result in additional fines and disciplinary action.
5. If a fine is levied, it will be listed on the coming month's assessment. Failure to pay will result in additional late charges. (\$25.00 per month)
6. If you want to contest the fine, contact the Management Company to request a hearing. Hearings will be held during board meetings, in open session.
7. Unpaid fines will continue to accrue, and will result in a lien placed against the unit.
8. Unit owners are responsible for any violations brought about by anyone residing within the unit, family members, guests, tenants, guests of tenants, and pets.

The Association Board of Directors reserves the right to amend the contents of this document.

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RULES & REGULATIONS: GENERAL

1	If, due to the act or neglect of a Unit Owner, a family member, pet, guest or other authorized occupant or visitor of such Unit Owner, damage shall be caused to the Common Elements or to a Unit or Units owned by others, or maintenance, repairs, or replacements shall be required which would otherwise be at the common expense, then such Unit Owner shall pay for such damage and such maintenance, repairs and replacements, as may be determined by the Board.	Failure by any unit owner to pay a bill for damage within fourteen (14) days of receipt of same, may subject that Unit Owner to immediate legal action by the Board of Directors. A Penalty of 20% will be added to any fine for each month or fraction thereof that payment is late.
2	Each unit shall be used as a residence for a single family only. No industry, business, trade, occupation, or profession of any kind, commercial, religious, educational, or otherwise, designated for profit, altruism, exploration, or otherwise, shall be conducted, maintained, or permitted in any unit. This rule does NOT apply to home-office businesses that do not stimulate regular traffic flow.	Security Issue: \$100.00 Per violation.
3	It is a resident's responsibility to see that windows are closed in his/her absence so that rain damage will not occur: and responsibility for same is the burden of the resident. Screens must be on-track at all times, no blinds, curtains or drapes can hang out of windows or patio doors.	\$25 per violation.
4	There shall be no recreational activities in or on any <i>interior</i> common elements (such as hallways, lobbies, storage area, etc.). Wheeled devices, such as bicycles, rollerblades, skateboards, etc., are allowed on outdoor hard surfaces only, excluding the Tennis Court and grass, to the extent that safe practices permit.	Safety Issue: \$75.00 Per violation
5	Each unit has a door that opens into a common area hallway. <u>This door is NOT to be propped open.</u> The hallway is not to be used as temporary or permanent storage.	Safety Issue: \$75.00 Per violation

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6	<p>Owners are responsible for paying the assessment which is due on the first of each month. Nonpayment by the 15th of the month in which the assessment is due will result in a \$25.00 late charge. This late charge will affect all payments not received in the office by the 15th. At this time, a notice of the delinquency and late charge will be sent to any unit owner who has not paid. If a second month goes unpaid, an additional letter will be sent to the delinquent owner, advising him/her of both unpaid assessments and late charges. In addition, the letter may notify him/her that legal action will be taken if all payments have not been received within two weeks of the second notice. Requests for assessment status letters, waiver letters, or other information may not be processed unless all amounts due to the Association are paid in full.</p>	<p>Nonpayment by the 15th of the month in which the assessment is due will result in a \$25.00 late charge.</p>
7	<p>No offensive activity shall be carried on in any unit or in the common area which may be done or become an annoyance or nuisance to the other owners or occupants. Stereos, radios, television sets, radios in parked cars, boomboxes, etc. must be kept at moderate level at all times, particularly between 10 p.m. and 7 a.m.</p>	<p>Security Issue: \$100.00 Per violation</p>
8	<p>For both fire safety and health reasons, <i>smoking is NOT permitted</i> in or on any Common Elements (hallways, stairwells, elevators, storage areas, laundry facilities, etc.), at any time. Tossing of smoking materials from windows, balconies, patios, cars, or in the pool area is NOT permitted.</p>	<p>Safety Issue: \$75.00 Per violation.</p>
9	<p>Smoking, spitting and defecating in the elevator or common areas is prohibited.</p>	<p>Health and Safety Issue: \$75 per violation.</p>
10	<p>Trees, railings, balconies, fences, posts and ropes are not to be climbed, sat on, etc.</p>	<p>Safety Issue: \$75.00 per violation, plus replacement cost of damaged shrubs, trees, etc.</p>

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11	Residents must notify the Management Company, in advance of a move. Moves may not begin prior to 8 a.m. and must be completed by 7 p.m.	Security Issue: \$100.00 Per violation..
12	To dispose of a Christmas tree, carefully lower the tree over the balconies to ground level. <i>Make certain that no one is in the way before attempting this.</i> Carefully take the tree to the nearest dumpster. No tree can remain on the balcony, patio, or on any common elements within the complex.	Safety Issue: \$75.00 Per violation
13	Nothing shall be done in any unit or in, on, or to common elements which will impair the structural integrity of any of the buildings or which would structurally change the buildings except as is provided in the Declaration.	Safety Issue: \$75.00 Per violation.
14	No construction or remodeling may be carried on between the hours of 9 p.m. and 8 a.m., Monday through Friday, and 9 p.m. and 9 a.m. on Saturday and Sunday. Work which requires temporary shut-down of water should be phoned in to the Management Company prior to beginning any work. This enables the Management Company to alert other residents to the issue.	\$25 per violation
15	If excessive noise or disturbance is caused by an inefficient air conditioning unit, the Unit owner must repair the unit or be fined. If the unit must be replaced, the board must be notified beforehand so that the replacement unit meets the specifications and standards as determined by the board.	\$25 per violation

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16	<p>Please report common area maintenance and emergencies to the management company.</p> <p><u>Heating and Air Conditioning systems:</u> Full operations and maintenance shall be the sole responsibility of the owner, including air conditioning compressor, located upon limited Common Elements</p> <p><u>Walls:</u> The integrity of the interior walls and ceilings shall be maintained by the owner. The exterior entrance door and jambs are Common Elements</p> <p><u>Electrical System:</u> From the breaker panel and distribution throughout the unit, all electrical components shall be the responsibility of the Unit Owner. Repair, replacement or new installation shall be by a qualified or licensed electrician.</p> <p><u>Plumbing:</u> Once inside the unit, the costs of maintaining and replacing shall be the responsibility of the owner. This includes all fittings, trim, and fixtures. No grease or hazardous chemicals shall be disposed of into the sinks or toilets.</p>	<i>No fine involved</i>
17	<p>The Common Elements of your building are serviced on a scheduled basis by professional exterminators. Should you require service within your unit, please contact the management company. <u>Discovery of any type of vermin must be reported to the management company immediately.</u></p>	<i>No fine involved</i>
18	<p>No water furniture is allowed on the premises. Water furniture is defined as any bed, mattress, chair, sofa, or other item of furniture that contains, as part of its elements, any substance in a liquid or gel-like state. No personal washer or dryer units are allowed inside the units. Any damage caused by water furniture shall be borne by the owner of the furniture.</p>	<p>Safety Issue: \$75.00 per violation plus the cost of any structural repairs required as a result.</p>
19	<p>Each owner shall be responsible for his own insurance on his personal property in his own unit, his personal property stored elsewhere on the property, and his personal liability.</p>	<i>No fine involved</i>

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20	The Unit Owner shall make no claim against the Association, its Directors, officers, employees, invitees, or agents for, or on account of, any loss, damage sustained by fire, or water deluge or overflow, loss or damage of personal property, or from malfunction or breakdown of any system, howsoever coming or being within the premises or for loss of any articles from any cause from the premises or building. The building insurance covers common elements only. Value added by any Unit Owner should be covered by his or her policy.	<i>No fine involved</i>
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RULES & REGULATIONS: GARBAGE AND COMMON AREAS

1	Newspapers delivered to residents must be removed from the front of the building by 8:00 p.m. of the date of delivery.	Materials will be destroyed.
2	Do not throw loose garbage directly into the chute. Garbage should be in secured containers like a paper or plastic bag, or wrapped securely with string. Do not leave trash in the chute areas.	Health and Safety Issue: \$75 per violation..
3	Do not force garbage into the chute. If the item does not fit into the chute, it must be carried downstairs to the basement trash room or outside to the dumpster.	Health and Safety Issue: \$75 per violation.
4.	Large items that do not fit into the dumpster, such as used appliances, carpet remnants, furniture, etc. must be picked up by a scavenger service. Please contact the management company for assistance with disposing of these items.	\$25 per violation
5.	Filled garbage bags should not be stored for any time in the interior hall, on the balcony, or patio.	Health and Safety Issue: \$75 per violation.
6	No littering on any of the common areas: inside or outside.	Health and Safety Issue: \$25 per violation.

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RULES & REGULATIONS: RETENTION PONDS

1	The Pond areas were landscaped to support rain and sewer run-off. There is no swimming, skating, boating, fishing or other activity permitted in these ponds. There are signs around each pond prohibiting these activities.	Health and Safety Issue: \$75 per violation.
2	Children under the age of 16 are not allowed within 15 feet of the water's edge.	Health and Safety Issue: \$75 per violation.
3	Pets are not allowed in the ponds. Dogs are not to be walked on the grassy areas that surround the pond.	Health and Safety Issue: \$75 per violation.
4	The Castilian Court and Glencove Estates property is located at the edge of a beautiful wooded area that attracts a variety of wild life. Ground feeding of birds and other wildlife tends to also attract rodents, chipmunks, and other destructive creatures. Please do not feed the wild life.	Health and Safety Issue: \$75 per violation.

RULES & REGULATIONS: PETS

1	No animals, rabbits, livestock, fowl or poultry of any kind shall be raised, bred, or kept in any unit or in the common elements except that dogs, cats, or other household pets may be kept in units, subject to rules and regulations adopted by the Board; provided they are not kept, bred, or maintained for any commercial purpose. Any pet which is otherwise permitted which causes or creates a nuisance or unreasonable disturbance may be permanently excluded by the Board at a regular or special meeting thereof, so long as the Owner involved had notices of the time and purpose of said Board	Health and Safety Issue: \$75 per violation.
2	Only Resident Owners may have pets. No renters may have pets. Dogs, cats, or other household pets may be kept by condominium owners, provided that the pets are not vicious or destructive and do not disturb or annoy residents of the Association. The pet Owner will reimburse the Association for any damage and hold it harmless against any loss or liability of any kind or character whatsoever arising from or growing out of, the presence of the pet on the property.	Replacement and/or reimbursement for any destruction.

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3	All Village of Glenview ordinances applying to pet ownership are hereby adopted by this Association. Failure to comply with these government ordinances will be considered a violation of these rules. All pets should be licensed by the Village of Glenview. Licenses require proof of rabies vaccination. Currently the fee is \$3 for a neutered animal; \$5 for an animal that is not. Proof must be submitted to the Board	Health and Safety Issue: \$75 per violation.
4	No pets are permitted in the swimming pool area, tennis court, laundry rooms and retention ponds. Pets must be accompanied by their owner when in or on common elements. Pets should not be left unattended, leashed to or on, common elements such as trees, bushes, etc., staked to the ground, or on balconies. Pets on the balcony should not cause a disturbance.	Health and Safety Issue: \$75 per violation.
5	It is recommended that no more than 1 dog; 2 cats reside in a unit.	<i>No fine involved</i>
6	Surrounding this property is a lovely wooded area owned by the Villa Redeemer Retreat. This is not public property. NO ONE IS ALLOWED ON THE PROPERTY.	<i>No fine involved</i>
7	You are welcome to walk your pet around the "outer drive" of the complex, on the grassy knolls where there is no building, or along the grassy hills that abut the train tracks. Be certain to pick up your animal's waste and dispose of it in one of the dumpsters. <i>Doing this protects your pet's health!</i>	Health and Safety Issue: \$75 per violation.
	Do not walk your animal on the grass in front of patios, around the pools, ponds, or tennis court.	Health and Safety Issue: \$75 per violation.
9	Animals in the elevator, hallways, and any other common elements must be restrained and under owner control.	Health and Safety Issue: \$75 per violation.

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RULES & REGULATIONS: AUTOS:

1	Each Unit is given one (1)-reserved space. The Unit Owner is responsible for alerting visitors and guests to these rules. Parking is permitted only in designated areas. Unauthorized vehicles parked in Reserved spaces, will be towed at owner's expense.	<i>No fine involved</i>
2	Automobiles parked on the property must appear to be operable. Automobiles will be considered abandoned if they have not been moved for seven (7) or more days, <u>and</u> do not have current license. If you will be gone for an extended period of time, alert the management company, so your vehicle will not be towed.	\$25 per violation, plus towing costs.
3	18-wheelers, boats, snowmobiles, trailers, etc. are prohibited from parking in the parking lots, without prior consent from the Board.	\$25 per violation, plus towing costs.
4	Car washing is not permitted in the parking lots or on the roadways.	\$25 per violation.
5	No automobile repairs or maintenance of any kind other than changing a flat tire, jumping an automobile with a dead battery, checking oil, adding (but not changing) oil, or adding washer fluid shall be done on the common areas.	Health and Safety Issue: \$75 per violation. Hazardous chemicals make this a safety issue
6	No portion of any vehicle can be parked on the grassy common area. All wheels must stay on the blacktop, parked between the yellow lines, not infringing on other reserved spaces, and not sticking out into the roadway. Inappropriate parking can result in an orange sticker.	\$25 per violation

RULES & REGULATIONS: BALCONIES AND PATIOS

1	Patios and balconies cannot be used for permanent or temporary storage. Only lawn furniture in good repair, barbecue grills, and plants may be kept on patios and balconies. Cable dishes must follow the guidelines established by the board and the necessary government agencies.	\$25 per violation.
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2	Clotheslines are not permitted. Railings are not to be used as substitute clotheslines for drying clothes. No mops, brooms, upholstered furniture, boxes, shoes, etc. can be left on the balcony or patio if visible from the ground floor.	\$25 per violation.
3	The lawn in front of the first floor units is not an extension of the patio. Items such as grills, furniture, lawn games, baby pools, bicycles, etc. should be stored at the end of the day.	\$25 per violation
4	No garbage, furniture, etc. can be thrown from the balconies.	Health and Safety Issue: \$75 per violation.
5	Residents should contact the management company to arrange for replacement of lights on patios, balconies, and hallways. Lights are part of the limited common areas of the property, and should not be removed or tampered with.	Security Issue: \$100.00 Per violation
6	Carpeting cannot overlap the edge of the patio or balcony. Screens should be intact and not contain visible holes. Screens and their frames must maintain the same color and style in use within the complex property.	\$25 per violation
7	Temporary window and patio door coverings may be used for a maximum of six (6) weeks during initial occupancy or during remodeling. Only commercially acceptable window and door coverings are allowed such as a drapery, shade, or blinds. No permanent decals affixed to the outside window.	\$25 per violation.

RULES & REGULATIONS: LAUNDRY ROOM

1	Laundry rooms are located in the basements of the buildings and are for the use of residents only.	\$25 per violation.
2	General rules for the use of the laundry are posted in the laundry rooms and incorporated herein by reference.	<i>No fine involved</i>
3	Please observe washer and dryer operating instructions.	<i>No fine involved</i>
4	No dye shall be used in the laundry equipment.	Safety Issue: \$75.00 Per violation

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5	Machines may not be "reserved", and clothes must be promptly removed at the finish of the washing or drying cycle as a courtesy to others who may wish to use the machine.	<i>No fine involved</i>
6	If a machine is not working properly, please call the number listed on the machine, place an "out of order" note on the machine and call the management company.	<i>No fine involved</i>
7	No smoking is permitted in the laundry room area.	Health and Safety Issue: \$75 per violation.
8.	Community notices for garage sales, goods for sale, services available are limited ONLY to the bulletin board in the laundry room area.	Removal of materials

RULES & REGULATIONS: SMOKING

1	The common areas of Castilian Court and Glencove Estates are smoke free. There is no smoking in the lobbies or hallways of Castilian Court and Glencove Estates	Health and Safety Issue: \$75 per violation..
2	There is no smoking in the laundry room or locker storage area.	Health and Safety Issue: \$75 per violation.
3.	Please dispose of smoking refuse in the appropriate containers provided.	Health and Safety Issue: \$75 per violation.
4.	Please use the ashtrays in front of the elevators to dispose of incendiary materials. These ash trays are not intended to be used for any other materials.	Health and Safety Issue: \$75 per violation.

RULES & REGULATIONS: STORAGE ROOM

1	One (1) storage locker is assigned to each unit. Areas outside of the lockers can <u>not</u> be used for storage.	Health and Safety Issue: \$75 per violation..
2	The Association is not responsible for loss or theft from the storage lockers or rooms. Storage lockers should have locks on doors.	<i>No fine involved</i>
3	No flammable liquids, paints, oily rags, or other similar materials are to be stored in the storage lockers.	Safety Issue: \$75.00 Per violation

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4	Nothing is to be hung from the pipes.	Safety Issue: \$75.00 per violation plus the resulting cost of structural repair..
5	A minimum of two (2) feet below the ceiling must remain open as mandated by the Glenview Fire Dept. If you enclose your storage area, be certain to leave that two (2) feet area uncovered.	Safety Issue: \$75.00 Per violation.
6	Pets cannot be kept in storage lockers.	Safety Issue: \$75.00 Per violation.

RULES & REGULATIONS - THE POOL:

1	All residents and/or their guest(s) entering the pool area shall display their pool pass(s). Those who do not display their pool passes will be requested to leave the premises.	Failure to comply with these rules will result in loss of privileges, and a \$25 fine.
2	Lost resident pool passes will be replaced at a charge of \$5.00 per pass. Replacement passes may be obtained from the management company.	<i>No fine involved</i>
3	Management will distribute one pool pass for each residing member of a unit, at no charge. A member of a family that is not a "permanent" resident is considered a "guest."	<i>No fine involved</i>
4	The pool will be open from "Memorial Day" (weather permitting) through "Labor Day" (subject to posted notice of any change. Hours will be posted.	<i>No fine involved</i>
5	Guests may not enter the pool area on Saturdays, Sundays or holidays between the hours of 10:00 a.m. and 2:00 p.m.	<i>No fine involved</i>
6	Each year the board and management company will publicize the cost of passes and how they can be obtained.	<i>No fine involved</i>
7	A resident should accompany guests at all times; residents shall be responsible for their guests.	<i>No fine involved</i>
8	The number of guests allowed at one time will be at the discretion of management and/or pool attendant(s).	<i>No fine involved</i>

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9	A responsible adult (age 18 or older) must accompany children under 12 years of age. Parents are responsible for their children and guest(s).	\$25 fine or loss of privileges or both.
10	The pool attendant will request children under 18 years of age to leave the pool for a 15-minute period each hour for adult swim.	<i>No fine involved</i>
11	Children must be toilet trained to be allowed in the pool. Infants and babies must wear appropriate rubberized pants to be allowed in the pool.	\$25 fine or loss of privileges or both.
12	Portable pools (any type/size) are not allowed in the pool area. Strollers, buggies, or playpens are not permitted in the pool area at any time.	\$25 fine or loss of privileges or both.
13	Ball-playing, running or throwing items in the pool, lounge area or pool house is not allowed.	\$25 fine or loss of privileges or both.
13	All residents and guest(s) using the pool must enter and exit through the pool house. Anyone seen climbing the fence will be fined and/or lose their pool privilege.	\$25 fine or loss of privileges or both.
14	Food is not allowed in the pool area. Soft drinks are allowed only in Styrofoam and/or paper cups. Cans and bottles are not allowed. Resident(s) are required to dispose of all cups in the provided containers. No alcohol is allowed in the pool area.	\$25 fine or loss of privileges or both.
15	There is no smoking in the pool, lounge area, or pool houses. Please dispose of smoking materials in the proper receptacle prior to entering the pool house.	\$25 fine or loss of privileges or both.
16	Clothes, towels, etc. are not to be hung or displayed on the fence surrounding the pool.	<i>No fine involved</i>
17	Cut-offs and Bermuda shorts are not allowed in the pool, proper swimming attire must be worn. All apparel worn in the pool must be clean and sanitary. Only radios with headphones are allowed in pool area	\$25 fine or loss of privileges or both.
18	The attendant(s) are in charge of the pool and the adjacent lounging areas at all times. Failure to comply with attendant's instructions can result in fines and/or loss of privileges.	\$25 fine or loss of privileges or both.
19	All persons using the pool do so at their own risk. The management will not assume responsibility for illness, accident, or injury suffered in or about the pool area.	<i>No fine involved</i>

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The following State of Illinois, Department of Health Swimming Pool Regulations must be complied with.

Admission to the pool is refused to all persons having any contagious disease, infectious conditions such as colds, fever, ringworm, foot infections, skin lesions, carbuncles, boils, inflamed eyes, ear discharges, or any other conditions which has the appearance of being infectious. Persons with excessive sunburn, abrasions which have not healed, corn plasters, bunion pads, adhesive tape, rubber bandages, or other bandages of any kind are not permitted

Any person under the influence of alcohol or exhibiting erratic behavior shall not be permitted in the pool area.

No food, drink, gum or tobacco will be allowed in other than where there are specially designated and controlled sections of the pool area.

All persons will be required to take a shower in the nude with soap and warm water before being allowed in the pool area and bathers who leave the pool area for any reason, are required to shower before returning to the pool.

Shoulder length or long hair must be pinned up and secured; bathing caps preferred.

Personal conduct within the pool facility must be such that the safety of self and others is not jeopardized. No running, boisterous or rough play, except management-supervised water sports, is permitted.

People in street shoes, and other spectators, are not allowed in the pool, on the pool deck, and in the "wet" areas of the bathhouse.

Spitting, spouting of water, blowing the nose or otherwise introducing contaminants into the pool is not permitted.

Glass, soap, lotion or other material which might create hazardous conditions or interfere with efficient operation of the swimming pool shall not be permitted in the swimming pool or on the pool deck.

All apparel worn in the pool shall be clean and sanitary.

Diving in shallow water is not permitted.

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WHAT TO DO IN CASE OF A FIRE:

The building in which you reside is not fire proof but does have certain firewalls protecting one area from another. In most cases, fire will not travel beyond these walls, frequently staying localized in the area of its source. There are fire-resistant inside stairways leading down to the ground floor. Residents and their families are advised to familiarize themselves with these exits.

In addition, there are fire extinguishers located in several locations on each floor. Please familiarize yourself with their location.

The buildings are equipped with hall smoke detectors, alarm horns, and pull box switches connected to an alarm service. Any signal will activate the alarm and plans to evacuate the space should be immediately implemented.

The following lifesaving rules are excerpted from the **Official Fire Prevention Bureau Booklet:**
Please report any theft or tampering with the Fire Extinguishers.

If a Fire occurs **IN YOUR UNIT:**

- Call the Fire Department immediately at **911**. Give floor, Unit number, and street address.
- Without further delay, leave your Unit. Be sure to close the door behind you to prevent spread of heat and smoke, **BUT LEAVE IT UNLOCKED** so that firemen can enter.
- Alert other occupants on your floor and in the building by sounding the alarm.
- Use the closest exit stairway. **CLOSE THE STAIRWAY DOOR BEHIND YOU.** Once you are in the stairway, you are in an area of safe refuge and can take your time descending.
- **DO NOT ATTEMPT TO USE THE ELEVATOR**, as it may already be out of service, malfunctioning or not readily available. In addition, the Fire Department will need to use all operable elevators at the time of their arrival in order to gain quick access to the fire area.

*If there is a Fire or Smoke **NEAR YOUR APARTMENT:***

- Immediately call the Fire Department at **911**. Give floor, Unit number and street address.
- **DO NOT ASSUME THAT SOMEONE ELSE HAS ALREADY CALLED.**
- Before trying to leave your Unit, place your hand on the door, palm down. If the door feels warm to the touch after 5 seconds. **DO NOT ATTEMPT** to open the door, as this increases the presence of a dangerous fire condition in the corridor.

Individual Smoke Detectors in these units are hotwired. In addition, it is highly recommended that Unit Owners purchase their Homeowner's Condominium Insurance and that Tenants/Renters purchase individual insurance covering their personal property.

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These additional procedures were developed by the National Fire Protection Association and are outlined below:

Safety

- Plan for a fire before a fire occurs.
- Know the location of exits.
- Recognize the sound of the fire alarm.
- Know how to activate the alarm.
- Know how to notify the Fire Department.
- If you discover a fire, sound the alarm and exit.
- Sound the fire alarm, no matter how small the fire seems to be. Close all doors behind you, especially the door to a burning room m.
- Proceed directly to the exit. **DO NOT USE THE ELEVATORS**. Go quickly and calmly to the ground floor and exit immediately. In all instances, follow the directions of fire and security personnel. Stay calm if your exit route is blocked by smoke
- Crawl low in smoke. The air is easier to breathe near the floor.
- If trapped in a room, close the doors between you and the smoke. Seal cracks around doors and vents.
- If possible, open windows slightly at the top and bottom to let fresh air enter.
- Signal at the window to rescuers. If there is a phone in the room, give the Fire Department your exact location, even if they are on the scene.

**Castilian Court and Glencove Estates:
Rules & Regulations**

RULES & REGULATIONS: LEASE:

1	<p>Notice of Leasing: It shall be the responsibility of any owner leasing or allowing a sublease of his or her condominium unit to notify the Board of Directors through the Management Company of that action by fully completing and submitting the Notice of Lease and Tenant Information Report, as incorporated on the following page. This notice must be submitted no less than 15 days prior to the start of the lease or sublease.</p>	\$25 for each violation.
2	<p>Responsibility: Any Unit owner leasing or subleasing his/her unit shall be responsible for the acts of that tenant.</p>	\$25 for each violation plus the cost of any damages.
3	<p>Lease Subject to Declaration: All leases must be made subject to the provisions of the Declaration. So that there is a clear understanding, owners are to include wording in the lease to apprise the tenant of the fact that the use of the Condominium Unit is covered under the Declaration/Bylaws and Rules and Regulations of the Castilian Court and Glencove Estates Condominium Association. All matters are enforced against the owners and he or she should be in a position to enforce the same against a tenant. The following or similar wording shall be included as a clause in any lease: <u>Condominium Association</u>: "Lessee acknowledges that the demised premises is a condominium unit within, and the use of which, is governed by a Declaration of Condominium Ownership for the Castilian Crts. Condominium, the Bylaws attach thereto and further implemented by Rules and Regulations adopted by the Board of Directors. Lessee agrees that this lease and occupancy thereby will be subject to, and lessee shall abide by and obey, said declaration/ Bylaws and Rules & Regulations as amended from time to time. The failure of the lessee to comply with the terms of the Declaration shall be a default under the Lease." Upon request or upon notice of leasing, the Management Company will submit a copy of the Rules and Regulations to the tenant.</p>	<i>No fine involved</i>

**Castilian Court and Glencove Estates:
Rules & Regulations**

4	<p>All leases must contain the following terms and clauses:</p> <ul style="list-style-type: none"> • The lease must specify that NO PETS are allowed • The lease <i>cannot</i> have an automatic renewal. <p><u>The lease will be immediately terminated if, by vote of the Board, the lessee or other occupant of the Unit is deemed to have gross disrespect for the rules or to have been a major nuisance to the other residents.</u></p>	\$25 for each violation, plus the cost of any damages.
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RULES & REGULATIONS: SALE:

1	Any Unit Owner, upon entering into a contract for the sale of his/her Unit shall give notice in writing to the Board of Directors in care of the Management Company, of the pending sale. Said notice shall be in the form attached on the following page.	\$25 per violation.
2	In the event the sale is consummated, notice shall be given of the closing in the second form attached.	<i>No fine involved</i>
3	<p>Management has been authorized to provide copies to the seller or buyer of a unit all materials and information prescribed by the Condominium Act including, but not limited to:</p> <ul style="list-style-type: none"> - A statement of the status of assessments on the subject unit. - Budget and other financial information. - Declaration/Bylaws/Rules and Regulations. <p>A nominal photocopy charge may be made for the above.</p>	<i>No fine involved</i>
4	The Management Company must be notified of all ownership changes. Failure to do so, is subject to fine.	\$25 for each violation

**Castilian Court and Glencove Estates:
Rules & Regulations**

LEASING AND SELLING A UNIT A. Sale Form

**CASTILIAN COURT AND GLENCOVE ESTATES CONDOMINIUM ASSOCIATION
NOTICE OF PENDING SALE**

TO: Board of Directors/Castilian Court and Glencove Estates Condominium Association
C/O Management Company

Unit Number _____ Owner's Name _____

Locker Number: _____

Planned date of Move(s) _____

Parking Space: _____ Home Phone: _____

Work Phone: _____

Owner Address: _____

Buyer Name(s): _____

Present Address: _____

Planned date of Move(s) _____

Date of Contract: _____

Will a Deed be passed when closed? YES NO

Does new owner intend to occupy the unit? YES NO

Approximate Closing date: _____

Please send the following Condominium documents to:

Statement of Assessment status _____ Other _____

Most recent budget _____

Declarations _____

By-Laws _____

Rules & Regulations _____

**Castilian Court and Glencove Estates:
Rules & Regulations**

LEASING AND SELLING A UNIT B. Lease Form

CASTILIAN COURT AND GLENCOVE ESTATES CONDOMINIUM ASSOCIATION

NOTICE of Intent to Lease

TO: Board of Directors/Castilian Court and Glencove Estates Condominium Association
C/O Management Company

Unit Number _____ Owner's Name _____

Locker # _____

Parking Space: _____ Home Phone: _____

Work Phone: _____

Owner Address: _____

Tenant's Name(s): _____

Present Address: _____

Home Phone: _____

Work Phone: _____

Names of all occupants: _____

Pet: _____

Automobile: Make/Model/License Number: _____

Lease Begins: _____ Lease Ends: _____

Scheduled Move-in date: _____

Rental Rate: \$ _____ per month

Lease must include clause that occupancy is subject to the Declaration/Bylaws/Rules and Regulations of the Castilian Court and Glencove Estates Condominium Association.

Have you provided a copy of the Rules and Regulations to tenant? YES NO

Note here if you want manager to send information packet to tenant: YES NO

**CASTILIAN COURTS CONDOMINIUM ASSOCIATION
RESOLUTION TO AMEND RULES AND REGULATIONS**

- **Barbecue Grill Ban**
- **Move in / Move out fees**

Effective OCTOBER 4, 2021

We, the undersigned, being a majority of the Board of Directors of Castilian Courts Condominium Association (the "Association"), at a meeting duly called, with proper notice served, do hereby pursuant to the Declarations and By-Laws of the Association, adopt the following resolution amending the Rules and Regulations, and give consent to the taking of the following action:

WHEREAS, Article V, Section 6 of the Association Declaration/By-Laws authorizes the Board, from time to time, to adopt or amend such rules and regulations governing the operation, maintenance, beautification and use of the common elements and the units as it sees fit, and the unit owners shall conform to, and abide by, such rules and regulations;

NOW THEREFORE, LET IT BE RESOLVED that the Rules and Regulations be amended and adopted for the section labeled Rules & Regulations: Balconies and Patios of the General Rules and Regulations on Page 11 to AMEND paragraph 1 to state as follows:

1.	Patios and balconies cannot be used for permanent <u>or</u> temporary storage. Only lawn furniture in good repair and plants may be kept on the patios and balconies. Cable dishes must follow guidelines established by the Board and the necessary government agencies.	\$25.00 per violation
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NOW THEREFORE, LET IT BE RESOLVED that the Rules and Regulations be amended and adopted for the section labeled Rules & Regulations: Balconies and Patios of the General Rules and Regulations on Page 12 to ADD paragraph 8 to state as follows:


8.	NO GAS (PROPANE OR OTHER) OR CHARCOAL GRILLS WILL BE PERMITTED ON ANY PATIO OR BALCONY. Electric grills will be permitted. Violators will be provided written warning and fine. NON-COMPLIANCE will result in legal action. Offenders will be responsible for all legal costs	\$200.00 per violation
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NOW THEREFORE, LET IT BE RESOLVED that the Rules and Regulations be amended and adopted for the section labeled Rules & Regulations: SALE on page 20 to ADD paragraph 5 to state as follows:

5.	Prior to the release of any PAL (paid assessment letter) on the sale / purchase of any unit, the Seller and Purchaser shall each deposit the non-refundable \$100.00 fee to the Association.	Non-Refundable \$100.00 due by Seller \$100.00 due by Buyer
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NOW THEREFORE, LET IT BE RESOLVED that the Rules and Regulations be amended and adopted for the section labeled Leasing and Selling a Unit of the General Rules and Regulations on Page 21 per the attached documents.

ADOPTED; this 4 day of October, 2021 at Glenview Illinois.



President



Vice President