

**SHERWOOD CONDOMINIUM
BUILDING RULES AND REGULATIONS
Revised 11/19/01**

INTRODUCTION

Dear Owner:

The attached Rules and Regulations have been carefully prepared to provide all owners with a set of procedures, policies and regulations designed to assure you of a comfortable and cordial living environment. If followed by each of us, they will enable our Sherwood Condominium community to function smoothly and cooperatively. Please ask each member of your household to read this carefully.

Your unsolicited suggestions and recommendations for improving these rules and regulations are always welcomed by the Board of Directors. Please submit all suggestions and recommendations in writing.

Thank you,
Sherwood Board of Directors

TABLE OF CONTENTS	SECTION
Introduction.....	1.0
Unit Occupancy Rules.....	2.0
Selling/Buying a Unit.....	3.0
Moving.....	4.0
Security.....	5.0
Safety.....	6.0
Fire Safety.....	7.0
Insurance.....	8.0
Consideration of Fellow Residents.....	9.0
Balconies.....	10.0
Garages & Outdoor Parking Spaces.....	11.0
Common Areas.....	12.0
Bicycle Storage.....	13.0
Building Exteriors.....	14.0
Waste Disposal.....	15.0
Pets.....	16.0
Alterations to Units.....	17.0
Grievance Policies.....	18.0
Payment Policies.....	19.0

APPENDICES

Prospective Owner's Data Sheet

Notice of Violation

Violation Complaint – Witness Statement

Notice of Determination

Fire Safety Information

Vehicle Registration Form

UNIT OCCUPANCY RULES

No arrangements currently existing as of December 1997 between a unit owner and specific persons now occupying a unit with the owner shall be disturbed by these rules.

- 2.1** Each owner shall occupy his/her unit as a residence for said owner and/or the owner's family (whether related by blood, marriage or adoption). For the purposes of these rules, the word "owner" is taken to mean any person, bona fide beneficiary of a trust, shareholder or executive officer of a corporation, or partner of a partnership, holding legal title to a unit ownership.
- 2.2** No more than one person may occupy the unit with the owner or the owner's family as a non-rental occupant. However, nothing in this provision shall be construed to allow boarding house type arrangements, individual room rental arrangements, student dormitory arrangements, hotel arrangements, transient occupancy for compensation arrangements, temporary residence exchanges of more than one year, all of which are prohibited regardless of the presence of the owner or the owner's family member.
- 2.3** With respect to hardship situations involving sudden job transfer, sabbaticals, illness entailing an extended stay in a health care institution, or the death of an owner, the Board must grant permission to an owner to lease or rent his/her unit to a specified lessee for a period of not less than six consecutive months nor more than twelve consecutive months, or on such other reasonable terms as the Board may establish. Such permission shall be granted by the Board only upon written application by the owner to the Board, and the Board shall respond to each application in writing within thirty days of the submission thereof. Should lease be permitted by Board unit owner must provide the Association with a copy of the lease and executed lease rider no fewer than ten days prior to occupancy. All tenants must be provided a copy of the Rules and Regulations and must follow the proper procedures as documented in the section entitled *Moving*. All requests for extension of the original lease must also be submitted to the Board in the same manner as set forth for the original application.
- 2.4** At its discretion, the Board may recognize other circumstances besides those named in the paragraph immediately above as constituting hardship, in which case the Board must grant permission to lease under provisions of the paragraph immediately above.
- 2.5** All occupants of a unit must meet with the Board or its representative prior to taking occupancy of the unit.

SELLING/BUYING A UNIT

- 3.1** The prospective seller must notify the Board of Directors and the Property Manager in writing at least 30 days in advance when planning to sell, providing the name and phone number of the seller's realtor. Please also consider advising other owners, as they might know someone interested in buying the unit.

- 3.2 The seller must furnish their realtor with a copy of the Declaration of Condominium Ownership and a copy of the current Rules and Regulations.
- 3.3 Pursuant to the provisions of Article VIII of the Declaration of Condominium Ownership, the Board has a "right of first refusal" on prospective sales. In order for the Board's "right of first refusal" to be waived, at least 30 days prior to closing the prospective buyer must complete and submit to the Board a Prospective Owner's Data Sheet, available from the Property Manager, which lists the prospective buyer's name, address, phone number and references, and includes an acknowledgment of receipt of the Declaration of Condominium Ownership and the Rules and Regulations and an agreement to abide by them.
- 3.4 Before the closing can take place, (a) the buyer must arrange for all prospective occupants of the unit to be present at an in-person interview with the Board, and (b) a form waiving the Board's "right of first refusal" must be signed by the Board.
- 3.5 House sales and/or Open Houses may be conducted only if the Board is satisfied that security measures are adequate. If an Open House is to be held by the seller's realtor, the realtor must check with the Property Manager as to the proper procedure for having an Open House.
- 3.6 The seller is responsible for accounting for all common-area keys issued (usually four keys per unit). At the time of the sale, common-area keys should be turned over to the Board or the Property Manager so that they can be reissued to new owner.

MOVING

- 4.1 Moves into and out of the building must be scheduled in advance with the Building Superintendent, who will then supervise all moving arrangements as well as the use of the elevator during the move to insure that no damage to the building occurs.
- 4.2 Advise the Building Superintendent of the date of the move so that he may put protective padding in the south elevator. The north elevator must be kept free at all times during moves. Moving must take place through the South Garage only. Owners of the outer parking spaces adjacent to the South Garage entrance must be notified by the moving party of the date and time of the move. This must be done at least 24 hours in advance. Names of the parking space owners may be obtained from the Board or the Building Superintendent. Determine, if possible, the approximate hours the movers will be at the building. It would also be helpful to post a notice on the South Garage bulletin board.
- 4.3 A Moving Permit is required for all move-ins and all move-outs. The Moving Permit is issued upon receipt by the management company of a \$350.00 security deposit. This moving permit must be shown upon request to any Board member or representative of the management company. The Moving Permit shall be substantiated in the form attached hereto as "Exhibit A". The moving security deposit in the amount of \$350 from the seller and \$350 from the buyer must be deposited at the time the sales contract is submitted. This security deposit will be held by the

Association against any damage to the common elements of the building caused by the move. The seller will not receive a return deposit until it has been determined that **all belongings** have been removed from unit and the common elements of the building. Upon completion of the moves into and out of the building, the common elements will be inspected and the security deposit will then be used to cover repairs or returned to the seller and the new unit owner.

- 4.4 To limit inconvenience to those who park in the South Garage, moving hours will be limited to Monday – Friday: 8am – 8pm. The Association reserves the right to stop moves which begin before or extend beyond the above-designated hours.

SECURITY

- 5.1 All entrance doors, garage pass-through and side doors, the back entrance door and garage-to-lobby doors must be locked after entering or leaving the building. Do not leave propped open doors unattended or allow service people to do so. Owners are responsible for this action whether on or off the premises, therefore, please notify all contractors and service people as to this rule. Notify the Building Superintendent if locks do not function properly.
- 5.2 Do not admit anyone into the building except visitors or service people who are expected and can be identified on the intercom. Do not let any stranger follow you through the lobby door. Do not admit unexpected deliveries by buzzer. Go down to the lobby entrance to accept deliveries.
Owners are responsible for retrieving any common-area keys given out to non-residents on a temporary basis. In the case of lost or stolen keys, unit owner is to immediately notify the management company. Each owner may leave a key/keys (include both lower locks as well as any dead-bolts) with the Building Superintendent in the case of an emergency. This does not include lock outs. Neither management nor the Building Superintendent is responsible to unlock your door in the event you are locked out of your unit.
- 5.3 Owners are advised to keep windows locked when away and to always use the bolt lock to secure the unit against intruders.
- 5.4 If planning to be away, arrange with neighbors to pick up mail, newspapers, magazines and packages left on the mail shelf or by your unit door, and arrange for mail to be taken from your mail box.
- 5.5 Notify the Building Superintendent when leaving the building for an extended period of time. It is suggested that owners leave a telephone number where they can be reached and the location of car keys with the Building Superintendent .
- 5.6 Security in the parking garages should include allowing a short period of time (approximately 30 seconds) when entering/exiting garages to determine that door has closed behind your vehicle before pulling forward. This should prevent someone from entering the garage without your knowledge.

SAFETY

- 6.1** The storage area & parking garages are part of the common element of the building. Therefore, no storage of combustible substances will be allowed in lockers or the garage. This would include any flammables or materials that emit offensive odors (i.e., gasoline, turpentine, paint, etc.). Extreme care should be taken if you allow such substances in your individual unit.
- 6.2** The Association assumes no responsibility for loss or damage to articles stored in the lockers.
- 6.3** Car engines must not be run in the garage any longer than necessary. Do not back cars into outside parking spaces.
- 6.4** Electrical equipment must be properly wired following current electrical code and plugged into sockets. Do not leave appliances such as dishwashers unattended during operation. Avoid possible dishwasher flooding by shutting the dishwasher lead-in valve under the sink if leaving for an extended period.
- 6.5** Unit water heaters have an average life expectancy of 10 years. It is recommended that owners replace their tanks in the tenth year. Tanks that burst can cause damage to units below with resultant liability.
- 6.6** Waterbeds are prohibited.

FIRE SAFETY - Telephone 911 for fire, police or ambulance emergency.

- 7.1** **No smoking is permitted in the common areas of the building. These include all hallways, elevators, stairwells, lobbies, storage areas, garages and the laundry room. Please inform guests of this fact.**
- 7.2** **DO NOT USE THE ELEVATORS IN THE EVENT OF A FIRE.**
- 7.3** **Smoke detectors must be installed in your own units and tested every six months. It is recommended that the batteries be changed once a year.**
- 7.4** **Fire hoses are located in all stairwells, and fire extinguishers are located in the lobby halls and garages. Pull stations, as well as smoke detectors, are located on all floors and in the common areas. Acquaint yourselves with their location and use.**

For your information: Fire Safety Tips are included in the appendices of the Rules and Regulations.

INSURANCE

- 8.1 Owners/Residents shall be individually responsible for insuring their personal property in their respective units, their personal property stored elsewhere in the Building, and their personal liability to the extent not covered by the liability insurance for all owners obtained by the Association.
- 8.2 Each unit owner is responsible for the maintenance and repair of interior walls of units, appliances, heating and air-conditioning units, fixtures, carpeting, etc. Each unit owner is also responsible for any damages caused to another unit that is directly attributable to the owner's unit and not from the Common Elements. Tenants, should purchase renter's insurance which would cover their belongings. **All residents should maintain insurance for their personal property.** The Association is not responsible for personal property.
- 8.3 Nothing shall be done or kept in any unit, in the limited common elements or in the common elements which would increase the rate of insurance on the building or the contents thereof, applicable for its intended use, without the prior written consent of the Board of Directors.
- 8.4 Proof of insurance must be sent to management prior to move-in date.
- 8.5 Should you need more information regarding insurance, Article 9 of the Declaration outlines in detail what is considered "sufficient" and "insufficient" insurance coverage.

CONSIDERATION OF FELLOW RESIDENTS

- 9.1 Stereos, compact disc players, televisions, radios, pianos, etc. should be located away from common walls and played at a level so as not to disturb neighbors.
- 9.2 **Doors to unit should be closed quietly and not allowed to slam shut.**
- 9.3 Appropriate floor coverings must be used to reduce noise to the unit below.
- 9.4 Dishwashers, garbage disposals, in-unit laundry equipment, musical instruments or exercise equipment should not be used any earlier than 7:00 a.m. or later than 10:00 p.m.
- 9.5 Children must not be permitted to run or play in the lobby, elevators, hallway, stairwells, garages or driveways. Organized games, sports, play or other activities are prohibited on front lawns, sidewalks, entrances, driveways and in parking garages.
- 9.6 Construction or repair work (such as allowed within rules set forth in the Declaration of Condominium Ownership) which might cause disturbing noises must be carried on between the normal working hours of Monday – Friday: 8:00 a.m. - 6:00 p.m. **Advance notice to your neighbors would be considerate.**

- 9.7 Sunbathing, reading or small social gatherings are permitted only on the North and South grassed areas, provided there is no intrusion on owners' privacy due to excessive noise.
- 9.8 Unit windows should be maintained and kept clean.
- 9.9 Personal items must not be placed in the hallways. This includes mats, strollers, boots, umbrellas, etc.
- 9.10 It is recommended that the parking areas in the alley behind the building be used for car washing. But if washing one's car in the garage, owners are asked to insure that water is not splashed on neighboring vehicles.

BALCONIES

- 10.1 **No floor covering is to be placed on balconies.**
- 10.2 Barbecuing and other forms of outdoor cooking are prohibited on balconies.
- 10.3 No rugs may be beaten on balconies, and dust, rubbish or litter should not be swept or thrown from the balconies.
- 10.4 No clothing or household articles may be hung over the balcony railings.
- 10.5 Decorations are permitted only during legal holidays and as further provided in these rules and regulations.
- 10.6 Bird feeders may not be kept on balconies.
- 10.7 Balconies must not be used for general storage. Only appropriate furniture and flower pots or flower boxes are allowed.
- 10.8 No storage of flammable or bulky items is allowed in the balcony utility closets.
- 10.9 Residents must provide access to the unit and to the balcony associated with the unit in order to allow the Association to make any necessary repairs when, in the determination of the Association, such access is necessary.

GARAGES AND OUTDOOR PARKING SPACES

- 11.1 Specific spaces are assigned for the exclusive use of respective unit owners. Owners may exchange, lease or grant the right to the use and possession of their parking spaces only among

residents of the building. USE OF THE GARAGES AND OUTDOOR PARKING SPACES BY NON-RESIDENTS NOT ACCOMPANIED BY A UNIT OWNER IS PROHIBITED.

- 11.2** Because of fire safety and insurance regulations, no items may be stored in the assigned parking spaces, with the exception of extra tires which act as bumpers. Items left in the parking spaces will be removed by the Building Superintendent.

COMMON AREAS

- 12.1** Parking of motor vehicles or bicycles on the circular front driveway is limited to 10 minutes. Do not park on grass areas. **The driveway is our fire lane and must be kept clear for access by emergency vehicles.** The "no parking in the driveway" sign is the rule for most of the world. The 10-minute exception is for Sherwood owners and those having business with them. Please inform visitors that they are not permitted to park in the circular drive. Failure to comply with these rules will result in towing of the vehicle in violation. Steps will be taken to contact unit owners who have registered their vehicle with the Board before said action is taken. **Visitors can be provided with an Evanston Visitor Parking Permit for District A, available by calling Evanston Parking Systems at 866-2923.**
- 12.2** The lobby and its furnishings are for the use of all owners and should be treated responsibly. The lobby is not to be used as a place to entertain.
- 12.3** Roller-blading and bicycle riding are not permitted in the lobby.
- 12.4** No notices of any kind may be attached to the lobby or elevator walls, without the approval of a member of the Board. There are bulletin boards in the Laundry Room and both garages for such purposes.
- 12.5** Owners are responsible for the cost of repairs or replacement of any damage to Sherwood Condominium caused either by themselves, their guests, their pets or service people working in their units or delivering items to their units.
- 12.6** Anyone found defacing or damaging Sherwood Condominium property will be charged for the repair or replacement of any damaged areas.
- 12.7 Do not ring for both elevators at the same time.**
- 12.8** The locker room corridor must be kept clear at all times. Neither the Board nor the Association of Owners assumes any responsibility for damage or loss of any items stored in the locker areas.
- 12.9** The Laundry Room must be kept neat, machines wiped off and lint removed from the dryer screens after use. Exhaust fans should be turned on when machines are in use and turned off when no machines are operating. Laundry is to be promptly removed from the machines after

completion of the washing and drying cycles. For security reasons, the door to the Laundry Room should be closed and locked when the room is not occupied.

- 12.10** If an owner is expecting delivery of a large appliance or furniture, advise the Building Superintendent in advance so that padding can be put up in the elevator. To prevent damage to the front doors, large items should be delivered through the South Garage.

BICYCLE STORAGE

- 13.1** There is a limited number of space in the bike racks located in the south and north garages. Bicycle owners are requested to alternate the positions of their bikes (front tire forward/back tire forward) in the racks as to accommodate as many bikes as possible. Those who currently have bikes in the racks, but find that they do not use them any longer, are requested to either consider selling said bicycles or removing them to storage lockers so that the space may be utilized by those who ride their bicycles on a regular basis.
- 13.2** All bicycles should be taken in and out of the building through the garage entrances or exits only not through the building or the side exits into the yards.
- 13.3** Bicycles are prohibited from being parked at or in front of the main entrances of the buildings. Should you have guests arriving by bicycle, the Board requests that you allow them to bring their bikes into the garage for lock-up, rather than having them lock their bikes to trees or the light pole in front of the building.

BUILDING EXTERIORS

- 14.1** Awnings, radio or TV antennas, shutters, canopies, air conditioning units or other equipment are not permitted to be installed in, through or upon the exterior of the building, or any door, window or roof.

WASTE DISPOSAL

- 15.1** Everything going into the trash chute must be put into plastic garbage bags and securely fastened at the top before disposal into the chute. Wet garbage should be double-wrapped. Plastic garbage bags may be obtained from the Building Superintendent. Cat litter must be enclosed in containers that will not tear open on the way down the chute. If the garbage chute is backed up with trash, unit owners are then responsible for bringing the trash down to the alley dumpster. If you should have large items for removal such as furniture, appliances, carpeting, etc., please call the Evanston Sanitation Department at 866-2940. These items need to be placed in the alley beside the dumpsters.

- 15.2** Recycling of newspapers, cans, glass and plastic is strongly encouraged. The building's recycling containers are located in the North Garage. Cans, plastic and glass must be washed before placing them in the containers to avoid odors and insects. Do not put plastic bags in with the newspapers.
- 15.3** Glass containers must not be thrown into the trash chute. They should either be recycled or washed and placed on the floor of the trash chute closet. Broken glass must be wrapped securely, clearly marked as "Broken Glass" and placed on the floor of the trash chute closet to avoid injury to those responsible for pick-up and disposal.
- 15.4** Large items for discard must not be placed outside the garbage room doors or in the stairwells. Items which do not fit inside the garbage rooms must be taken down and placed in the large trash dumpsters located outside the rear door.
- 15.5** Trash chute room doors should be kept closed.
- 15.6** Fats of any kind, liquid or solid, and fibrous vegetables must not be put into sink garbage disposals. Doing so causes pipes to clog, which in turn causes sink back-ups.

PETS

- 16.1** Dogs or cats only are permitted but must not exceed 25 pounds mature weight. Birds and aquarium fish are permitted, but exotic pets, e.g. large reptiles, wild rodents, etc., are not allowed. If in doubt, owners should check with the Board.
- 16.2** Pets must not be allowed to relieve themselves on the landscaped areas of the building and adjacent walks and driveways. Observe the Evanston ordinance and clean up after them.
- 16.3** Dog owners should inform the Building Superintendent if, after walking their pet, it inadvertently tracks outside material onto the lobby and/or hall carpeting. Should an "accident" occur in the elevator, please have the courtesy to clean-up after your pet.
- 16.6** No breeding of pets.

ALTERATIONS TO UNITS

- 17.1** Any resident who desires to make any changes to the structure of his/her unit, such as modifying bathrooms, removing or adding walls, having work performed on the electrical, plumbing, HVAC or other systems, is required to notify the Board of Directors in advance of commencing any such work. The Board requires that the following requirements be met:

1. That the City of Evanston be notified in advance and a building permit be obtained with a copy forwarded to the Board.
 2. Copies of plans and specifications must be submitted to the Board of Directors, in advance of any work being performed.
 3. The board of Directors must approve, in writing, any modification prior to work commencing.
 4. Any work to be done must be designed and supervised by a licensed architect or engineer of proper discipline.
 5. The Board of Directors reserves the right to retain the services of a qualified contractor to inspect the work to be assured that there has been no damage to the structural integrity of the building or systems, and that all work is in compliance with local codes and ordinances. The cost of the inspection shall be the responsibility of the unit owner.
- 17.2** Any new windows to be installed must conform on the exterior with either white vinyl or white vinyl-clad. Consult with the Board before installing.
- 17.3** In-unit laundries are allowed, but venting them to the outside is specifically prohibited, as this would involve common elements. An owner wishing to put in a laundry unit should first contact the Board to insure that plumbing and electrical connections fit with the building's present utilities.
- 17.4** Venting of any type of appliance to the exterior of the building is not allowed.

GRIEVANCE PROCESS

- 18.1** If someone is believed to be in violation of any of the provisions of the Declaration and bylaws or the Rules and Regulations, a signed written complaint must be submitted to the managing agent or a member of the Board of Directors.
- 18.2** Forms for this purpose are available through the management office (copy attached). Completed forms are to be given to a Board Member, Management Company or can be dropped in the Condominium Mailbox in the front lobby.
- 18.3** The Board, upon receipt of complaints, will investigate in a timely manner. If the violator chooses not to cease the action, the Board will then issue a written notice informing him/her of a time and place where the Board of Directors or its duly authorized committee, will conduct a hearing to review the complaint. At that time, the party will have an opportunity for defense. Should violator choose not to be present for the hearing, they will be assumed guilty by default and all rights for appeal automatically waved.

- 18.4** All hearings will proceed with or without the presence of the named owner, so long as notice has been sent in advance. The findings of the hearing will be submitted to the Board of Directors, for disposition at its next regularly scheduled meeting.
- 18.5** If the complaint is found to be valid, the Board will notify the party in writing and a fine may be charged to the assessment account of the owner of the unit in which the person resides and will be collected with the monthly assessment.
- 18.6** There may be a fine imposed for each violation provided that the party has not been fined for the same violation within the last year. If the party involved continues to violate the rule or regulation in question the fine will be increased, unless otherwise stated.
- 18.7** In the event of any violation of the Rules and Regulations, Declaration or Bylaws of the Association, the Board reserves the right to pursue any and all legal remedies to compel enforcement. Any and all costs and attorney's fees shall be assessed to the account of the offending owner at the time they are incurred.
- 18.8** Unless otherwise stated in these Rules and Regulations fines shall be levied at the amount of:
First offense - \$50.00
Second offense - \$100.00
Third and subsequent offenses – Amount to be determined by Board of Directors.
- 18.9** The Board of Directors or its agents, without notice or hearing, shall have the right to bring an action at law or in equity against the owner and/or others as permitted by law.

PAYMENT POLICIES

- 19.1** Monthly assessment payments are due by the first of each month. Pursuant to the provisions of Section 9(g)(1) of the Illinois Condominium Act, a late charge of \$25.00 will be imposed on monthly assessment payments received after the fifteenth of the month. In regards to special assessments: legal fees will result and interest fees accrued due to lack of payment. Unit owner will be responsible for said fees and charged on their next assessment bill.

**Sherwood Condominium
2025 Sherman Ave.
Evanston, IL 60201**

PROSPECTIVE OWNER'S DATA SHEET (PAGE 1 OF 3)

DATE _____ UNIT NUMBER _____

NAME OF PROSPECTIVE BUYER/S (NAME/S OF PERSON/S ON DEED):

1. _____

2. _____

Current Address _____

City/State/Zip _____

Telephone (day) _____ (evening) _____

PERSON TO BE BILLED FOR
MONTHLY ASSESSMENT _____

Address (if different from above) _____

City/State/Zip _____

Telephone (day) _____ (evening) _____

BANK REFERENCES:

Bank Name _____

Address _____

City/State/Zip _____

Account type _____ Name of Bank Contact _____

OTHER REFERENCES:

Name _____

Address _____

City/State/Zip _____

Telephone (day) _____ (evening) _____

Name _____

Address _____

City/State/Zip _____

Telephone (day) _____ (evening) _____

LOCATION THE OCCUPANT WILL MOVE FROM

Address _____

City/State/Zip _____

Telephone (day) _____ (evening) _____

NAMES OF PERSON/S (OTHER THAN BUYER/S) WHO WILL OCCUPY UNIT:

1. _____ Relationship to owner _____

2. _____ Relationship to owner _____

3. _____ Relationship to owner _____

4. _____ Relationship to owner _____

ACKNOWLEDGMENT OF RECEIPT AND AGREEMENT:

I have received, read and agree to abide by the terms and conditions of the Sherwood Condominium's Declaration of Condominium Ownership and current Rules and Regulations.

Signature _____ Print Name _____ Date _____

Signature _____ Print Name _____ Date _____

**Sherwood Condominium
2025 Sherman Ave.
Evanston, IL 60201**

NOTICE OF VIOLATION

Date: _____

TO: Unit Owner: _____

You are hereby notified, as the owner of Unit _____, that a Violation Complaint form has been submitted, accusing you of violating the Association's Declaration, ByLaws, or Rules and Regulations regarding:

The violation was alleged by : _____

You have a right to present a defense and evidence regarding this accusation. After hearing the case, the Board will determine if a violation occurred and if a fine should be levied.

Sincerely,

Board of Directors
Sherwood Condominium Association
2025 Sherman Avenue – Evanston, IL 60201

**Sherwood Condominium
2025 Sherman Ave.
Evanston, IL 60201**

VIOLATION COMPLAINT – WITNESS STATEMENT

PLEASE NOTE: A Violation Complaint must be completely filled out or the complaint will not be considered valid by the Board. After the report has been filed, it will be necessary for you to appear at a hearing. The violator also will be asked to attend this meeting. After hearing this case, the Board will determine if a violation occurred and if a fine should be levied.

Offender's Name: _____

Unit Number: _____ Violation Location: _____

Date of Violation: _____ Approximate Time: _____

VIOLATIONS: _____

Were any photographs taken? Yes _____ No _____

If so, by whom? _____ Date taken: _____

Attach all photographs to this form or forward them as soon as possible.

Name of others present: _____

Report Submitted by: _____
(optional)

Phone: _____ Unit Number: _____

I have made the above statements based on my personal knowledge. I will cooperate with the Association and its attorneys to provide additional statements or affidavits, and, in the event of a hearing or trial, I will appear to testify as a witness.

Signature: _____ Date: _____

**Sherwood Condominium
2025 Sherman Ave.
Evanston, IL 60201**

NOTICE OF DETERMINATION REGARDING VIOLATION

TO: Unit Owner _____

On this _____ day of _____, _____, the Board found you to be in violation of the Declaration, Bylaws, or Rules and Regulations of the Association regarding:

This was violated by: _____

The Board has taken the following action(s):

- The Board has determined that no violation occurred.
- The Board has determined that a violation has occurred. Accordingly, costs and expenses of the enforcement in the amount of \$ _____ have been assessed against your unit and are now due.
- Damages, expenses and administrative charges in the total amount of \$ _____ have occurred and are now due.
- Legal expenses in the amount of \$ _____ have been incurred by the Association and are now due.
- Damages have occurred or an architectural violation exists as charged in the complaint, and you are hereby notified to have the damages or violation corrected or repaired at your own expense.
- As a result of a second or subsequent violation, we have been instructed by our attorneys to inform you that the legal proceedings will be instituted if further violations occur, and the expenses incurred will be assessed to you.

Sincerely,
Board of Directors, Sherwood Condominium Association
2025 Sherman Avenue – Evanston, IL 60201

**Sherwood Condominium
2025 Sherman Ave.
Evanston, IL 60201**

FIRE SAFETY INFORMATION

Consideration should be given to the following procedures in the event of an activated fire alarm:

1. All occupants should prepare to immediately exit the building.
2. Check the front door for heat by feeling the door with your hand.
3. If the door does not feel warm to your touch, then brace the door and check the hallway for smoke and/or fire.
4. If you exit your unit, make sure the door closes behind you and proceed to the ground floor by use of the nearest stairway. **Do not use elevators under any circumstances.**
5. If there is any indication of smoke or fire in the building by this time, continue directly to the outside of the building.

The philosophy on fires in multi-story buildings is for all occupants to evacuate the area. In the event that the smoke or heat levels are too severe to allow travel out of a particular area of the building, or if an invalid is involved, then follow the procedures below:

1. Keep your front door closed.
2. Seal off the bottom of door and any other openings where smoke would enter with wet towels or linens. Duct tape is also useful in sealing the door.
3. If conditions continue to worsen, hang a sheet or blanket from your window indicating to the fire department that you wish to be rescued... A whistle is also a very useful tool in attracting attention to your location.

Obviously, the safest place for you to be in a multi-story fire is outside the building. But, if this is not possible, the next best place is right in your living unit.

***The roof of the building is not an emergency exit ***

For additional information, contact the Evanston Fire Department.

The Non-Emergency Telephone Number is 866-5095. **In case of an emergency dial 911.**

Please take note of the fire extinguishers and fire hoses located on each floor. Notify the management company if you notice any irregularities in this equipment. Tampering with this equipment is a criminal offense.

Smoke Alarms within the units should be checked regularly to insure proper working condition.

NOTE: Smoke alarms must be installed pursuant to Evanston fire code. Installation is at the expense of the individual unit owners.

The circular drive in front of the building is the fire lane for the building. In case of emergency this drive needs to be clear, thus the significance of not abusing the 10-minute parking privilege. Should we be in need as a community, or one of our neighbors in need of emergency care, it is important that this area be available for emergency vehicles to have access to the building.

Sherwood Condominium Association Vehicle Registration

The abuse of parking in the circular drive directly in front of the building can be a great danger for us as a community. In the event that emergency vehicles need access to the building, such access would be hindered by the presence of vehicles parked in this drive. **This driveway must be readily available for access by emergency vehicles.**

Therefore, the Board of Directors is requesting vehicle information from all owners. Any owner who observes a violation of the “no parking in the driveway” policy may contact a Board Member, or Frank Holzer, who will have access to this list. If a violation of our parking regulations occurs, every attempt will be made to contact unit owners registered to request that the vehicle be removed from the circular drive. If the owner is not located in a timely fashion, the vehicle will be towed at owner’s expense. **This will apply to all drivers who refuse to respect the “no parking” sign posted in the circular drive, resident or non-resident.** Vehicles not registered with the Association will be towed automatically.

The “no parking in the driveway” sign is the rule for most of the world. However, Sherwood regulations state that parking of motor vehicles or bicycles on the circular front driveway is limited to 10 minutes. This 10-minute exception is for Sherwood owners and those having business with them, (i.e. delivery vehicles such as UPS, Federal Express, or grocery deliveries). This “exception” can be greatly abused. Please inform all other visitors, including family who may visit on a regular basis, and contractors working for you, that they are not permitted to park in the circular drive. Visitors can be provided with an Evanston Visitor Parking Permit for District A, available by calling Evanston Parking Systems at **866-2923**. **Contractors should deliver materials into the building through the south garage.**

Please be respectful and courteous to your fellow neighbors. Delay of emergency care due to blocked access could prove hazardous to those concerned, therefore, the Board respectfully requests that all adhere to this policy.

Please fill out the form below and return to the Condo Association Mailbox. Thank You!

Sherwood Vehicle Registration

Unit #: _____ Owner/s: _____

Vehicle Make: _____ Model: _____ Color: _____

License Plate #: _____ State Issued: _____

Primary Driver: _____

Vehicle Make: _____ Model: _____ Color: _____

License Plate #: _____ State Issued: _____

Primary Driver: _____