

**RULES AND REGULATIONS GOVERNING USE AND OCCUPATION
OF UNITS OF THE TOWN HOUSE CONDOMINIUM
718 South 7th Street, Springfield, IL 62703**

1) The maximum number of individuals allowed to reside in a unit, based on the number of bedrooms per unit, is as follows:

Three bedroom units:	five (5)
Two bedroom units:	four (4)
One bedroom units:	two (2)

2) No person may be the unit owner, in whole or in part, of more than three units. For purposes of this ownership limitation, if a person has any ownership or beneficial rights in a corporation, partnership, trust, or other legal entity capable of holding title to real property that is a unit owner, such ownership by that person constitutes ownership of a unit.

3) The maximum number of units, or the maximum undivided interest in the common elements appurtenant thereto, leased, assigned, transferred, or in any other manner occupied by any person other than the unit owner shall not exceed fifteen percent (15) of the total number of units or fifteen percent (15%) of the total percentage of common elements, respectively. This section 3 pertains only to units whose ownership is sold or transferred after the effective date of this section 3. Notwithstanding the previous restrictions of this section 3, a unit owner occupied unit may be leased to a person other than the unit owner after the termination of the unit owner's occupancy.

4) Children are not permitted in the garden unless accompanied by an adult. Residents are responsible for any damage caused by their children or guests.

5) Residents shall not make or permit any disturbing noises or unlawful, noxious or offensive activities in the building by themselves, their families, friends or employees nor shall they permit anything to be done that will interfere with the rights, comfort and convenience of other residents.

6) Residents and their employees are expressly forbidden from sweeping or throwing anything out of windows, doors or balconies or on to the halls, stairways or elevators.

7) No garbage kitchen supplies, rugs, plants, umbrella stands or other articles shall be placed or left on the stair landings or in any of the common hallways.

- 8) The toilets, basins and other plumbing fixtures shall not be used for any purpose other than those for which they were designed, nor shall any sweepings, rubbish, rags or other improper articles be thrown into the same.
- 9) No dogs, cats, birds, fish, or reptiles or any other animals shall be kept on the premises or any part of the building or grounds.
- 10) Garbage chutes are provided for the use of the residents on each floor at convenience locations, but no volatile or highly flammable materials shall be disposed of through the use of such chutes. All refuse, garbage and newspapers disposed of through such chutes shall be wrapped or placed in paper bags.
- 11) Alteration or replacement of locks on any door is prohibited.
- 12) A storage locker will be provided for the use of each resident in the basement of the Town House for the storage, at resident's risk, of his personal belongings, provided, however, that nothing shall be store in said locker containing alcohol, oil, grease, or any flammable matter. Also, per fire code, no item shall be stored on top of a storage locker.
- 13) Parking on the front driveway is permitted only for picking up or discharging passengers and a driver must be in the car at all times.
- 14) Residents shall not hang anything from windows or balconies and shall not interfere in any manner with any part of the heating, lighting, refrigeration or cooling apparatus.
- 15) All telephones must be installed by resident in accordance with building specifications.
- 16) Residents shall not sit on balcony rails or place any article or articles thereon.
- 17) Small metal picture hangers and small wire nails are to be used for pictures, mirrors, etc. Before inserting picture/mirror hangers, please check with the maintenance staff for concealed wiring and piping locations.
- 18) All Rules pertaining to the balconies also pertain to the garden units.
- 19) Exterior parking spaces will be assigned to only those residents who own a car. Each unit will be limited to one exterior, assigned space. The parking lot will be used for the sole purpose of parking your personal vehicles. There will be no storage of items on the lot other than your personal vehicle, and there will be no work done on vehicles on the lot or in the garage. No parking spaces will be assigned along the east wall of the parking lot, so that these spaces will be available for visitors, Town House employees, domestic workers, contractors' employees, etc.

20) Residents may rent garage space and the rental fee will be payable on or before the first day of each month. If no garage space is available, resident's written request for garage space will be filled in date order and will be honored as space becomes available.

21) Cooking fat and grease of any form must not be put down the drains. Pans should be wiped out with paper towels.

22) Washers and dryers are not permitted in the units because of the size of drains. An owner who presently has a washer and dryer installed will be required to remove them prior to selling or leasing the unit.

23) Laundry, groceries, and large items must be transported in the service elevator. Grocery carts must be returned to the service area on the first floor level (IR) immediately after use. (Amended 6/22/07)

24) An open house for the purpose of selling a unit will not be permitted, for security reasons.

25) A unit owner must give the Board prior written notice of the proposed sale, devise, lease or otherwise transfer of a unit, as described in the By-laws of the Town House Condominium Association. The proposed Lessee or proposed Unit Owner ("Applicant") must submit to a background check, including, but not limited to, credit history and criminal history. The Association shall pay for an outside firm to conduct the background check. The Applicant shall sign an authorization form allowing the Board to conduct the background check. If the Applicant refuses to sign the authorization form, the transaction shall be automatically disapproved. The Board may reject any Applicant who has a credit score lower than 600 (Beacon Scoring System) or a previous criminal conviction. Within 30 days after receipt of such notice, signed authorization form, and any other additional information, the Board shall approve or disapprove the transaction in writing. The failure of the Board to act within such 30 day period shall be deemed to constitute approval. The Board's decision shall be based solely on legitimate business purposes without regard to race, color, religion, sex, or national origin and will comply with all federal and local statutes including, but not limited to, the Fair Housing Act, American with Disabilities Act and local anti-discriminating laws and rules promulgated thereunder. (Amended 3/5/03)

26) An in-house sale of a resident's furniture and household items is permitted, provided that no advertising is done. A notice of such sale can be posted on the bulletin board. Any outsider must come as the guest of a resident who will be responsible for that person while they are in the building.

27) The Colonnade Room or Garden may be reserved for a 24 hour period by residents by contacting the Front Desk. A \$50.00 deposit will be required for each use of the Room or Garden if the party consists of more than ten (10) persons or any usage where food or drink is served. The deposit will be returned if there is no damage to the Room or Garden and if the Room or Garden has been vacated and cleaned to its original condition within the 24 hour reservation period.

28) All window coverings visible from the exterior must be uniform throughout the building. The original sun drapes must be replaced at the current owner's expense with vertical blinds that meet Home Owner Association specifications before the unit can be sold. Please contact the Building Engineer for a description of the vertical blinds that meet HOA specifications. (Amended 6/22/07)

29) Smoking is not allowed in the indoor common elements.

30) The mail boxes (by unit number) behind the counter in the Town House lobby must be used for any and all unsolicited handouts. A person distributing a handout must sign and date the handout and identify his unit number on the top of the first page in print no smaller than the lettering contained in the title or body of the handout. If at any time this method of transferring unsolicited handouts becomes a nuisance to be the unit owners or the Town House staff, this method will be discontinued or revised. Residents are urged to report any other unsolicited communications to a Director or staff member.

31) In the event of any dispute or disagreement between any unit owner relating to the property or any questions of interpretation or application of the "Rules and Regulations," the determination by the Board shall be final and binding on each and all of such unit owners.

32) All residents of The Town House will abide by the Security Procedures.
(Added 4/15/04)

33) All renovations within units must be approved by the Building Engineer in advance. (Please request an up-to-date copy of "Renovating Your Unit".)

34) Appliances that use more than 1500 watts of electricity are not permitted in the units or on balconies. This includes electric fireplaces. Stoves and ovens that use the building's 220 volt service are excluded.

35) Motorized exercise equipment, high-impact exercise equipment and heavy weight lifting equipment are not permitted in the units.

9/29/08