

***3410 Lakeshore Drive
Condominium Association***

***Sales Packet
June 15, 2022***

3410 Lakeshore Drive Condominium Association

Exhibit A SELLING / RE-FINANCING YOUR UNIT

It is imperative that Unit Owners who plan to sell their Unit follow the specific guidelines set forth below. These procedures must be followed before any sale can be finalized and are in accordance with the Declaration, By-Laws, Rules and Regulations of the Association.

These are the four steps you must follow:

1. *As soon as you plan to sell your Unit, please call the Management Office at 773-477-0006. The Office will give you a form entitled "Notice of Intention to sell Your Unit". If you are using a realtor, please acquaint them with the section of the building rules pertaining to Sales if they are not familiar with the procedures that must be followed. Sales agents should be aware of the requirements of our Declaration of Condominium, By-Laws, Rules and Regulations.*
2. *After you have found a buyer, the following forms must be submitted to the Property Management Office:*
 - *Exhibit A1- Notice of Intent (seller)*
 - *Exhibit C- Unit owner consent -Electronic Delivery. (buyer)*
 - *Exhibit C2- New Resident information. (buyer)*
 - *Exhibit D- Rules and Regulations Acknowledgment Form. (buyer)*
 - *Exhibit G- No Smoking Acknowledgment form. (buyer)*
3. *When the forms are submitted, two checks of \$200.00 each should be attached. One being a Moving fee. And a second check being a security deposit.*
4. *Each prospective purchaser will be required to attend an Orientation Session with the Building Management not later than two weeks after move-in. The \$200.00 security deposit will be refunded at time of the Orientation Session provided that no damages to the common areas were caused by either the new owner of their movers including, but not limited to, the removal of moving boxes, packing materials, etc.*
5. *Documents required to buy, sell or re-finance will be prepared and provided by the property management company for a \$275 fee. Those documents will include the following: a condominium questionnaire, form 22.1 document paid assessment letter as well as any other documents required by the lender. All requests must be in writing and the fees must be paid in advance. All requests requiring less than 24 hours turn around will incur an additional surcharge of \$100.00. Payment for these closing documents is to be made payable to Osher Management Services Inc.*

Your failure to proceed in the manner set forth could impede any contemplated transfer, causing you unnecessary inconvenience and expense, and subjecting you to the remedies provided in the Declaration of Condominium, the By-Laws, the Rules and Regulations.

G. Moving

Definition

Moves are not distinguished by weight or volume. Rather, a move-in occurs when a person not previously residing at 3410 LAKESHORE DRIVE CONDOMINIUM ASSOCIATION begins to take up residence in the building, or when a Resident move within the building from one Unit to another. Further, a move-out occurs when a person residing at 3410 LAKESHORE DRIVE CONDOMINIUM

ASSOCIATION begins to take up residence outside of the building, or when a Resident move within the building from one Unit to another. In the event of a Resident moving from one Unit to another, the Unit Owner(s) may seek a partial waiver of move fees otherwise applicable to both a move-out and a move-in.

Any Move-In/Out that takes place over a period of time will be treated as one full Move-In/Out and assessed the full moving fee noted below at the time at which the Move-In/Out is deemed to occur (i.e., when the moving party begins to change residence).

Tenants moving within the building may request a waiver from the Board.

1. Moving of personal property, deliveries of furniture, appliances, strollers, etc., and move-ins/move-outs, must coordinate it with management and use only the service elevator
2. For furniture deliveries and move-ins/move-outs reservations to use the service elevator must be scheduled, in advance, at the Management Office. Management may refuse deliveries not scheduled in advance.
3. Management will not accept keys to admit delivery or moving company personnel into any Unit.
4. A Unit Owner is responsible for the conduct of the Residents, including Tenants, of the Unit (See Section I) and is therefore likewise responsible for informing them of the Rules and Regulations concerning move-in/move-outs prior to any move. The Owner/Resident/Tenant is responsible for notifying the moving company and /or delivery service of these requirements.
5. Move-ins/outs are permitted between 9:00 a.m. and 6:00 p.m. Monday through Saturday. A non-refundable Moving fee of \$200 for all moves in or out is to be secured for the Association administrative costs. In addition, a deposit of \$200 to secure an elevator for the move is also required. Scheduling for moves will be from 9:00 a.m. -1:00 p.m. and 1:00 p.m. - 6:00 p.m. One move shall take place per allotted time.

All moves are prohibited on Sunday and the following Holidays: New Year's Eve Day, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve Day, Christmas Day, and Yom Kippur. There are no exceptions to the Holiday schedule.

6. Before starting a move in or out of the building, the person moving must get from the management several units of plywood which they would use to protect the carpets on the floor. A representative of the building management will go up to the floor together with the person moving to inspect the walls, the carpet and the elevator for any existing damages. After the move is over, the management representative will go up again and inspect all the above. The security deposit will not be returned if damages to the common areas are detected or if the plywood units have not been returned.
7. Anyone attempting to move-in/out without notifying Management will be assessed a fine of \$400.

8. Any known damages caused during a move or delivery will be charged to the Unit Owner. Therefore, the Owner should inspect the moving/delivery route prior to the move/delivery and note any prior damages of the Common Elements to Management.
9. Damages caused by a Tenant will be charged to the Unit Owner's account.
10. All furniture and appliance deliveries/removals must be done between 9:00 a.m. and 5:00 p.m. Monday through Saturday. All furniture and appliance deliveries/removals are prohibited on Sunday and the following Holidays: New Year's Eve Day, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve Day, Christmas Day, and Yom Kippur. There are no exceptions to the Holiday schedule.
11. Furniture and other objects are not to be placed on the landscaping as to cause damage during the move/delivery. Owners must remove all debris created by the move/delivery.

3410 Lakeshore Drive Condominium Association

EXHIBIT C

UNIT OWNER CONSENT TO ELECTRONIC DELIVERY OF NOTICE AND DESIGNATION OF ADDRESS TO BE PROVIDED ON LIST OF MEMBERS/OWNERS

The undersigned, being all of the Owners of Unit ___ in the 3410 N. Lakeshore Drive Condominium Association, agree that the terms "mailed" and/or "delivered", for the purpose of the giving or service of any notice, or any other document, required or permitted by the Illinois Condominium Property Act ("Act") or by the Association's Declaration of Condominium and/or By-Laws and/or rules, is deemed effective notice to such Unit Owner(s) if and at the time such notice is transmitted by electronic means to such e-mail address(es) as appears on the records of the Association.

The following is the e-mail address(es) where such electronic notice is to be transmitted:

This Consent can be rescinded or the e-mail address where electronic notice can be delivered can be changed by written notice delivered to the Association.

CHECK **ONE** OF THE FOLLOWING BOXES AND COMPLETE THE BLANK LINES:

If I check this box, I hereby authorize the Association to provide another Owner the following **electronic address** on any list of Members or Unit Owners which the Association is required to provide upon request pursuant to any provision of the Act or the Association's Declaration/By-Laws: e-mail address: _____
(If I leave this line blank, then the Association shall provide the same e-mail address as I have provided to the Association for delivery of notices).

If I check this box, the Association shall only provide another Owner the following **U.S. Postal address** on any list of Members or Unit Owners which the Association is required to provide upon request pursuant to any provision of the Act or the Association's Declaration/By-Laws. U.S. Postal Address: _____
_____ (If I leave this line blank, then the Association shall provide the same U.S. Postal Address as I have provided the Association for delivery of notices).

If I check this box, I hereby authorize the Association to provide another Owner the following **electronic address and U.S. Postal address** on any list of Members or Unit Owners which the Association is required to provide upon request pursuant to any provision of the Act or the Association's Declaration/By-Laws. E-mail address: _____
U.S. Postal Address: _____ (If I leave this line blank, then the Association shall provide the same e-mail address/U.S. Postal Address as I have provided the Association for delivery of notices).

This designation can be changed by notice delivered to the Association.

UNIT OWNER NAME

UNIT OWNER SIGNATURE

DATE: _____

3410 Lakeshore Condominium Association

Exhibit C1

NOTICE OF INTENT

Date: _____ **Unit Number:** _____

Name(s) of Present Unit Owner(s):

(Please Print)

Address: _____

City / State / Zip: _____

Phone: _____ **Work Phone:** _____

In accordance with the regulations established by the Board of Directors ("Board"), under the "Declaration of Condominium Ownership", I hereby submit to the Board this Notice of Intention ("Notice") to sell, the above described property to the party or parties named following and upon the terms specified in the attached contract. The tender to, and receipt to, the Board of this completed form shall constitute a valid notice of my intention to sell my Unit.

TERMS OF SALE:

Attached is a true copy of the contract of sale, setting forth all of the terms of the agreement between the parties.

Sale Price: _____

Buyer's Name(s):

Seller's Signature: _____

3410 Lakeshore Drive Condominium Association

Exhibit C2

NEW RESIDENT INFORMATION

Date: _____ Unit #: _____ Is Unit Rental: Y/N

First Name: _____ Last Name: _____

First Name: _____ Last Name: _____

Mailing Information (If Different than the Above):

Street Address	Unit	City, State Zip

Contact Information:

Primary Telephone #	Work Phone #	Cell Phone #	Secondary Phone #	E-Mail Address

Emergency Contact Information:

Name and Telephone # for 1 Person	Name and Telephone # for 1 Additional Person

ADDITIONAL INFORMATION (if applicable):

Following Individuals have Authorization to Enter My Unit:

Name (s)	Relationship	Phone Number

Storage Locker Number	Parking Space(s)

Vehicle(s) Information:

	Make	Model	Color	License Plate	State
1					
2					

Pet(s) Information:

Type	Pet's Name	How Many	Breed	Color	Age	Sex	Weight

I understand that it is my responsibility to notify the Management Office if there are any changes to the above information.

Residents' Signature: _____ Date: _____

Residents' Signature: _____ Date: _____

3410 Lakeshore Drive Condominium Association
Exhibit D
RULES AND REGULATIONS ACKNOWLEDGEMENT FORM

Unit #: _____

Date: _____

The following summarizes **only** select rules for 3410 Lakeshore Condominium Association. Residents and owners are obligated to **know and adhere to all Rules** and further, to be responsible for the same by their guests, contractors, etc. This summary reflects **only certain rules** that serve the association's best interests, including safety and equal enjoyment for its owners and residents. **By my signature below, I hereby acknowledge I have received and understand the Association Rules and Regulations. I agree to fully comply with the rules and I am aware that fines may apply for violations of rules.**

Smoking: smoking and vaping is not allowed anywhere inside of the building to include common areas, limited common areas, and **inside the units**, including balconies and decks.

Water Furniture: No waterbeds or water furniture are permitted.

Washing Machines, Clothes Dryers, Garbage Disposals and Portable Dishwashers: Are not permitted.

Window Treatments: Only approved colors of window treatments are permitted.

Garage: Only permitted vehicles may be parked, Management may authorize towing (which may occur without notice and be charged to the owner), parking spaces should be maintained free of any fluids. Owners/tenants of tandem spaces shall provide keys to his or her vehicle to the owner/tenant of the related contiguous tandem space.

Insurance: Proof of homeowner's insurance **and** renter's insurance must be provided to the Management Office within 30 days of move-in. Failure to provide such proof will result in a fine.

Building Staff Services: Staff operates and maintains building systems and common areas. Additional services may be requested via work orders, for which fees may apply.

Moves and Deliveries:

- **Owners must schedule moves** at least one week prior to the desired move date. Moves will not be scheduled until a completed leasing package is submitted.
- Moves are not distinguished by weight or volume (consult the Rules).
- Moves are limited to 2 per day and are allowed every day except on Sunday and all national holidays. (9:00 am to 1:00 pm or 1:00 pm to 5:00 pm).
- Deliveries are allowed the same days as moves. Need to be scheduled if may take longer than 15 minutes.
- Protective padding must be placed on hallway carpeting leading to the individual's unit.

Trash and Recycling: Garbage chute rooms must be kept free of debris, and all refuse bagged securely and pushed down the chute. Large bags that cannot fit into the chute, should be carried down via the service elevator to the trash bins in the parking garage. Extraordinary disposal (e.g., furniture, appliances) must be arranged via management (a fee may apply).

Pets: (a) Dogs are allowed only up to the 7th floor. (b) Each unit can have up to two pets with a combined weight of not more than 50 pounds. (c) each dog must be registered with the management office (d) enter/exit via back door and the freight elevator, and (e) not be a nuisance/create an unreasonable disturbance.

Resident's Name: _____ Signature: _____

Resident's Name: _____ Signature: _____

Management Office
Signature: _____ Date: _____

3410 Lakeshore Drive Condominium Association

Exhibit F
DOG REGISTRATION FORM

Name(s): _____ Unit # _____

Dog #1 Name: _____ Gender: M / F (Circle One)

Breed: _____ Weight: _____ (lbs.)

Is this a service dog or ESA? Yes/No (Circle One)

Dog #1 Name: _____ Gender: M / F (Circle One)

Breed: _____ Weight: _____ (lbs.)

Is this a service dog or ESA? Yes/No (Circle One)

If "Yes" you must provide current ESA certificate and Medical Proof of Need from a physician.

- Payment of \$100.00 (per dog) annual dog assessment and pet photo(s) should accompany this document. (applies only to floors 3-7)

I (We) hereby certify that the information provided in this form is true, current, and accurate.

Pet Owner's Signature

Date

3410 LAKESHORE DRIVE CONDOMINIUM ASSOCIATION

Exhibit G

NO SMOKING ACKNOWLEDGEMENT

I understand that 3410 Lakeshore Drive Condominium Association is a **NON- SMOKING** Building.

I recognize that **smoking and vaping is not allowed anywhere inside of the building** to include common areas, limited common areas, and **inside my unit** including balconies and decks. If I or my guests are found to be smoking or vaping anywhere in the building, it will be considered a violation and an **automatic fine of \$500 to \$1,000 will be levied against my unit owner.**

I can also face possible eviction for repeated offenses.

I will abide by the 3410 Lakeshore Drive Condominium Association
Smoking
Restriction and Ban.

Print Name_____

Signature_____

Unit #_____

Date_____

3410 Lakeshore Drive Condominium Association

Exhibit I

FEE SCHEDULE

#	ITEM	AMOUNT	PAGE	SECTION
	Association Fees			
1	Continuing Violation	\$25 per day	8	II.E
2	Late Charge – Unpaid Fine	\$60	8	II.F
3	Late Charge – Assessment	\$60	8	III
4	Non-Sufficient Funds	\$50	8	III.C
5	Rush Leasing	\$100	13	IV.G.1
6	Additional Maintenance Visit	\$10	14	IV.H.5
7	Additional Window Screen	\$15	14	IV.H.6
8	Water Shut-Off	\$50	14	IV.H.7
9	Large Disposal Fee	\$20 per square yd.	17	IV.L.6
10	Move-Ins/Outs	\$200	23	V.G.6
11	Move-Ins/Outs Security Deposit	\$200	23	V.G.6
12	Dog Fee	\$100	25	VI.A.9
13	Rooftop Large Party Deposit	\$100	29	VIII.C.2
14	Documents required to buy, sell or re-finance	*\$275	38	Exhibit A.
15	Item 14 Requiring Less Than 24 Hours	*\$100	38	Exhibit A
	Fines for Violation of Association Rules and Regulations	Boards discretion		
16	Bed Bug Consequences	\$500	16	IV.I.2.d. i
17	Violation of Large Disposal Item	\$100	17	IV.L.6
18	Move-in/out without Notification	\$400	23	V.G.7
19	Smoking Violation	\$500 ¹	19	IV. I..1
20	Unregistered Dog	\$500	25	VI.A.10
21	Violation of Fresh Christmas Trees Rules	\$75	21	V.C.4.c
22	Non-Notification of Rooftop Large Party	\$150	29	VIII.C.2
23	Fine at the Board Discretion		11	IV.C.1

All fees mentioned above are to be made payable to 3410 Lakeshore Drive Condominium Association.

*Check for Items 14 – 15 made payable to Osher Management Services, Inc.

¹ The fine for subsequent smoking violations will be \$1000



Osher Management Services, Inc.

Consider It Done!

ASSESSMENT PAYMENTS MADE EASY

Put your Condo payment on "Automatic" Leave the rest to us!

Automatic Payment is an easy and convenient way to make your monthly assessment payments. By signing up for Automatic Payment, you will:

- *Free yourself of monthly check writing*
- *Stop worrying about checks being lost or delayed in the mail*
- *Have a record of payment on your bank statement*
- *Save postage and cost of checks*
- *Make payments even when you are on vacation or out of town*

To enroll in the Automated Payment Program, fill out the information below, attach a voided check and return to Osher Management Services, Inc.

YES, please put my monthly assessment payments on "Automatic" drawn on the (circle one) **5th** **10th** **17th** day of the month

Name: _____ Phone: _____

Condo Name: **3410 Lakeshore Dr Condo Association.** Apt # _____

Bank Name: _____ Routing#: _____ Acct # _____

Checking Savings

I(we) authorize Osher Management Services, Inc. to initiate monthly debits, beginning next month and continuing each month thereafter, for payment of my monthly assessment, and for the financial institution specified by me to pay the amount from my checking or savings account. I understand that the funds will be withdrawn on the first calendar day of each month and that it is my responsibility to ensure sufficient funds are in my account at that time. This authorization will remain in effect until revoked by me, in writing, at least 15 days prior to the 1st day of the effective month. I acknowledge that the originations of the ACH transactions to my account must comply with the provisions of U.S. law. (Enclosed is an unsigned voided check from my account.)

Signature: _____