

THE
PROMONTORY
CORPORATION

HANDBOOK

Revised & Accepted: February 2020

By the Promontory Corporation

Board of Directors

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Introduction to topics

As noted in the Introduction to the Handbook, the House Rules were written to provide overarching guidelines to support the quality of life, and to preserve and protect the integrity of our communal property.

No matter how extensive, however, the rules and regulations itemized below are not all inclusive; inevitably, problems will arise.

- Please refer to *Problem Solving* for guidelines related to problematic situations.
- At a later time, approved revisions of significant, outdated *House Rules* will be noted in the *Table of Contents* and placed at the end of the document.

Hours of Business / General Information

Address 5530-5532 S. Shore Drive (Unit#)
Chicago, IL 60637

On Site Promontory Property Manager

Hours Monday, Thursday, Friday, 8am to noon
Tuesday, 7am to 11am
Wednesday, 3pm to 7pm

Phone (773) 643-5599

Fax (773) 493-5899

Email promontorymanager@gmail.com (Submit
work orders to this email)

Aegis Properties (773) 667-8900

Security Hours 24/7

Security's Phone (773) 684-9108

Laundry Room 24/7

Exercise Hours 24/7

Air Conditioners

1. Air conditioner unit upkeep and cleaning is the responsibility of the member/renter.
2. All existing AC units are to be replaced with in kind units.
3. Members interested in adding an air conditioning unit must contact management and must adhere to the Remodeling policies prior to commencement of the work.

Bicycles

1. Bicycles may be parked in designated areas only, labeled with the appropriate Promontory Corporation registration tags.
2. Please contact the Property Manager for details and the amount of annual storage fees. This list is revised on a yearly basis in December. There is a limit of two reserved bike spaces per member unit in the laundry bike storage area.
3. Bicycles left in landscaped areas will be removed.
4. There is a limit of 2 bike storage spaces per member unit for basement storage spaces. Families that have more than two spaces prior to 2020 may keep their additional designated spaces (they are grandfathered in).
5. All bicycles stored in the basement must be in good working condition and clean. Anyone using the basement storage area should be actively using the stored bike and should service and wash it at least once a year.
6. Freight elevators are to be used to move bicycles in and out of the building.

Cable TV

1. TV reception is provided through a building wide cable system. The cost for the hook up, extended basic channel selection, and 1 digital HD box per unit are included in the monthly assessment.
2. Television antennae or any other electronic equipment are not allowed at any exterior location of an owner's unit.
3. A current list of television channels offered to the building may be obtained from the Property Manager.

4. For premium channels, a member/renter may sign up directly with the cable company. The phone number may be obtained from the Property Manager.

Common Areas

1. Smoking is prohibited in all common areas of the building and within 15 feet of any building entrance.
2. The consumption of alcoholic beverages is prohibited within 15 feet of any building entrance, unless sponsored by the building.
3. Common vestibules of each floor may be decorated with artwork and/or furniture as long as all members residing on the floor agree.
4. Access to all building stairways must be kept clear.
5. The community garden, fire pit and outdoor furniture are for all members/renters to enjoy.
6. Contact the Landscaping committee members to participate in the maintenance of the landscaping and garden.

Emergency Safety Procedures

1. Each floor has an "ABC" fire extinguisher mounted on the wall outside the rear door for use in an emergency. Members/renters should familiarize themselves with the location and operation of the extinguisher. It may be helpful to remember the acronym "P-A-S-S."
"P" PULL the pin
"A" AIM the nozzle at the base of the fire
"S" SQUEEZE the trigger
"S" SWEEP from side to side
2. In the event of a life-threatening emergency, call 911 first.
3. Call Promontory Security next (773) 684 – 9108 to report the emergency, the Unit # and floor.
4. For internal emergencies, such as flooding or a broken window, contact the Security Guard immediately and ask that the Building Engineer and Property Manager be called or paged to respond.

5. Please consult Appendix I for Fire Safety pointers.
6. The building has a voice annunciator system in place, which will be used by Fire Department personnel in case of emergency to communicate instructions to residents at these times.

Freight Elevator

1. Any member/renter requiring the use of the freight elevator for moving items in, out, within the building, or accepting large deliveries must give the Property Manager no less than 3 days advance notice. Moving is limited to the hours of 9:00 am to 5:00 pm, Monday through Friday. The reserved use of the freight elevator may be extended to 6:00pm only in extenuating circumstances if approved by the Property Manager or a Board Member. No moving is permitted on weekends or holidays.
2. A refundable security deposit of three hundred dollars (\$300.00) is required from the member/renter before the Property Manager will schedule a moving date and place notices in the mailrooms. The Promontory Security Guard will be informed of the date and time of the approved move.
3. Upon completion of the move, the security deposit will be returned once the Building Engineer and/or Property Manager has inspected the premises to verify that there is no evidence of damage. If there is damage, the owner/renter will be billed for the necessary repairs.
4. When moving pets, bicycles and grocery carts, the freight elevators are to be used. If the building staff is collecting garbage (8am to 9am and 2pm to 3pm) and there is a dire need, the passenger elevators may be used on these rare occasions.
5. Members and renters must notify security and/or management. If anything out of the ordinary is noted as soon as possible, such as spills, pet messes, scratches, etc.

Garbage and Recycling

1. Garbage is picked up twice a day (8am to 9am and 2pm to 3pm) from the garbage cans in the rear stairwells.
2. All garbage must be wrapped to prevent spillage, leakage and the dissemination of odors.

3. Broken glass, other sharp objects, batteries, aerosol cans, and electronic devices shall be separated, wrapped in paper, and the contents labeled before placing them next to the garbage can for pick-up.
4. Medical waste, such as used syringes and/or medications no longer used shall not be disposed of through the building services. Please take them to a local pharmacy and/or your doctor's office for disposal.
5. Newspapers, broken down corrugated cardboard, magazines, glass, metal and plastic are recycled. Glass, metal, and plastic containers need to be rinsed out and placed in bags next to the garbage can.
6. Everyone is encouraged to use paper bags for the accepted types of recyclables so the staff does not have to remove items from plastic bags before putting them into the recycle bins.
7. Plastic bags **MUST** not be placed into any of the recycle bins.
8. Containers for recycling must not be overfilled. If such a situation arises, inform both the Property Manager and building staff, so that overage charges levied against the building's account may be avoided.
9. For ANY LARGE items to be disposed of, such as furniture pieces, old mattresses or Christmas trees, contact the Property Manager at a MINIMUM of 3 days in advance to arrange for extra square footage with the scavenger company. The additional charge incurred by the building will be entered onto the owner's ledger for payment.
10. Residents may also bring down their own generated accepted types of recycling items to the bins in the basement for personal disposal.

Grilling

1. Grills are to be used in the designated area with crushed granite.
2. No grills in use shall be left unattended.
3. Any items used for grilling are to be cleared by persons using them by the following morning. The building staff will remove any items left behind.

Grocery Carts

1. Grocery carts for use are located in each side vestibule for use by members/renters to move items in and out of their units.

2. Grocery carts are to be used for transport of groceries and are not to be used for transporting supplies for remodeling purposes or to transport laundry to/from one's unit to do laundry.
3. Grocery carts are to be used only in the freight elevators.
4. After use of the carts, the member/renter is responsible for bringing the cart back down to the 1st floor promptly. DO NOT LEAVE THEM IN THE ELEVATORS, VESTIBULES OR STAIRWELLS FOR SOMEONE ELSE TO TAKE CARE OF!

Inspection of Units

1. All units are inspected yearly as a part of a preventive maintenance program.
2. The inspections may be scheduled in advance with the Property Manager. Tags are placed on the unit's front door by building staff while the inspection is being done. Upon completion, the tag is moved to the inside of the front door.
3. All members/renters shall be given a copy of their unit inspection checklist for review within two weeks of completion of the inspection. If omissions and/or discrepancies are noted, the member/renter is to notify the Property Manager for clarification/correction. Necessary resident and/or building repairs shall be scheduled with the Property Manager. Building staff and/or the Property Manager will do a follow up inspection of the unit once repairs have been completed.

Insurance

1. All members/renters must carry homeowner's/renter's insurance with liability coverage.
2. A copy of the current insurance policy shall be given to the Property Manager annually to keep on file.
3. A copy of the insurance policy's Declarations Page must be submitted to the Property Manager within a week of the move in.

Keys

1. It is required that the building office has a complete set of keys for each unit. These keys are kept in a locked key box in the office. In an emergency, if access is required and the building does not have a set of keys, a door may be removed by

whatever means necessary. The cost of the damage will be billed to the member/renter.

2. If members/renters issue keys to third parties, the responsibility for their use/misuse remains with the member/renter. If visiting friends or relatives will use the unit, owners/renters must notify the Management Office.
3. All realtors shall coordinate the pick up keys from the office for each showing with the Property Manager and are required to sign in and out with security.
4. Air B&B's, or such short term rental services are not allowed.

Late Payment Policy

1. A \$25.00 late fee is charged for an assessment received after the 15th of the month. A \$100.00 late fee is charged for each succeeding month.
2. Any delinquencies of two months or more are referred to the management's agent for collection. Legal action may ensue.
3. The member shall pay all legal and collection fees incurred.
4. If a member is delinquent in payment(s) to the Corporation for over 3 months in a year (cumulative), the Board of Directors will vote on what action to take. For example, if the member has a parking space, parking privileges may be rescinded and the delinquent member's name placed at the bottom of the Parking Waiting List.
5. Failure to relinquish the parking space will result in the vehicle being towed at the owner's expense. In other cases, the member may be liable for fines or subject to legal action.

Laundry Room and Exercise Equipment

1. Laundry Room Hours 24/7
2. Exercise Equipment Hours 24/7

3. Parents are responsible for their children's actions.
4. Use of more than four washing machines or dryers at a time is not permitted.
5. Please do not exceed the recommended amount of detergent in any washing machine.
6. Washing machines shall not be used as soaking tubs.
7. Please remove the lint from the dryer when the drying cycle is completed.
8. Clothes left in washers and/or dryers beyond the completed cycle time may be removed by others waiting to use the machines. Clothes removed from dryers or washers are to be placed into the laundry bins provided for this purpose.
9. Clothes should not be left in the laundry room overnight in any machines or on the coat rack used as a drying rack. Building staff will remove these items the following morning; please contact building staff promptly to retrieve these items.
10. Repairs for damage to washers and/or dryers, due to careless use, will be charged to the responsible member/renter.
11. Clean up any messes after using the machines, so that the areas are clean for the next resident to use.
12. Unless left on the designated "trading shelf", no items are to be discarded in the laundry room.
13. When an estate is being settled or when a resident or owner moves, donations of books must be approved by the board of directors, the Property Manager or the Library Manager.
14. The Promontory Corporation's library manager (please contact the Property Manager) should be contacted with any questions concerning volunteering to help sort books, etc.

Lock Out Policy

1. During regular office hours or when the janitorial staff is on duty, members/renters who find themselves locked out of their apartment shall contact the Property Manager or the janitorial staff to ask to be admitted to their apartment. There is no charge for this service.

2. A full set of keys for each unit shall be given to the Property Manager for the locked key box.
3. After hours, members/renters who find themselves locked out of their apartment shall contact Promontory Security who will contact the Building Engineer or a Board Member to gain access. There will be a \$25.00 charge billed to the next month's assessment.

Mail

1. Each unit has a locked mailbox.
2. Each mailroom has a mailbox for outgoing mail. The postman picks up this mail on a daily basis when he/she distributes our mail.
3. To arrange that the office collects and holds mail, a member/renter should arrange this with the Property Manager in advance of the trip. For any amount of time over one month, mail shall be placed on hold at the local post office or an arrangement be made to forward the mail at the owner's/renter's expense.
4. Mailboxes are NOT to be used for distribution of announcements or memos by individual members/renters outside of management flyers and responses to memos for individuals serving on the board of directors or committees, as permitted by the postal carrier.

Moving (see Freight Elevator)

Musical Instruments/Personal Exercise Equipment

1. No musical instrument(s) shall be played before 8am or after 9pm.
2. Noise mitigating efforts must be undertaken by the member/renter to minimize sound transmission to other units. This includes, but is not limited to, carpeting and sound absorption tiles.
3. Members/renters are encouraged to work out schedules for their exercise routines and/or musical instrument playing with their surrounding neighbors to show respect for each other's comfort living in our community.

Noise

1. Stereos and TV volumes must be turned down from 9pm to 8am.

2. If a TV/stereo is placed against a shared wall with another unit's bedroom, sound absorption material must be placed between the TV/stereo and the wall to mitigate sound transmission.
3. Please be respectful of your neighbors!
4. If a noise problem persists, please contact the Property Manager and the Board of Directors for investigation and resolution.

Packages and Deliveries

1. The Security Guard or the Property Manager signs for delivered packages. Notification slips are placed in the recipient's mailbox. Packages may be picked up during regular office hours or in the evening, from the Security Guard.
2. In the case of perishable and /or large items, a call will be made to the member/renter. Every effort shall be made by the owner/renter to arrange for a delivery time of such items when they are at home to receive the package.
3. For prepared food deliveries, members/renters must go down to the lobby to pick up the delivery. In case of extenuating circumstances, the owner/renter must inform the security guard of the expected delivery so that the delivery person may be granted access.
4. Furniture and/or boxed furniture deliveries are to be set for delivery when the owner/renter is at home.
5. The Promontory Manager and/or the Security Guard must be notified of any anticipated large deliveries. **Parking Lot**
 1. There are 61 parking spaces available, which are assigned and leased to members in accordance with the guidelines outlined in this section. The parking spaces are assigned to members from the waiting list by seniority.
 2. Please drive with caution through the parking lot and be mindful of the posted speed limit and the stop sign at the south exit.
 3. The parking spaces are leased to members of the Promontory Corporation. At closing, members are added to the bottom of the Parking Lot Waiting List. Only one numbered space is leased and assigned per member. Members owning more than one unit may be assigned two parking spaces.
 4. Motorcycles may be stored at the head of the parking space, along with a car.

5. Proof of vehicle ownership and/or a copy of the lease are required before a spot shall be assigned.
6. Members lease their parking space; they do not own the space. Parking spaces may not be sold. All parking spaces are leased for the same monthly charge.
7. If an owner rents his/her unit, and has had use of (a) parking space(s), the owner's assigned parking space is relinquished back to the building upon execution for the length of the approved sub-lease.
8. Members may allow another member of the Corporation, staff or hired helper to use the space on a sporadic basis or for short periods of time (up to 2 weeks). The Property Manager must be notified of any such arrangement, noting the person's name, make of the car, and license plate number. Unrecognized cars are subject to towing.
9. For longer periods of time (not to exceed 12 months), such as when an owner takes a sabbatical or is undergoing off site rehab, he/she may sublet their parking space(s) through the Property Manager to the next member on the Parking Lot Waiting List. After a period of 12 months, if the member originally assigned to the space does not return to the Promontory or returns, but does not have an allowed vehicle, their space(s) will be reassigned permanently.
10. Those who are assigned a parking space must have their vehicle properly registered with a current license plate. If there are multiple vehicles owned/leased using the same parking space, each vehicle must be registered with Management.
11. The Property Manager maintains a Change of Space List. Members wanting to change their space may request to be added to the bottom of the list.
12. If a member is deceased, or is no longer in residence, the parking space shall be released after 45 days.
13. If a member is delinquent in payment(s) to the Corporation for over 3 months in a year (cumulative), the Board of Directors may vote to rescind the member's parking privileges and reassign his/her spot to another party. The delinquent member's name shall be added to the bottom of the Parking Lot Waiting List to await reassignment if his/her account is made current. Failure to relinquish the parking space will result in the vehicle being towed at the owner's expense.
14. The two parking spaces directly in back of the south tower, located behind the (1F) unit, are reserved for service vehicles needing access to the building weekdays

from 8:00am until 5:00pm. On a daily basis, these spaces are available for members/renters or their guests Monday through Friday from 5:00pm to 8:00am for a \$5.00 fee, Saturday and Sunday from 8:00am to 5:00pm for a \$5.00 fee, and 5:00pm to 8:00am for a \$5.00 fee. Security guards may use these spots at no charge on weekends, evening and/or night shifts.

15. Visitor parking slips are available from the Security Guards. Cars parked in the guest spots during the allowable times must exhibit the parking slip on the dashboard or the back view mirror. Vehicles NOT displaying a valid visitor parking slip will be towed at the expense of the owner.
16. In the visitor spaces, no double-parking is allowed, i.e., vehicles may not be parked one behind the other.
17. When away on vacation, all members with leased parking spaces should leave a copy of their car key with either a neighbor (and notify the Property Manager who has the key), or in their unit (with instructions for the Property Manager where to find the key) or with the Property Manager in case their car needs to be moved in their absence.
18. In the event that there are available spaces and no members on the Parking Lot Waiting List, the Property Manager will contact renters to see if someone is interested in subletting a space from the Corporation until a member is in need of a space. This will be done on a first come, first serve basis.

Parties and Meetings – Solarium/Back Yard

1. The solarium may be used by members/renters for private gatherings or parties. A fee of \$20 is required to reserve the space. For each use, members/renters are required to reserve the space with the Property Manager in advance, complete the reservation form, pick up the guidelines, and pay the fee. Please see Appendix II. One or two days before the reserved date, that Property Manager will inspect the solarium to ensure that the area is clean and ready for use; this information will be passed on to the resident reserving use of the solarium. A minimum clean up fee of \$75.00 may be billed following the event for the failure to:
 - move the furniture back to its the original configuration
 - clean used kitchen appliances and kitchen countertops
 - remove confetti or other debris left or clean up of stains on the carpet
 - bag and place all trash and garbage in the garbage can.

Occupancy is limited to 50 people at one time.

When leaving the solarium, doors must be locked.

2. Functions/parties must end by 10pm, Sunday through Thursday, 11:30 on Friday and Saturday. Owner/renters must request that their guests leave quietly, so as to be respectful of the 21st floor residents.
3. The guest list shall be given to the Security Guard on duty so that entry may be granted to guests OR guests may call on the intercom to gain entrance if the intercom is linked to the member's cell phone.
4. Fees will be waived for official business meetings.
5. Cooking in the solarium kitchen is NOT allowed if it has not been reserved with the Property Manager.
6. The Property Manager and/or Maintenance Staff check the Solarium for cleanliness on a daily basis. If work orders are needed to clean the Solarium, the Property Manager will enter them for the building staff.
7. The back yard may be requested for private use with a written request submitted to the board of directors a minimum of 3 weeks in advance of the proposed private gathering or party of 15 or more for review and approval. A nonrefundable fee of \$20 is required to reserve the space. For each use, members/renters are required to reserve the space with the Property Manager in advance, complete the reservation form, pick up the guidelines, and pay the fee. Please see Appendix II. An additional fee of \$100 will be levied for the use of building furniture from the solarium storage area brought outdoors. Care must be taken with any grills used so that the grass is not damaged and/or singed. A minimum clean up fee of \$100 may be billed after the morning following the event for the failure to:
 - move the furniture back to its original configuration
 - clean up the back yard
 - remove confetti, balloons or other debris left in the backyard
 - bag and place all bagged garbage in or next to the outdoor garbage bins.
8. The building owns folding tables, stackable chairs, and a coat rack, which may be used by members/renters in their apartments after they have made arrangements with the Property Manager. Please submit the form in Appendix 4 or an email to the office in advance.

Pests

1. The building maintains an agreement with an exterminating firm that regularly services the building.
2. Members/renters must notify the Property Manager if their apartment or other area(s) require these services.
3. If recommendations given by the pest control company are not followed on by the owners/renters, fees incurred by the Corporation to further mitigate the situation may be billed to the owner.
4. Prompt attention to any problem will minimize the spread to other areas of the building.

Pets

1. All pets must be on a leash or in a carrier when taken in or out of the building or when in the back yard.
2. The side door and freight elevators must be used for entry and exit. If the service elevators are unavailable, members/renters may use the passenger elevators with their pets.
3. Pets are not allowed in the laundry room, lobby, basement, or on the front lawn. Dogs are not allowed to relieve themselves in the front or back yards.
4. Members/renters must clean up after their pets, especially when accidents occur in the vestibules, hallways and elevators. Notification of pet accidents and their clean up are to be made to Management to ensure the noted areas are thoroughly cleaned. Damage to common areas may be billed back to the owner.
5. Cat litter must be double bagged, tied, and disposed of in the garbage. Even if the litter is considered "flushable," do not flush it down the toilet!

Problem Resolution

1. Violations of the House Rules or general policies shall be reported to the Property Manager who will develop a plan of action to be reviewed by the board.
2. In the evening, minor disputes, noise and/or disruptive behavior need to be reported to the Security Guard. Depending on the severity of the problem, the Security Guard will decide whether to intervene personally or to seek another

alternative, such as calling the police.

3. If you intervene personally, it is expected that all parties handle their differences appropriately, politely, and with dignity.

Remodeling and Alterations

1. When beginning to plan any project, please consult Appendix III. Any questions should be directed to the Property Manager and/or the Building Engineer.
2. Members (and renters on behalf of an owner) must consult the City of Chicago guidelines for when/if work permits are necessary. For the most up to date information, please go to www.cityofchicago.org and use the search option for "PERMITS."
3. Contractors must provide evidence of proper insurance and licensing and shall have a face to face meeting with the Building Engineer and Property Manager to go over the scope and schedule of work and nuances of the Promontory infrastructure to prevent problems from arising during the remodeling/renovation. Company COI and license copies must be submitted to the Property Manager to keep on file in the office of the building.
4. Members must submit written documentation and drawings (if needed) to the Board of Directors and management for approval of the remodeling plans before any work ensues.
5. Washing machines and dryers are not allowed in members' apartments. For units that currently have washers and/or dryers, replacement machines are allowed only.
6. As a courtesy, once approval has been received for work to commence, members should notify their neighbors of the scope of the work.

Rental Policy

1. With approval from the Board of Directors, members may rent their unit for 2 years, preferably to the same renter, provided there are no problems. At the discretion of the Board of Directors, a member may be granted an extension to continue renting. Members/renters must contact management 60 days prior to termination of the sub-lease.

2. Consult Appendix IV for detailed guidelines for renting and/or selling one's unit. The application for rental submitted to the Board of Directors for approval must include the names and ages of all of the persons who will be residing in the unit and if there will be any pets.
3. If renters do not adhere to the House Rules, the Board of Directors may revoke their sub-lease.
4. All renters must provide documentation for a renter's insurance policy to the Property Manager prior to moving in.
5. The standard "Chicago Lease" is used for any lease agreement stipulating that a realtor(s) with 24 hours advance notice may show the unit. See Appendix V.
6. When units are being shown to prospective buyers or renters; a realtor, the owner or the owner's representative must accompany these individuals in the building. All parties not residents of the Promontory are to sign in with security.
7. On the rare occasion that a unit has been rented for a period more than 2 years, renewal request may still be submitted to the Board of Directors for review, but must include written documentation of efforts to sell the unit. Documentation may include an appraisal within the last year, the MLS listing, and contract with a realtor and advertisements for the property.

Screens

1. Screens for each unit are installed by the building staff in the late spring and removed in early fall.
2. Each unit has a minimum of 4 screens that may be installed.
3. Additional screens may be purchased; consult with management.

Security Guards

1. The Security Guards are on duty 24 hours a day. They are not doormen. They do not bring in packages, groceries, letters, etc. for members/renters. They will open the door for you when you are carrying packages if they recognize you. At night, the Guard will watch you enter the building from the building's parking lot and, upon request, will check on you as you go to or from your car in the Park District's

lot across the street. When possible, the guard will meet you at the door if it is dark outside.

2. The lobby telephone number is (773) 684-9108. This telephone is used by the Guard in emergencies and may be used only in case of an emergency by member/renters.
3. Because the Guard's primary responsibility is our safety, members/renters and/or their guests or employees shall not engage them in lengthy, protracted conversations.
4. The evening and night shift guard may use a visitor parking space if available.

Shredding

1. There are shredding bins available in the basement for secure disposal of sensitive documents. If you come across an almost full bin, please inform the Property Manager so that a pick up may be arranged.

Signs and Announcements

1. No signs, signals, or advertisements shall be inscribed or displayed on any window or other part of the building. The Board of Directors must approve "Open House" signs for the front of the building in advance; requests shall be submitted to the Property Manager to facilitate.
2. With the approval of the property manager, announcements may be placed in the displays for that purpose in the mailrooms, but not in the elevators.
3. When management and/or the board of directors is informed of the death of one of our neighbors, a simple announcement stating this fact will be emailed to owners/residents of the Promontory and/or posted in the mailrooms and laundry room. Disseminating more detailed information will be at the discretion of the family.
4. Private announcements may be posted on the bulletin board in the laundry room.
5. Mailboxes are NOT to be used for distribution of announcements or memos by individual members/renters.

Smoke detectors

1. Smoke detectors are checked twice a year.

2. Building staff will replace batteries. It is suggested to keep an extra battery in your unit in case the smoke detector starts “chirping” late at night.
3. Should a member/renter hear that a detector in the stairwell is “chirping”, please put in a work order request or call the office to notify building staff that there is a battery in need of replacement.

Smoking (Cigarettes, Pipes, E-cigarettes and Cannabis (as of 1/1/2020))

1. Smoking/vaping is not permitted in common areas of the building.
2. Smoking/vaping is not permitted within 15 feet of any entrance of the building.
3. Propping a unit’s front or back door open to vent the smoke into the vestibule or rear stairwells is not permitted.
4. Smokers are urged to close their bathroom doors when smoking/vaping to avoid their smoke being sucked up into the duct system to travel into other units or to lay down a moist towel at their doors to absorb the smoke and smell.

Solarium/Back Yard

See “Parties and Meetings.”

Storage Spaces

1. Each apartment has an assigned storage space.
2. Combustibles, including aerosol cans and fluids such as gasoline, may not be stored in these areas.
3. No articles may be stored in the aisles adjacent to these spaces.
4. Pipes in storage areas must remain exposed, i.e., boxes, trunks, etc. cannot hide the pipes from view.

Windows

1. The Property Manager arranges for all exterior windows to be washed by a professional window washer at least twice a year. Members/renters are notified in advance; weather permitting, usually in the spring and fall. If a member/renter chooses to leave a screen(s) in (a) window(s) over the_winter months, that/those window(s) will not be washed.

2. At the discretion of the Board of Directors, weather stripping may be installed.
3. Outer white coverings are required for the east façade of the building and recommended for all windows.
4. No window replacements shall be made.
5. No awnings or window guards shall be used.
6. No signs, signals, or advertisements shall be inscribed or displayed on any window or other part of the building.
7. Nothing shall be hung from the outside of the windows or placed on the outside windowsills.
8. Please be careful so that nothing falls out of your windows at any time.
9. Broken windows are replaced by the building. If a window is blown out during storms because it was left open, the replacement cost will be the responsibility of the member/renter.

Work Orders

1. In cases of internal emergency, such as flooding or a broken window, notify the Security Guard. The Security Guard will notify the Building Engineer immediately. He/she will also notify the Property Manager if the emergency occurs during regular business hours.
2. All work orders/service requests are to be made with the Property Manager, not with an individual staff janitor.
3. The service request forms are available from the Property Manager and with the security guards. Completed service request forms should be turned into the office. Members/renters may also submit work orders via email at:
promontorymanager@gmail.com.
4. Emailed work orders/ requests and/or submitted service requests will be reviewed by the Building Engineer and/or the Property Manager. The member/renter will be notified of the estimated time for completion of the task/repair. Please include information as to how you would like to be notified.
5. Members/renters are responsible for costs associated with all repairs made within their units.

6. The Corporation covers plumbing repairs that involve going behind the walls.
7. Plastering will be done as a cost of the Corporation; priming and painting, however, is the responsibility of the member/renter.
8. Any private work requested by a member/renter such as hanging artwork, moving boxes and/or furniture, shampooing a unit's carpeting, must be done on the staff member's day off, lunchtime, or before or after hours!
9. Any other time used by a staff member on behalf of an individual member/renter will lead to disciplinary action. If in doubt as to whether a request is indeed a private need/request, please consult the Property Manager before approaching a staff member.

Appendix I: Fire Safety



High-rise Apartment & Condominium Safety

People living in a high-rise apartment or condominium building need to think ahead and be prepared in the event of a fire. It is important to know the fire safety features in your building and work together with neighbors to help keep the building as fire-safe as possible.

BE PREPARED!

- » For the best protection, select a fully sprinklered building. If your building is not sprinklered, ask the landlord or management to consider installing a sprinkler system.
- » Meet with your landlord or building manager to learn about the fire safety features in your building (fire alarms, sprinklers, voice communication procedures, evacuation plans and how to respond to an alarm).
- » Know the locations of all available exit stairs from your floor in case the nearest one is blocked by fire or smoke.
- » Make sure all exit and stairwell doors are clearly marked, not locked or blocked by security bars and clear of clutter.
- » If there is a fire, pull the fire alarm on your way out to notify the fire department and your neighbors.
- » If the fire alarm sounds, feel the door before opening and close all doors behind you as you leave. If it is hot, use another way out. If it is cool, leave by the nearest way out.
- » If an announcement is made throughout the building, listen carefully and follow directions.
- » Use the stairs to get out — never use the elevator unless you are directed to by the fire department.

ESCAPE 101

GO to your outside meeting place and stay there. Call the fire department. If someone is trapped in the building, notify the fire department.

If you can't get out of your apartment because of fire, smoke or a disability, **STUFF** wet towels or sheets around the door and vents to keep smoke out.

CALL the fire department and tell them where you are.

OPEN a window slightly and wave a bright cloth to signal your location. Be prepared to close the window if it makes the smoke condition worse.

Fire department evacuation of a high-rise building can take a long time. Communicate with the fire department to monitor evacuation status.

FACT

- ❗ High-rise buildings are more likely to have sprinklers and fire alarm equipment than other non-high-rise buildings.



Your Source for SAFETY Information

NFPA Public Education Division • 1 Batterymarch Park, Quincy, MA 02169

www.nfpa.org/education

U.S. Fire
Administration



FEMA

High-Rise Residents

Tweet 8 | Recommend 2 | Share 1

http://www.usfa.fema.gov/citizens/home_fire_prev/high-rise.shtm
http://www.usfa.fema.gov/citizens/home_fire_prev/high-rise.shtm
http://www.usfa.fema.gov/citizens/home_fire_prev/high-rise.shtm
http://www.usfa.fema.gov/citizens/home_fire_prev/high-rise.shtm
http://www.usfa.fema.gov/citizens/home_fire_prev/high-rise.shtm

Download

Adobe Acrobat (PDF)/Other Help

[Danger Above: A Factsheet on High-Rise Safety](http://www.usfa.fema.gov/citizens/home_fire_prev/high-rise.shtm) (PDF, 151 Kb)

Danger Above: A Factsheet on High-Rise Safety

Recent fatal fires in high-rise structures have prompted Americans to rethink fire safety. A key to fire safety for those who live and work in these special structures is to practice specific high-rise fire safety and prevention behaviors.

The United States Fire Administration (USFA) would like you to know there are simple fire safety steps you can take to prevent the loss of life and property in high-rise fires.

Be Prepared for a High-Rise Fire Emergency

- Never lock fire exits or doorways, halls or stairways. Fire doors provide a way out during the fire and slow the spread of fire and smoke. Never prop stairway or other fire doors open.
- Learn your building evacuation plan. Make sure everyone knows what to do if the fire alarm sounds. Plan and practice your escape plan together.
- Be sure your building manager posts evacuation plans in high traffic areas, such as lobbies.
- Learn the sound of your building's fire alarm and post emergency numbers near all telephones.
- Know who is responsible for maintaining the fire safety systems. Make sure nothing blocks these devices and promptly report any sign of damage or malfunction to the building management.

Do Not Panic in the Event of a High-Rise Fire Emergency

- Do not assume anyone else has already called the fire department.
- Immediately call your local emergency number. Early notification of the fire department is important. The dispatcher will ask questions regarding the emergency. Stay calm and give the dispatcher the information they request.

If the Door is Warm to the Touch

Before you try to leave your apartment or office, feel the door with the back of your hand. If the door feels warm to the touch, do not attempt to open it. Stay in your apartment or office.

- Stuff the cracks around the door with towels, rags, bedding or tape and cover vents to keep smoke out.
- If there is a phone in the room where you are trapped, call the fire department again to tell them exactly where you are located. Do this even if you can see fire apparatus on the street below.
- Wait at a window and signal for help with a flashlight or by waving a sheet.
- If possible, open the window at the top and bottom, but do not break it, you may need to close the window if smoke rushes in.

- Be patient. Rescuing all the occupants of a high-rise building can take several hours.

If the Door is Not Warm to the Touch

- If you do attempt to open the door, brace your body against the door while staying low to the floor and slowly open it a crack. What you are doing is checking for the presence of smoke or fire in the hallway.
- If there is no smoke in the hallway or stairwells, follow your building's evacuation plan.
- If you don't hear the building's fire alarm, pull the nearest fire alarm "pull station" while exiting the floor.
- If you encounter smoke or flames on your way out, immediately return to your apartment or office.

After a High-Rise Fire Emergency

- Once you are out of the building, STAY OUT! Do not go back inside for any reason.
- Tell the fire department if you know of anyone trapped in the building.
- Only enter when the fire department tells you it is safe to do so.

Maintain and Install Working Smoke Alarms

No matter where you live, always install smoke alarms on every level of your home and inside and outside of sleeping areas. Test them monthly and change the batteries at least once a year. Remember, fire safety is your personal responsibility...*Fire Stops With You!*

Last Reviewed: May 6, 2010

U.S. Fire Administration, 16825 S. Seton Ave., Emmitsburg, MD 21727 | USNG: 18SUJ00529652
(301) 447-1000 Fax: (301) 447-1346 Admissions Fax: (301) 447-1441



Danger Above

A Factsheet on Highrise Fire Safety

Recent fatal fires in highrise structures have prompted Americans to rethink fire safety. A key to fire safety for those who live and work in these special structures is to practice specific highrise fire safety and prevention behaviors.

The U. S. Fire Administration (USFA), a part of the U.S. Department of Homeland Security, would like you to know there are simple fire safety steps you can take to prevent the loss of life and property in highrise fires.

BE PREPARED FOR A HIGHRISE FIRE EMERGENCY

- Never lock fire exits or doorways, halls or stairways. Fire doors provide a way out during the fire and slow the spread of fire and smoke. Never prop stairway or other fire doors open.
- Learn your building evacuation plan. Make sure everyone knows what to do if the fire alarm sounds. Plan and practice your escape plan together.
- Make sure your building manager posts evacuation plans in high traffic areas, such as lobbies.
- Learn the sound of your building's fire alarm and post emergency numbers near all telephones.
- Know who is responsible for maintaining the fire safety systems. Make sure nothing blocks these devices and promptly report any sign of damage or malfunction to the building management.

DO NOT PANIC IN THE EVENT OF A HIGHRISE FIRE EMERGENCY

- Do not assume anyone else has already called the fire department.
- Immediately call your local emergency number. Early notification of the fire department is important. The dispatcher will ask questions regarding the emergency. Stay calm and give the dispatcher the information they request.

IF THE DOOR IS WARM TO THE TOUCH

Before you try to leave your apartment or office, feel the door with the back of your hand. If the door feels warm to the touch, do not attempt to open it. Stay in your apartment or office.

- Stuff the cracks around the door with towels, rags, bedding or tape and cover vents to keep smoke out.
- If there is a phone in the room where you are trapped, call the fire department again to tell them exactly where you are located. Do this even if you can see fire apparatus on the street below.
- Wait at a window and signal for help with a flashlight or by waving a sheet.
- If possible, open the window at the top and bottom, but do not break it, you may need to close the window if smoke rushes in.
- Be patient. Rescuing all the occupants of a highrise building can take several hours.

IF THE DOOR IS NOT WARM TO THE TOUCH

- If you do attempt to open the door, brace your body against the door while staying low to the floor and slowly open it a crack. What you are doing is checking for the presence of smoke or fire in the hallway.
- If there is no smoke in the hallway or stairwells, follow your building's evacuation plan.

- If you don't hear the building's fire alarm, pull the nearest fire alarm "pull station" while exiting the floor.
- If you encounter smoke or flames on your way out, immediately return to your apartment or office.

AFTER A HIGHRISE FIRE EMERGENCY

- Once you are out of the building, **STAY OUT!** Do not go back inside for any reason.
- Tell the fire department if you know of anyone trapped in the building.
- Only enter when the fire department tells you it is safe to do so.

MAINTAIN AND INSTALL WORKING SMOKE ALARMS

No matter where you live, always install smoke alarms on every level of your home. Test them monthly and change the batteries at least once a year.

Remember, fire safety is your personal responsibility... *Fire Stops With You!*

For more information contact:

The U. S. Fire Administration
16825 South Seton Avenue
Emmitsburg, MD 21727
or
Visit the USFA Web site:
www.usfa.fema.gov



Homeland Security

Appendix II: Solarium Guidelines,
Reservation Form

August, 2013

SOLARIUM GUIDELINES

1. The Solarium is a communal area for use by members/renters and their guests. The room's capacity is limited to 50 people. A member/renter must be present at all times.
2. To reserve the Solarium for special events a reservation form must be filled out one week in advance of the event. This form can be downloaded from the web – www.miespromontoryapartments.com – or obtained at the office of the Promontory Manager during regular business hours. Filled-out reservations forms will be kept in the Solarium log and special requests, concerns and complaints will also be recorded. Any arrangements to hold ongoing business meetings or classes must be approved by the Board in advance.
3. A non-refundable fee of \$20 is required at the time of reservation. The member/renter must report any damage to the room and the kitchen. The cost of repair will be deducted from the deposit. A clean up fee of \$75 may be assessed to the person having reserved the Solarium if the room is not left as found. Please consult the House Rules. The reservation fee will be waived by the Board under certain circumstances.
4. Each member/renter reserving the Solarium is responsible for identifying his/her guests for admission to the building. The security guard should be informed of the approximate number of guests, not to exceed 50 individuals. Guests are to check in with security before entering the building. The member/renter needs to give the security guard on duty a number where he/she can be reached.
5. The member/renter is responsible for restoring the Solarium to its original and clean condition. The following is expected to be done: close all windows; return extra chairs and folding tables to the cloak room; return the permanent furniture to its original setting; collect and seal trash in plastic bags and store in trash cans in kitchen and/or Solarium; turn off the air conditioners; draw the shades; turn off the lights and lock the doors.
6. The kitchen appliances should be left in a clean and usable condition. The dishes must be washed, dried and placed in the cabinets. Food items left in the refrigerator must be picked up the next day. Any food left after that will be discarded. The refrigerator remains plugged in. The counter, sink and range need to be wiped clean and the floor swept. A broom and dustpan are stored in the kitchen and remain property of the building.
7. Teenage and children's parties (under the age of 18) must be chaperoned by an adult member or renter who must be present for the duration of the event. Alcohol should not be served.

8. The use of the Solarium, for any purpose, may not extend past 11:30pm. Noise should be kept to a minimum after 10:00 P.M. The Solarium will be checked by security during nightly rounds. Anyone found inside after closing hours will be escorted out.
9. The Promontory Manager will keep a log of dates of reservation, comments and complaints about the use and the condition of the room and the kitchen.
10. Owners/renters may request the use of certain furniture kept in the Solarium for private functions in their units, such as chairs and foldable tables. Please consult with the Property Manager to fill out the reservation form.

**PROMONTORY APARTMENTS
REQUEST FOR SOLARIUM USE**

Member: _____ **Apartment #** _____

Home Phone # _____

Business Phone # _____

Solarium to be used for:

Date requested: _____ **Time:** **From** _____

To _____

Age Group: **All teen and children's parties must be chaperoned by an adult Member.*

Adults (over 21) _____ ***Teenagers** _____

***Children (under 12)** _____

Deposit _____ **Check #** _____

Date: _____

I agree to abide by the House Rules and Regulations for the use of the Solarium.

Signature of Member: _____ **Date:** _____

APPENDIX 4

**PROMONTORY APARTMENTS
REQUEST FOR FURNITURE USE ~~OUTSIDE~~ OF SOLARIUM**

Tenant-Owner: _____ Apartment # _____

Home Phone# _____ Business Phone# _____

Furniture Requested: _____ Date Furniture is needed: _____

Square card tables _____ (how many 1 or 2)
Round Tables _____ (how many 1 or 2)
Folding Chairs _____ (how many)
Stackable chairs _____ (how many)
Coat racks _____ (how many 1 or 2)

_____ I will pick up and return the furniture myself (or)

_____ I request help in getting the furniture, and I agree to place the furniture out in the vestibule of my floor for the Janitorial staff to pick up by the morning after the date furniture was used.

I assume responsibility for any damage to the borrowed furniture.

Signature of Tenant-Owner: _____

Date: _____

Appendix III: Remodeling Policy

PROMONTORY CORPORATION

5530-32 South Shore Drive

Chicago, Illinois 60637

www.miespromontoryapartments.com

January 25th, 2010

ADOPTED 3/23/10

To: Unit Owners

From: Promontory Board of Directors

RE: Reminder of requirements for construction in units

It has been a busy year for unit renovations. We are pleased to welcome new unit owners who are designing new living spaces for themselves, and to support the activities of long-term owners who have decided to upgrade their units. The Promontory, designed by Ludwig Mies Van Der Rohe, is a historic landmark building. Over the years, residents have taken great pride in the construction through various changes and renovations. With this in mind, the Board has set forth the following guidelines for construction, remodeling, and alterations of Lessee apartments. If you have any questions or are uncertain about any aspect of these guidelines and how they are to be applied, do not hesitate to call the Managing Agent.

Because strict adherence to construction rules promotes and preserves the safety and integrity of the Promontory, we wanted to provide a reminder of certain key requirements in our unit remodeling and construction rules:

- The Promontory classifies all construction work into 3 categories. Category A includes projects such as painting, wallpapering and installation or removal of carpeting that do not affect any common or structural elements, require only that Management be notified in advance and that any contractors show proof of insurance. Categories B and C require management notification and prior written approval. With a few exceptions these other three categories also require prior submission of plans for approval by the Corporation. Work cannot be initiated until the plans have been approved and copies of all required permits submitted to the Management office, including a city permit or city-stamped plans signed "no permit required."
- If changes to the approved plans are made, Management must be notified immediately and plans resubmitted for approval before construction can begin or continue
- Any work that has not been approved, or that deviates from an approved plan is not permitted and contractors or workmen will not be given access to the building. You may be required to repair, at your own expense, building elements altered as a result of violations of construction rules.

These rules and the others outlined in a document available in the Management Office will be enforced. By adhering to our construction rules, you help protect our quality of life and increase our property values. The board and all related parties will act as expeditiously as possible (within 3 business days) to review and approve all requests and proposals for remodeling. Where a permit is required, proof of a signed off inspection must be provided to the building management at the end of the project.

Current construction rules are distributed to assist you in developing any remodeling plans. Before finalizing any plans, you must check with the Management office to obtain an up-to-date list of construction regulations and requirements. This outline provides a minimum guideline and shall not be construed as an all-inclusive list of regulations and requirements. Its purpose is to protect the safety and comfort of all residents and to preserve the integrity of the building structure and those elements that are community, rather than private, property. All remodeling must comply with all applicable code requirements and restrictions. Unit owners are responsible for the actions of and any damage caused by their contractors.

PROMONTORY CORPORATION CONSTRUCTION RULES CONTENTS:

- I. REMODELING CATEGORIES
- II. ITEMS THE UNIT OWNER MUST SUBMIT FOR INITIAL APPROVAL
- III. ITEMS THE UNIT OWNER MUST SUBMIT AFTER INITIAL APPROVAL
- IV. ADDITIONAL MANDATORY REQUIREMENTS FOR CONSTRUCTION AND REMODELING
- V. REMODELING RULES FOR CONTRACTORS
 - A. GENERAL GUIDELINES
 - B. GENERAL CARPENTRY
 - C. MECHANICAL AND STRUCTURAL WORK
 - D. ELECTRICAL/CABLE TV/TELEPHONE RISERS
 - E. PLUMBING
 - F. FLOORING
 - G. VOLATILE SUBSTANCES/ODOR ISSUES
 - H. WINDOWS
- VI. FORMS

I. REMODELING CATEGORIES

Remodelling projects have been divided into three categories which are defined on the following pages, along with notification and approval requirements:

Category A: Minor projects requiring only notification and proof of insurance for contractors which do not affect any common elements such as:

1. Interior painting and/or wallpapering (to the extent that a commercial contractor is involved and is storing paint and/or solvents)
2. Installation or removal of carpeting.

Category B: Minor projects require notification, prior written approval, permits according to City code, and inspection, and may include such items as possible interruption of water, alteration of Unit walls, minor plumbing and electrical items, and include but are not limited to:

1. Replacing kitchen cabinets
2. Sink or faucet repair or replacement
3. Refrigerator installation involving an icemaker or water faucet
4. Dishwasher replacement

Category C: Complex projects require written approval, permits according to City code, and inspection and may include items from categories A and B in addition to possible involvement of common elements and/or extensions or interruptions to electrical, phone or plumbing systems and include but are not limited to:

1. Alteration, termination or rerouting of plumbing, electrical or telephone systems.
2. Wall opening, removal, relocation, addition, or alteration, including kitchen pass-through
3. Installation, removal or replacement of hard surface flooring (marble, ceramic tile, hardwood flooring, etc.)
4. Any action affecting operation of ventilation system.

II. ITEMS THE UNIT OWNER MUST SUBMIT FOR INITIAL APPROVAL

- A. Drawing of demolition, proposed additions, changes or remodeling
- B. A written scope of work
- C. Copies of all selected contractors proposals and licenses
- D. Certificates of insurance from all contractors

III. ITEMS THE UNIT OWNER MUST SUBMIT AFTER INITIAL APPROVAL

After approval is received, the following must be submitted prior to commencement of project:

- A. A list of all contractors and subcontractors (names, addresses, phone numbers) so their names may be included on the dock security entry authorization list.
- B. Approximate length of time remodeling will take
- C. Date remodeling will begin- Management needs to notify building engineer at least two days prior to commencement
- D. Remodeling agreement signed by Unit Owner (See attached form).
- E. Copies of all required permits and insurance certificates

IV. ADDITIONAL MANDATORY REQUIREMENTS FOR CONSTRUCTION AND REMODELING

Any questions regarding these construction guidelines should be directed to the management office.

- A. **Contractors' qualifications and Insurance.** The unit owner or his/her agents must be able to provide evidence that all work is to be performed and completed by a qualified individual capable of completing all work in a safe and workman-like manner. All contractors must be licensed to perform their service.
The Unit owner must have his/her own or the contractors certificates of insurance in the amount of 500,000/1,000,000 bodily injury and \$1,000,000 property damage naming the Promontory Corporation, Board of Directors, its agents and employees, as additional named insured. A certificate of workers compensation insurance in statutory amounts must be provided to the management office.
- B. **Work in accordance with applicable codes.** All work must conform to and be performed in accordance with all applicable building and fire codes as well as licensing requirements and permit restrictions of all governmental agencies. Permits, where required, must be obtained and copied to the management office. Where permits are not required, but the scope of work requires building approval, owner must provide plans, city-stamped signed "no permit required."
- C. **Work in accordance with approved plans.** All work is to be performed in strict accordance with the final plans that have been submitted and approved. If changes to the approved plans are to be made, plans must be resubmitted for approval before construction can commence or continue. No alterations may be made to the exterior of the Unit.
- D. **Inspection of work.** All work is subject to inspection by building engineer and/or its appointed agent. The board reserves the right to stop or cause to delay any work which has not been approved or which deviates from the approved plan.
- E. **Damage to common elements.** The unit owner is responsible for any damage or dirt caused by their contractors to the common elements or any other unit. Inspection of the corridor floors, walls, doors and light fixtures, etc will be made before, during and after construction. Any damage repair or cleaning necessary will be charged to the unit owner. Contractor is to place tarps throughout the corridor where carpeting may be subject to damage or dirt. Corridor vacuuming is to be done nightly by contractors. At no time may any work take place by the contractors in the common elements. Delivery and removal of materials and debris must be confined to carts and dollies appropriate for transportation over carpeting. Any cart or dolly must fit easily through common element doorways. No materials shall be kept in the common elements.
- F. **Rules for contractors.** The unit owner is responsible for informing and ensuring that their contractors comply with all building rules including the rules for contractors that follow below.

V. REMODELING RULES FOR CONTRACTORS

A. GENERAL GUIDELINES

1. Hours of construction, noise and other disturbances.

The Promontory Corporation identifies two types of construction noise and handles each one in a separate manner as described below.

Type 1 Noise. Type 1 noise and disturbance is the most serious and carries the most restrictions. It entails noises most commonly associated with demolition and major reconstruction such as chipping, drilling or pounding. Any noises that can be transmitted from one Unit to another through common walls, floors, ceilings, and chases are considered type 1 noise.

It also consists of noise and disturbances associated with the removal of debris and/or the delivery of materials through the common elements to a unit under construction. When debris is removed or material delivered, the materials must be confined to carts and dollies appropriate for proper transportation over carpeting. The maximum width of any cart or dolly is to be determined by the building engineer and must move freely in the corridors and through doorways. Installing carpet-tacking strips is considered type 1 noise. Construction that creates type 1 noise is allowed during the following hours:

8:30 am to 5:00 pm Monday –Friday. No type 1 construction noise is allowed on Saturday, Sunday or holidays.

Type 2 noise. Type 2 noise and disturbance is noise associated with work that will only on occasion penetrate through the perimeters of the unit. Work such as painting and wall papering are not considered noisy work but building approval must be obtained to enable workers to enter the building. Construction that creates type 2 noise is allowed during the following hours:

8:30 am to 5:00 pm Monday to Friday and 9:00 am to 5:00 pm Saturday. No type 2 construction noise is allowed on Sunday and Holidays.

2. Freight elevators and Dock Area

Transporting of all material or debris must take place through the freight elevators only and must be scheduled through the management office. Freight elevators may not be locked off before 8:30 am or after 5:00 pm Monday through Friday or 9:00 am to 5:00 pm on Saturday. Workmen must use freight elevators at all times. All materials and equipment must be loaded and unloaded in the dock area and immediately transported to the unit. Workmen will be required to leave an appropriate ID with personnel at the guard desk while in the building. Contractors' vehicles must be removed from the dock area after unloading.

B. General Carpentry and Plaster

1. All work is to be completed by a qualified carpenter and/or plasterer in a safe and workmanlike manner.
2. All remodeling and alterations work must comply with all applicable City codes. In addition, all existing lath and plaster partitions to be replaced or repaired must be with matching materials in accordance with original construction.
3. Debris may not be accumulated on the job site. Daily removal of debris from the job site is required. At no time are flammable materials to be stored on the job site.
4. Operational, installed automatic door-closing devices as specified by City code are required on all doors of the unit including back doors that lead to the hallway outside the unit; and all doors must be unobstructed.

C. Mechanical and Structural

1. Any work to the common mechanical chase or penetration of the structural columns (support pillars) is strictly prohibited.
2. Connections to any venting system for the purpose of exhausting a dryer or cooking appliance are strictly prohibited. Replacement of existing washers and dryers are not permitted.

D. Electrical

1. All electrical work must be done and completed by a licensed electrical contractor in a safe and workmanlike manner.
2. Ground fault interruption receptacles must be used in all bathrooms, kitchens, and laundries and all other areas where water is used or present.
3. The building must approve all electrical components and enclosures before being installed in the Unit and any work that involved breaking into a wall, ceiling or floor requires board approval.
4. All replacement of electrical fixtures connected to a wall or ceiling, dishwashers or air conditioners must be coordinated with the head engineer or the property manager. No board approval is needed if this is in accordance with item D3.
5. Additions of air conditioners must be done as wall sleeves and with the explicit written permission of the board. Window air conditioners are not allowed and any replacement of such air conditioners must be done as a wall sleeve unit unless written permission is received from the Board.
6. The head engineer must be notified two to five days in advance if work in a unit requires shutting off electrical risers. Only the head engineer may shut down and reactivate the risers.
7. Circuit breakers located in the vestibules are maintained by the building. If the load on the circuit breaker has increased due to remodeling in a specific unit, the upgrading of the circuit breaker will be the responsibility of the tenant owner as part of the remodeling project.
8. Any electrical work done within walls must be properly permitted according to City code and inspected by a building engineer and documented in writing prior to walls being closed up.

E. PLUMBING

1. All plumbing work must be completed by a licensed plumber in a safe and workmanlike manner.
2. The relocation of water risers, waste lines, open site relief drains or venting stacks is strictly prohibited.
3. Any connections made to the building venting or plumbing must be properly permitted according to City code and must be inspected and approved in writing prior to walls being closed. The engineer and property manager must be notified two to five days in advance if work in a unit requires shutting off water (plumbing) risers. Only the engineer may shut down and reactivate the risers.
4. The maintenance of shut off valves inside the units is the responsibility of the building. The building engineer must be notified when any plumbing fixtures are to be removed; all original plumbing and fixtures including the flush valves are property of the building and must not be thrown out without express permission from the building engineer.
5. Repairs due to leaks in the pipes in the wall are the responsibility of the building. Leaks or burst pipes outside the wall are the responsibility of the tenant owner.
6. Dielectric unions and transition fittings are mandatory on all domestic plumbing lines.
7. Any drain line that exceeds a five-foot run from the fixtures to the main waste line must be properly vented.
8. No channeling of floors or ceiling is permitted without prior approval.
9. Any plumbing work done inside walls must be inspected by a building engineer and approved in writing prior to walls being closed up.

F. FLOORING

No drilling or nailing in floors or ceilings is allowed without prior approval.

G. VOLATILE SUBSTANCES/ ODOR ISSUES

1. Propane and other hazardous substances residents and their contractors must obtain written approval from management prior to bringing propane or other hazardous substances on the property. If a resident or contractor is found in violation of this rule, established rules violation procedures will take place.
2. Management notification is necessary when using odor-producing chemicals. The contractor must notify the management office of each chemical application that will cause an odor a minimum of 72 hours prior to application to allow management enough time to notify neighboring units. The chemicals include paints, hard surface floor coatings, adhesives and all other compounds that cause odors.
3. Use of odor-producing chemicals is limited to times when weather permits venting all odor-emitting chemical applications to the building exterior.

H. WINDOWS

1. Window weather stripping and the caulking of the seals around the windows from inside and outside are the responsibility of the building.
2. All East facing window coverings shall be white and all others shall be of a neutral color on the outside to present a uniform appearance.
3. Plastering repairs inside the individual units due to leaky window frames are the responsibility of the building.

The Promontory Corporation

Authorization by Unit Owner to Admit Contractors and Subcontractors to Unit

Unit Number _____

Name of Unit Owner _____

This notice will serve as authorization to enter the building and/or my unit to perform construction in my unit (provided all construction guidelines have been met and all appropriate paperwork is on file with the Management Office) to the following contractor(s) and/or subcontractors:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

On: _____ (Date) Until: _____ (Date)

Please note that Management will not provide your contractor with keys. Keys to units must be given out by the Unit Owner.

I understand that no building employee will be available to accompany the above individual(s) while he/she is in the unit. I further understand that neither the Corporation, Management, nor any building employee assumes responsibility for the above named person(s), or for their conduct or actions while in the building.

(Signed)

(Dated)

The Promontory Corporation

Authorization by Unit Owner to Admit Contractors and Subcontractors to Unit

Unit Number _____

Name of Unit Owner _____

This notice will serve as authorization to enter the building and/or my unit to perform construction in my unit (provided all construction guidelines have been met and all appropriate paperwork is on file with the Management Office) to the following contractor(s) and/or subcontractors:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

On: _____ (Date) Until: _____ (Date)

Please note that Management will not provide your contractor with keys. Keys to units must be given out by the Unit Owner.

I understand that no building employee will be available to accompany the above individual(s) while he/she is in the unit. I further understand that neither the Corporation, Management, nor any building employee assumes responsibility for the above named person(s), or for their conduct or actions while in the building.

(Signed)

(Dated)

The Promontory Corporation

**Owners and Contractors
PLEASE READ AND RETURN**

Management notification is necessary when using odor-producing chemicals. The contractor must notify the Management Office of each chemical application that will cause an odor a minimum of 72 hours prior to application to allow Management enough time to notify neighboring units. The chemicals include latex paints, hard surface floor coatings, adhesives and all other components that cause odor.

Use of odor-producing chemicals is limited to times when weather permits venting. All odor-emitting chemical applications are permitted to occur only when the weather permits active venting of fumes to the building exterior

Unit Number _____

Name of
Chemical(s) _____

Date(s) of Chemical Application

PROMONTORY CORPORATION
5530-32 South Shore Drive
Chicago, Illinois 60637
www.miespromontoryapartments.com

To: All Promontory Corporation Contractors and Sub-Contractors

From: Promontory Corporation Management Office

All Contractors and Sub-Contractors,

The Promontory Corporation Management and Board of Directors are serious about enforcing the rules. Failure to obey the rules will result in a warning and then, should another infraction occur, a suspension of building privileges. Only those contractors willing to abide by the rules will be allowed to work within the building.

The following rules must be observed while working within the Promontory building:

1. Never use the passenger elevators. All workers in the building must use the freight elevators only. Even in traveling between floors without materials, workers use freight elevators.
2. Drop cloths must be ran from freight elevators to the construction unit at all times.
3. Tracking dirt and dust from inside the construction areas out into the residential corridors is unacceptable. Maintain a system for cleaning off work boots inside the construction site and before walking through the corridors.

Thank you for your cooperation!

**The Promontory Corporation
Remodeling Agreement**

The undersigned has received the Promontory Corporation Rules and agrees to abide by the rules set forth therein.

Owner Name: _____

Owner Signature: _____

Date: _____ Unit#: _____

Phone: _____

Contractor's Representative
Office Phone: _____

Cell Phone: _____

Contractor's Signature: _____

Engineer's Signature: _____

Board of Directors' Signatures: _____

Signature of Applicant

Social Security Number

Application Taken By

Appendix IV: Selling, Buying, Renting a Unit

The Promontory Corporation
5530-32 S. Shore Drive
Chicago, IL 60637

Revised date: May 25, 2021

To: Realtors, Lenders, Unit Owners & Prospective buyers

The following is a list of the necessary items to prepare a complete packet to be submitted to the Board for approval. A Board interview is required for all new owners and existing renters that want to become an owner.

Before an interview is scheduled, a complete documentation package must be submitted to the property manager for review. Once the file has been deemed complete, it is submitted to the Board for consideration and approval. An interview is scheduled with the prospective purchaser within two weeks of document submittal. There is a \$100 processing fee required for the credit report.

All sales packets must include the following:

- The sales application.
- A copy of the fully executed sales contract.
- A current credit report/obtained from MySmartmove.com; a link will be sent to you via email.
- Three professional reference letters.
- Three personal reference letters.
- Copies of the last three months of savings, checking, investment, and retirement accounts/**Summary pages only.**
- For financed purchases: A letter from the lender indicating the approved loan amount, monthly loan payment, and the completed Promontory recognition agreement to be used.
- For both cash and financed purchases: Verification of monthly income sources, proof of funds.
- Please email the Property Manager if there are any questions:
promontorymanager@gmail.com

The Promontory Corporation
5530-5532 S. Shore Drive
Chicago, IL 60637

Bed Bug Policy
Adopted: February 25, 2015

OBJECTIVE: All residents of the Promontory and off site owners shall receive this policy and are asked to add it to their Promontory Corporation House Rules binder. This policy augments the City of Chicago bed bug ordinance enclosed with this policy.

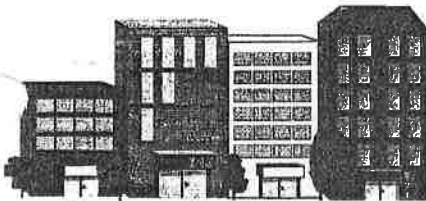
1. If the presence of bedbugs is suspected, the resident is required to notify management, via email or in person by stopping by the building's office within 24 hours.
2. Management will acknowledge receipt of the notification and will send an email to the resident making the report and the board members the day that notification is received.
3. Management will call the building's exterminating company to schedule an inspection that same day.
4. Once the inspection has been scheduled, management shall notify the resident and the board members when the inspection shall take place. If the resident cannot be home at the appointed time, a staff member will accompany the exterminators when the inspection is performed. A tag shall be left on the unit door indicating that a staff member was in the unit. Management has the right to entry into all units pursuant to the proprietary lease of the Promontory Corporation.
5. Once results of the initial inspection have been received, usually within 48 hours, management will email the resident and the board members with the results.
6. If the initial report is negative, no further action will be taken.
7. If the initial report indicates the presence of bedbugs, their larvae or eggs, heat remediation shall be scheduled as soon as possible. The resident of the unit shall cooperate with management in expediting this process; if not, the board may seek to terminate the proprietary lease for said resident. The Promontory Corporation will cover the thermal remediation charges.

8. In the case of a positive initial inspection, additional units shall be tested: above, below, adjacent and other units on the same floor. Management shall schedule these additional inspections within 24 hours of receiving results for the initial inspection. If results are received on a Friday or on a holiday, management shall call the exterminators on the following business day. The affected unit residents and board members shall be notified as soon as the inspections are scheduled.
9. Dependent on the results of the follow up inspections and notification of results have been disseminated, either no further action shall be taken or the cloverleaf pattern for inspection will continue until all inspection results are negative.
10. After 2-3 weeks of any thermal remediation treatments, management shall schedule a follow inspection of said units to verify that there is no longer an issue with bed bugs. Management shall notify all affected residents and board members of the outcome.

NOTES:

1. If a resident is out of town, management shall contact them using the information on the individual's emergency contact sheet. It is the responsibility of each Promontory resident to keep this information up to date. An "Emergency Contact" sheet may be obtained from the office. The out of town resident shall be notified of when inspections are scheduled and what the results are as soon as they are available.
2. Management will distribute a memo to all owners from the Board of Directors outlining the issue at hand within 48 hours of obtaining the results for the initial unit's inspection, and will provide follow up memos as needed until there is final resolution of the situation.
3. All residents shall familiarize themselves with the additional information from the City of Chicago as well as the fact sheet provided as part of this management policy.
4. Additional information may be obtained at: <http://www.cityofchicago.org> and enter "Bed Bugs" in the search box.
5. Please review the attached information from the City of Chicago.

Preventing BEDBUG Infestations in Apartments



Bed bugs can be found in homes, apartments, hotels, schools, dormitories, shelters, offices and other places. This brochure provides information on bed bugs and what you should do if you have or suspect you have a bed bug infestation in your apartment. It also describes your rights and responsibilities as a tenant.

Why is this brochure being provided to me?

In 2013, the City of Chicago passed an ordinance to help address the growing problem of bed bugs. This ordinance provides that landlords and tenants share the responsibility in preventing and controlling bed bug infestations. Further, the ordinance requires that landlords provide an informational brochure on bed bugs to tenants. This informational brochure, developed by the Chicago Department of Public Health, is intended to meet this requirement.

What are bed bugs?



*Adult bed bug-actual size.

Bed bugs are small, wingless insects that feed on blood and are a nuisance for individuals. They are named for their tendency to live in mattresses or other soft furnishings.

What do bed bugs look like?

Adult bed bugs are roughly the size, shape and color of an apple seed: 1/4 of an inch in length and light or reddish-brown in color. Immature forms of bed bugs are smaller and lighter in color. Eggs are tiny and white. You should be able to see the adult form with your naked eye, but may need a magnifying glass to see the immature forms or eggs. Please refer to the website listed at the end of this brochure for pictures of bed bugs.

Where do bed bugs live?

Bed bugs can be found anywhere people sleep, sit or lay down. They can be found on mattresses and box springs, especially near the piping, seams and tags, and in cracks and crevices of head boards and bed frames. They can also be found in other furniture, especially in the seams and zippers of chairs and couches, in the folds of curtains, in drawer joints, in electrical outlets, behind picture frames and in other tight spaces.

How can bed bugs get into an apartment?

Bed bugs can get into an apartment by hitching a ride on mattresses or other bedding, furniture, clothing and baggage. Once in an apartment, they can crawl from one room to another, or get into an adjacent apartment by crawling through small cracks or holes in walls or ceilings or under doors. Because bed bugs do not have wings, they cannot fly into or around your apartment.

What can I do to prevent bed bugs from entering my apartment?

Bed bugs can be found most anywhere, so ALWAYS be aware of your surroundings. Always check furniture and bedding, especially those bought secondhand, for signs of bed bugs before you buy them. NEVER bring items that someone else has disposed of into your apartment, as these items may be infested with bed bugs. When returning home from travel within or from outside the U.S., ALWAYS inspect your luggage carefully for signs of bed bugs before you bring the luggage into your apartment.

What else can I do to prevent a bed bug infestation?

Reduce clutter, especially in bedrooms. Store unused items in sealed containers or plastic bags. Wash and dry bedding often. Check beds and furniture for signs of bed bugs. Purchase mattress and box spring covers.

Do bed bugs transmit disease?

No, bed bugs are not known to transmit disease.

Are there other health concerns related to bed bugs?



Yes. Their bites, like those of other insects, may cause an allergic reaction with swelling, redness and itching. Their presence may cause people to be anxious and lose sleep.

How do I know if I have a bed bug infestation in my apartment?

Though bites may be an indicator of a bed bug infestation, they are generally a poor one as not all people will react to bed bug bites or the bites may be due to other reasons. The best indication of an infestation is to look for physical signs of bed bugs such as live or dead bed bugs, eggs or eggshells or tiny dark spots or reddish stains on mattresses or other places where bed bugs live.

What should I do if I suspect there are bed bugs in my apartment?

Under this ordinance, tenants MUST call their landlord immediately then follow-up in writing. Tenants SHOULD NOT try to get rid of the bed bugs by applying chemicals, "bug bombs" or pesticides as these do not work and could make you, your family or neighbors sick. Once a tenant has notified the landlord, wait for additional instructions from the landlord and pest management professional. Prompt notification and treatment will help prevent the further spread of bed bugs.

Should I dispose of bedding, clothing or other materials that may be infested?

Disposing of these items is probably not necessary unless directed by a pest management professional. If there are items that do need to be disposed of, do so carefully by sealing them in plastic bags so as to not spread bed bugs further. The ordinance prohibits the recycling of any bed bug infested materials and requires that any bed bug infested materials be totally enclosed in a plastic bag and labeled as being infested with bed bugs when disposed.

What should I do with my linens or clothes that may be infested?

Wash all linens and clothes in hot water (including the dryer) and dry on the highest setting for an additional 20 minutes on the highest setting.

- Put un-washable or "dry clean only" materials in the dryer on the highest setting for at least 20 minutes.
- If you have to launder in a common area of the building or at a laundromat, make sure all items are enclosed in a bag before leaving your apartment to prevent the further spread of bed bugs.
- Once all these materials are laundered and dried, seal them in clean bags so bed bugs can't re-infest them.

What are my responsibilities as a tenant under this ordinance?

Tenants have two main responsibilities under this ordinance:

- 1) Notify your landlord within 5 days of suspecting a bed bug infestation;
- 2) Cooperate with the landlord by adhering to the following:

- Don't interfere with an inspection or with a treatment.
- Grant access to your apartment for an inspection or a treatment.
- Make the necessary preparations, as instructed by your land-lord or a pest management professional, prior to an inspection or a treatment.
- Dispose of any items that a pest management professional has determined can not be treated or cleaned.
- Enclose in a plastic bag any personal property that will be moved through any common area of the building, or stored in any other location.

Are there any exemptions to these tenant responsibilities?

Yes. The ordinance exempts tenants who live in an assisted living or shared housing establishment, or similar living arrangement, where the establishment is required to provide the tenant assistance with activities of daily living or mandatory services. In such cases, the landlord is responsible for making the necessary preparations and removing or disposing of any personal property.

What penalties can a tenant face for not complying with these requirements?

The ordinance allows the city to issue fines to tenants for not complying with these requirements. Fines can go as high as \$2,000 for a third offense. Landlords can notify tenants.

What are my rights as a tenant under this ordinance?

Landlords can't retaliate against a tenant if the tenant:

- Complains of a bed bug infestation to a governmental agency, elected representative or public official charged with responsibility for enforcement of a building, housing, health or similar code.

- Complains of a bed bug infestation to a community organization or to the news-media.
- Seeks the assistance of a community organization or the news-media to remedy a bed bug infestation.
- Asks the landlord to provide pest control measures.
- Testifies in court concerning any bed bug infestation.

What are my landlord's responsibilities under this ordinance?

Landlords have three main responsibilities under this ordinance:

- 1) Educate tenants about bed bugs by providing this brochure when tenants sign a new or renew an existing lease or other rental agreement.
- 2) Notify tenants prior to any inspection or treatment of their apartment for bed bugs and provide instructions for preparing the apartment.
- 3) Get rid of the bed bug infestation by hiring pest control services by a pest management professional and paying for the treatment.

How much time does a landlord have to provide a pest management professional?

The ordinance allows landlords up to 10 days to have a pest management professional come to inspect your apartment.

Does the ordinance require any specific type of inspection or treatment?

If bed bugs are in an apartment, there is a chance they may be found in additional apartments in that same building, especially those closest to the apartment with the bed bugs. As a result, the apartments on either side and directly above and below the apartment with the bed bugs need to be inspected and if necessary, treated. Treatment will only occur if bed bugs are found.

Do these requirements apply to condominiums or cooperative building?

Yes, but only to units that are being rented.

What penalties can a landlord face for not complying with these requirements?

The ordinance allows the city to issue fines to landlords for not complying with these requirements. Fines can go as high as \$2,000 for a third offense.

What should I do if my landlord is not responsive?

If you suspect there are bed bugs in your apartment, call your landlord immediately and follow-up in writing. Give your landlord up to 10 days to have a pest management professional come to inspect your apartment. If your landlord is not responsive, call 311 and file a complaint.



Additional information, including a copy of the ordinance, can be found at:

www.cityofchicago.org/health

Follow us on Twitter & Facebook



@ChiPublicHealth



/ChicagoPublicHealth



HEALTHY CHICAGO

CHICAGO DEPARTMENT OF PUBLIC HEALTH