

January 26, 2012

You have submitted a request for unit remodeling at James/Kilmer. We look forward to working with you on this exciting project. Our goal is to assist you in any way we can to achieve your remodeling objectives while preserving the common elements you share with your neighbors.

Please read **all** of the attached information carefully and feel free to discuss any questions with our building engineer or someone in the office. We have learned that the more we discuss issues up front the smoother and more cost effective your remodeling project will be in the long run.

Included in this packet is a 5-page **Contractor and Owner Responsibility Checklist**. Please read and share this with your contractor before the project begins.

We will do everything possible to keep the approval process time as short as possible. Good communication between you and the office will help us achieve that goal. You may start the project as soon as you have written approval from the office. Please do not start any work prior to receiving that approval.

Good luck with your project!

James/Kilmer Association Board and Management

Unit Remodeling Approval Process

The James/Kilmer Association's goal is to help each owner efficiently and effectively remodel their homes while protecting the common systems (water, electrical) and shared areas of the building for all residents.

The Management and Engineering team has the authority to approve all work that meets the requirements outlined in the Association Rules. The Board ratifies their approvals. *If work is deemed to be outside of stated policy or of extreme nature, an architect may be hired by the association at the owner's expense in order to safeguard all parties involved.*

The engineering team is always available to answer any technical and mechanical questions you may have about your home. Don't hesitate to call on them at any time to ensure the integrity of any remodeling or upgrading of your home.

What to submit: (prior to approval and start of any work)

1. **Written specifications including the checklist in this packet**, completely describing the scope of work and material to be used. Flooring materials must be completely described.
2. **Plans and drawings for Major Kitchen remodeling** – indication of cabinet placement, heights, venting, wall removal and plumbing and electrical locations.
3. **Name of contractor(s) and contact information.**
4. **Certificate of Insurance *See instructions attached.**
5. **Date you wish to start** – estimated date of completion (or number of weeks).
6. **Remodeling Fee \$250** if applicable.

When will I have approval to begin?

1. The Management Office and Engineer will review all plans and specifications. They may come back and ask for clarification or give you instructions that must be included in your final work.
2. Your insurance and contractor information is complete and on file.
3. **You will receive a written approval** to begin the job signed by the Office/Engineer.
Do not start until you have this letter.

What work does NOT need approval?

1. **Carpeting – no approval**, but you must reserve elevator time for delivery and removal and you must make arrangements for disposing of all materials off site.
2. **Painting - no approval**, but you must instruct your contractor that they may not dispose of any work materials on site – especially, they should not use our trash rooms for removal of paint and cleaning products. All windows and unit entry doors must be kept closed and all vents must be covered with plastic to prevent odors from escaping into common areas.
3. **New lighting fixtures, window treatments or closet accessories** – no approval, but you must alert the office of any large deliveries for elevator time and you may not channel any concrete for installations.
4. **See remodeling rules for clarification for safely remodeling your homes.**

What is a Certificate of Insurance and how do I get it? See Attachment.

To Whom It May Concern:

As a contractor of services to this condominium association you should, at your sole expense, maintain in full force and effect insurance coverage as detailed below. This is a mandatory requirement as a condition to continue business with us. Non-compliance with this could jeopardize your standing as our contractor.

Please forward this request letter and attachments to your insurance broker for issuance of appropriate certificate of insurance.

Commercial General Liability Coverage

- Limits of not less than \$1,000,000 each occurrence including contractual liability, products and completed operations, personal injury and advertising liability and \$2,000,000 aggregate for products and completed operations and general aggregate.
- The limits can be provided through a combination of primary commercial general liability and excess/umbrella liability policies.
- Coverage must be provided through an "occurrence" base policy and not through a "claims made" policy.
- Certificate must evidence an additional Insured endorsement in favor of Carl Sandburg Condominium #7 Association and Draper and Kramer, Inc.

Commercial Automobile Liability Coverage

- Limits of not less than \$1,000,000 per accident.
- The limits can be provided through a combination of primary automobile liability and excess/umbrella liability policies.

Employers Liability / Workers Compensation Coverage

- Limits of not less than \$500,000 per accident and \$500,000 disease – each employee/policy limit.
- The limit can be provided through a combination of primary employer's liability and excess/umbrella liability policies.

All certificates must provide no less than 30 days notice in the event of a change in policy conditions or cancellation of the policy. Insurance Carriers should have an A.M. Best rating of A X or better.

Should you or your insurance representative have any questions or comments please contact us at 312-654-1560.

Thank you,

Management

INSURANCE COVERAGES CONTRACTORS (NON-ASBESTOS/ENVIRONMENTAL)

The Following requirements apply to certificates of insurance evidencing coverage from various contractors.

GENERAL LIABILITY

Limits of liability under the primary policy should be no less than \$1,000,000 per occurrence. The certificate must confirm that the policy is an occurrence – based policy and includes the following coverage:

- Premises and Operations
- Products and Completed Operations
- Independent Contractors
- Broad Form Liability
- Underground Explosion and Collapse Hazard
- Blanket Contractual Liability
- (Type of Work Performed)

Evidence of type of work performed under the General Liability Policy is very important since the normal CGL policy has various exclusions for specific risks. Coverage for type of work performed must be endorsed to the CGL policy.

ADDITIONAL INSUREDS

Certificates of insurance will include Draper and Kramer, Inc. - James/Kilmer Condominium Association and the building owner or mortgagee, if any, as additional insured's under the General Liability Policy.

UMBRELLA LIABILITY

Preferred limits of liability are \$5,000,000 per occurrence for contractors, including but not limited to, the following: Electricians, roofers, exterminators, tuck-pointers, elevator service workers, security personnel, painters, plumbers, carpenters, window washers, and general contractors.

But in no case should coverage be less than \$2,000,000 per occurrence.

The Certificate of Insurance must confirm that the coverage is "following form". Following form coverage ensures provision of total excess coverage above the General Liability Policy.

AUTOMOBILE LIABILITY

Limits of liability should be no less than \$1,000,000 per occurrence. The certificate of insurance must confirm that coverage is in comprehensive form including owned, non-owned and hired vehicles if the vehicle is to be used in the course of employment or on the premises.

WORKERS COMPENSATION/EMPLOYERS' LIABILITY

Limits of liability should be no less than \$500,000 and include statutory workers' compensation coverage, including occupational disease and injury, and employers' liability. The certificate of insurance should state that the policy includes an "all states endorsement". This will verify that coverage exists for those situations where we are using contractors based in one state and crossing state line to work on our project.

PROPERTY INSURANCE

That certificate of insurance must provide evidence of property insurance for those contractors who have equipment on the site. Limits of liability should be sufficient to cover any loss to the contractor.

CANCELLATION CLAUSE

Certificates of Insurance must provide no less than 30 days notice to Draper and Kramer, Inc. in the event of change in policy conditions or cancellation of policy.

INSURANCE CARRIER RATING

Insurance companies writing these coverage's should carry a rating of no less than AX by A.M. Best. The Agency/Broker writing the insurance has this information available.

NOTE: Certificates of Insurance must be filled out and submitted exactly as shown in the example or they will not be accepted.

ACORD™ CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY)
PRODUCER X Insurance Agency 123 Main Street Anytown, USA Phone (xxx) xxx-xxxx		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
INSURED X and Y Corporation 456 Main Street Everytown, USA		
		INSURERS AFFORDING COVERAGE
		NAIC #
		INSURER A: ABC Liability Company INSURER B: ABC Excess Insurers INSURER C: Worker's Carriers INSURER D: XY Proptry Carrier INSURER E:

COVERAGES						
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR ADD'L LTR	INSRG	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC	GL14-56-78	00/00/07	00/00/08	EACH OCCURRENCE \$ 1,000,000 FIRE DAMAGE (Any one fire) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
B		AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS: <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	GL14-56-78	00/00/07	00/00/08	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (per accident) \$
C		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
D		EXCESSUMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	EX12-00-00-00	00/00/07	00/00/08	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$ \$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	WC10-00-00	00/00/07	00/00/08	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
		OTHER PROPERTY	PR-14-56-78	00/00/07	00/00/08	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Unit Owner's Name - Unit Number

Carl Sandburg Village Condominium Association #7, Draper and Kramer Managing Agent are additional insureds with respect to the General Liability Policy, as requested by written contract. Coverage Requirements (i.e. Additional Insureds should be named on a primary and non-contributory basis)

CERTIFICATE HOLDER	CANCELLATION
Draper and Kramer, Inc. as Managing Agent c/o Building Manager Management Office 1560 N. Sandburg Tr. Chicago, Illinois 60610	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE

Unit Remodeling Contractor & Owner Responsibility Checklist

A. CONSTRUCTION HOURS ARE:

9am – 5pm	Monday – Friday	No noise before 9am or after 4pm.
10am – 4pm	Saturday	
No construction on Sundays or National Holidays.		

B. PARKING:

- The North Lot is for loading and unloading only, a half hour limit is strictly enforced.
- Parking is available in the garage, see owner for discount coupons and prices.
- Failure to follow proper procedures may result in your vehicle being towed.

C. ENTERING THE BUILDING AND MOVEMENT INSIDE THE BUILDING:

- Contractors are not allowed into the building until 8am Monday - Friday / 10am Saturday.
- All contractors and their employees must sign in at the James Receiving Room and be given a dated badge to wear for the workday. Failure to wear this badge or sign in will result with the person being asked to leave the property.
- Entry in and out of the building is only through the receiving area zone and freight elevators. No contractor is allowed to use the passenger elevators for any reason.
- This is a **non-smoking building**. You are allowed to only smoke within the residential unit itself or off property. Anyone found smoking in stairwells or other building locations will be removed from the premises.

D. DURING THE PROJECT THE OWNER AND CONTRACTOR ARE RESPONSIBLE FOR THE FOLLOWING:

- Communicating all of the rules and guidelines to all employees and sub-contractors and to make sure that non-English speaking employees fully understand the rules.
- Scheduling freight elevator time for major loads being delivered and taken to and from the unit. Failure to schedule the elevator may prevent the contractor from being allowed use at the time needed.
- Cover your hallway entrance with plastic or tarp to prevent tracking of construction debris throughout the common areas of the building. Clean up hall each night of debris before leaving site.
- Temporarily cover vents inside the unit to restrict dust and odors from traveling throughout the building. Keep windows and the unit door closed at all times during construction.
- **NO TRASH** from construction is to be left in residential floor chute rooms or put down the chutes themselves.
- Removal of all construction debris off property is your responsibility. It is not to be left at the back door of James or Kilmer Houses. You may wish to contract with our Waste Service Contractor if you have a large amount of debris to dispose of. When you schedule the service, you must also schedule with the office for loading dock and freight elevator time reservation.

E. INSPECTIONS REQUIRED DURING THE PROJECT:

You or your contractors are responsible for calling the maintenance to schedule an **inspection of work in progress** for the following situations. Failing to inspect may require you to remove walls or flooring for inspection. You may also be liable for fines levied by the Board.

- Plumbing, check-valves, shut-offs, pressure regulators, supply and drain lines need to be inspected before the walls are closed up.
- Flooring needs to be inspected during the initial lay down process to assure proper underlayment and proposed installation up to walls is according to specs.
- Walls in studio units (05, 07, and 09) must be inspected for proper code compliance.
- All moving or covering of vents must be inspected for full sheet metal lining and to ensure dampers are in working order.
- Any change to Electrical outlets, conduits, TV cable or Telephone risers.
- Call to conduct a **final inspection and closeout the project. Submit as-built plans for office unit file. Return any keys.**

If water facilities in the unit (toilet/water cleanup) are not available, contact the Building Engineer for instructions where you may find these temporary services.

At any time that you need assistance or are unsure of a mechanical situation, our staff will gladly assist you as quickly as possible to avoid injury or damage to building systems or common areas.

The Office Phone is	312-654-1560 – extension 3
The Engineer’s Phone is	312-654-1560 – extension 7
The Assistant Engineer’s Phone is	312-654-1560 – extension 8
The Receiving Phone is	312-654-1560 – extension 5
The Doorman’s’ Phone is	312-654-1560 – extension 6

F. NOMINAL FREIGHT ELEVATOR DIMENSIONS:

55” wide X 61” deep - 107” high, 36” wide door opening

It is **up to you** to take final measurements to ensure anything will fit or make the turns required for installation.

There is a Weight limit of 2000 pounds.

Do not hold elevator doors open manually!

Only use the “Hold Door Open” button.

Charges for elevator damage will be billed to the unit owner.

G. CITY CODE

- All Plumbers and Electricians are required to have proper licenses on file with Management.
- The Proper permits are required by the owner or agents responsible.
- All home remodelers / rehabbers / repairers must be licensed by the City of Chicago.
- The front door is to have self-closing device(s).
- The front door is to be undercut 3/4" for fresh air movement. These items are mandatory check point items during final inspection.
- Dielectric or fittings approved by the City of Chicago are to be installed between galvanized and copper piping.
- Tile should extend 72 inches above the drain in tubs and showers.
- All glass doors should be tempered.
- Fully functioning smoke detectors are required and will be a mandatory check point item during final inspection.
- You are to have the proper amount of smoke detectors, installed properly, in working order.
- The Neutral must be isolated from the frame at the electric box.
- You are to use metal studs in walls.
- All walls must maintain their required fire code rating and original sound abatement rating.

H. GENERAL CONSTRUCTION

- All remodeling project approval will expire 6 months after initial approval date. Owner must resubmit project specifications for approval if project is not completed by the 6 month deadline.
- Plans and permits are to be on file with management.
- All "opening" of concrete block walls must be pre-approved. No channeling or trenching of concrete columns, floors or ceilings.
- All "inside wall" work such as plumbing and electrical, must be inspected while still open, or owner will be required to open walls at their expense.
- All deliveries must be scheduled through the Management Office. All unannounced deliveries will be refused and turned away.
- All new construction such as soffits, or moved venting, must be inspected while still open.
- No intrusion into limited common elements is permitted. Any space must remain 50% for both owners.
- All remodeling projects must include diagramed details on a unit specific floor plan.
- The use of air or electric jackhammers is prohibited.
- Any workmen using flammable materials or open flames in performing work must include a fire extinguisher as part of their equipment.
- If water or heating is to be shut off in any unit, the work must be performed during the hours and times dictated by the Management Office.
- If a partition wall is installed in a studio apartment, it cannot attach to the HVAC unit. It cannot be attached to window frames. The partition wall should be an alcove instead of bedroom because of ventilation.
- It is required to use cement board with corrosion resistant fasteners instead of green board behind tiles. The edges of the board should be sealed with water resistant compounds.
- Common areas, including service elevators, hallway carpet, hallway walls, and floor tile and lighting fixtures, must be protected from damage by contractors.
- Windows must be closed and Unit entryway doors and ALL vents must be covered with plastic to prevent construction dust or odors from escaping into common areas per EPA guidelines.
- Any contractor required by the EPA to be certified in lead paint removal will be so certified and perform their work in the prescribed manner.
- All sealers or stains for wood floors, countertops, tubs, or shower stalls must be water based.

I. PLUMBING

- No garbage disposals are allowed to be replaced or installed.
- All single handled faucets must have visible check valves on the HOT and COLD supply lines, if behind the wall a metal or fire rated access panel must be installed for access.
- No plastic supply piping is allowed. Only copper or galvanized piping is permitted.
- Plastic drain piping is not allowed nor will Maintenance work on plastic drain piping.
- Neither ice makers or nor cold water lines to the refrigerator may have plastic supply lines, or saddle clamps. The supply line must be copper or galvanized piping.
- All appliances such as dish washers or ice makers must have separate shut off valves, copper or galvanized piping and no saddle clamps.
- No new installations of portable dishwashers or portable clothes washers are allowed.
- All permanently existing installed clothes washer must have visible check valves on the HOT and COLD supply lines and a "Guy Gray Box". We require pressure reducers, and Stainless steel supply hoses.
- Existing clothes washers must have pressure regulators installed accessible by access panels.
- All open drains must be capped during construction to prevent the escape of sewer gas.
- If a single handled valve body is installed in a tub/shower, it must be of the "anti-scald" type, and requires check valves with by-pass piping to facilitate back flushing.
- If a single handled valve body is installed in a tub/shower, it must have integral stops.
- The toilet collar must be raised if a layer of flooring is added without removing the original.
- Additional wax rings at the base of the toilet may be required to prevent sewer gas from escaping.
- If a whirlpool is installed the proper sound proofing must be installed. The proper marine grade plywood must be used. A panel must be installed for access to the mechanical/shutoffs/rod-outs etc. Under whirlpool 1/2" cork and 3/4" marine plywood with infumescent coating glued to floor. No touching of whirlpool or enclosure to walls. Sound insulation to be of the "sound blanket" type. Vibration isolators must be installed on motor and pump. All piping is to be drainable. Demising walls between units are to have sound insulation installed.
- Steamers are not allowed.
- Any slip joints used in any plumbing must be accessible.
- All showers must use city of Chicago approved liners.
- The main water valve should be full bore.
- Water hammer arrestors are required.
- If pressure regulators are installed, accessible strainers should be installed up stream of regulator.
- Install Check valves for any mixing valve of any kind
- If a Portable Dishwasher is installed it requires check valves
- Separate shutoffs for all devices
- Filter/Other Appliances must have Pressure reducers
- Pressure reducers must be accessible
- Check valves must be accessible
- Shower is to be installed with anti scald valve, check valves, access panels and no drain moving
- No Toilet Off-sets - you may extend the height with the proper fittings to accommodate flooring
- Whirlpools same as showers plus noise prevention and access to motors
- Access Panel to any apparatus that requires removal or adjustment
- By-Pass for check valves will be installed
- No Water Furniture will be installed
- No Tub Surround Enclosures or Liners will be installed
- If original shut off valves (Gerber Stops) are to be removed the owner must have the supply line frozen as the building no longer shuts down and drains tiers.
- The access panels must be EASILY accessible – Not behind the toilet, drawer, hidden panel, etc.

J. FLOORING

- All wood floors must have the proper underlayments, 1/4" of cork and additional material to bring IIC rating up to 70, two 3/8" layers of plywood, bias laid. Perimeter sound sealant at demising walls must be used. End product must have an IIC rating of 70.
- All "floating" wood floors (such as Pergo) are to have the proper underlayments, 1/4" of cork and additional material to bring IIC rating up to 70. End product must have an IIC rating of 70.
- All ceramic tile floors are to have the proper underlayments 1/4" of cork and additional material to bring IIC rating up to 70. We suggest a layer of cement-board.

The total end product of all sound abatement materials must have an IIC rating of 70.

K. ELECTRICAL – TELEPHONE - CABLE

- When moving the "home run" phone line in the kitchen, you must get permission, and correlate it between, you, your neighbors, management, and an electrician - it must have access whether moved or not.
- All bedroom outlets are to be on an AFCI
- All outlets within 5 feet of a water source (supply or drain) must be GFCI.
- Any changes to cable TV circuits must be done in conjunction with our cable vendor, as the bandwidth requires certain parts they must provide.
- Grounding conductors are to be bonded to the frame at the electric box.
- 2-30Amp GFCI'S for 220Volt dryers
- Circuit breakers must be installed
- Main electrical panel must have Main Disconnect
- All changes to Cable TV must be approved by building Vendor (RCN)
- Are Thermostats installed if so line voltage or low voltage?

L. VENTING

- All moved venting is to be metal lined; no changes in area of opening or cfm are allowed.
- Neither the kitchen nor the bathroom exhausts should be blocked, nor their opening size changed.
- An over the stove "exhaust hood" must be re-circulating only and it cannot be vented to the wall exhaust.
- Dryers must be vented to the apartment, not to the vent, nor into the wall cavity.
- All air vents (kitchen and bath(s)) must be covered to prevent construction dust from escaping or infiltrating adjacent units.
- Maintain original Exhaust Opening size - if adjustable retain ability
- Exhaust cannot be blocked
- Hoods and Dryers must be vented to room
- All dryers (even the "vent-less" type) must be in a vented room

M. INSURANCE

- All remodeling project require a complete and fully executed Certificate of Insurance from all independent contractors servicing the project. If a general contractor is hired, then one fully executed certificate is required.
- Any project begun without a Certificate of Insurance will be shut down and a fine may be levied against the unit owner.

I agree with the above checklist, sections A through M, regarding the building requirements.

Signed

Date

REMODELING, DÉCOR, APPLIANCES

[Approved on June 15, 1999 through July 20, 1999]

Plumbing Reminders:

- No Plastic pipe is to be used in any plumbing or appliance installation.
- Saddle clamps,, often used in the installation of dishwasher and ice machine water lines, are prohibited, as they have a tendency to leak.
- The City of Chicago requires the installation of an anti-scald mechanism on all single-handled shower faucets. See Special instructions (provided by engineering) on how to install bypass plumbing and access panel in order to provide future pressure correction services to your shower. All tub shower valve bodies must have integral stops.
- Any alteration to the kitchen sink will require you to remove any existing garbage disposal.
- Whirlpool or bubble baths must *be* soundproofed and have an access panel to drain and mechanical systems. Marine board and cork are recommended to assist *in* soundproofing.
- Shut off valves for all sinks, toilet, dishwasher and tub must be accessible. Check valves must be visible or inspected.

Electrical Reminders:

- GFI outlets are required by code in any location near water source.
- All City of Chicago codes must be adhered to

Walls:

- No wood materials are to be used in any wall installation per city codes.
- If cinder block wall is opened for plumbing work, wall must be restored to original fire rating when closed up. Block and/or fire- rated access panels must be used to close all plumbing walls when work is complete in wall. Drywall or panels are not acceptable.
- When installing medicine cabinets into walls, be sure not to go beyond halfway into wall and encroach on neighboring wall cavity.
- Install new clean insulation to any plumbing walls to cut down on plumbing noise.

REMODELING, DÉCOR, APPLIANCES

[Approved on June 15, through July 20, 1999]

Overview

Unit remodeling in James House and Kilmer House requires Board approval. The standards for approval are designed to ensure that remodeling does not affect neighboring units or compromise the mechanical systems and structural-architectural elements of the buildings. Changes to common elements and limited common elements are prohibited.

The following rules and standards cover the approval process; construction; common alterations; and restrictions on certain elements and permanently installed appliances, devices, and fixtures. Because it is impossible to anticipate every remodeling variation, the information in this section cannot address all situations. The section can be used as guidelines by unit owners as they plan improvements to their units

A distinction is made between decorating and remodeling.

Decorating: No approval is required to change or add items that are essentially decorative in nature such as paint, wallpaper, carpeting, hardware, trim and moldings, and window treatments.

Remodeling: Unit owners must secure Board approval prior to making any alterations or replacing any items that could affect building systems in the following categories:

- Structural elements
- Walls (moving or removing)
- Floor coverings (except carpeting)
- Electric circuitry (fuse and circuit breaker boxes)
- Plumbing and plumbing fixtures
- Conduit, heating and ventilating system
- Entrance to unit
- Windows, balcony and patio doors
- TV cable system

[Refer to Sections 4. I O (b) and 5. 08(h) of the Declaration.]

Miscellaneous improvements: Often, unit owners wish to make an isolated improvement that is not part of a major remodeling project. They may intend only to install a single item--for example: a ceiling fan, a built-in humidifier, an HVAC thermostat, track lighting, replacement electrical outlets and switches, a single-handle faucet, or an upgraded built-in kitchen appliance. In such case, the unit owner should call Management. Often, Management can give on-the-spot approval to proceed or require only a written notification. ***A unit owner who is in doubt about whether a proposed change needs approval should call Management. In fact, all questions regarding unit alterations should be directed to Management.***

REMODELING, DÉCOR, APPLIANCES

[Approved on June 15, through July 20, 1999]

Construction, contractors

1. The unit owner is ultimately responsible for any damage done to building systems during construction. Because a contractor cutting into a wall, floor, or ceiling could damage electrical, plumbing, or HVAC systems, the unit owner should make sure either that his or her own insurance covers such a situation or that contractors have insurance to cover any damage or injury.
2. All construction work must comply with Chicago building codes.
3. Electrical and plumbing work should be performed by licensed contractors.
4. Workers must enter and exit through the service entrances and utilize the service elevators.
5. Construction work--hammering, pounding, drilling, or sawing--may be done only on weekdays between 9:00 a.m. and 6:00 p.m. and on Saturdays between 10:00 a.m. and 4:00 p.m. Noise-producing work is prohibited on Sundays and the major national holidays.

Removal of debris

- It is the unit owner's responsibility to arrange for removal of any debris created by construction work. No construction refuse may be left in trash chute rooms or hallways or on balconies or patios. The unit owner will be charged for removal of debris or any extra cleaning of the common areas resulting from the remodeling of his or her unit.

Airflow and ventilation system

1. The airflow above and beneath a unit's entrance door is an integral part of the building's ventilation system. Restricting this airflow (for example, by attaching rubber strips at the top or bottom of the door) results in diminished ventilation in the unit and causes inefficiencies within the system.
2. Blocking or sealing off the air vents in kitchens and bathrooms is prohibited.

Carpeting

- To reduce the transmission of noise, the installation of carpeting is strongly recommended. Wall-to-wall carpeting and large area rugs should be installed with under-padding. The heavier the padding, the better the noise reduction.

Hard-surface flooring

- Any unit owner who elects to install hard-surface flooring (for example, tile, slate, ceramic, or parquet) in any portion of his or her unit other than bathrooms must first have a sound absorbent under-cushion installed. The under-cushion must be of the kind and quality to prevent the transmission of noise to the unit below. [Refer to Section 4.06(b) (ii) of the Declaration.]

Removal of original floor tiles

- The original white floor tiles in kitchens and black floor tiles elsewhere were installed when the buildings were constructed. The glue under these tiles contains asbestos. Any unit owner, who desires to remove these tiles, must first get written approval from the Board and use a licensed and insured asbestos contractor. All federal, state, and local laws must be followed in removing the tiles.

REMODELING, DÉCOR, APPLIANCES

[Approved on June 15, through July 20, 1999]

Window coverings

- The Board reserves the right to forbid any window coverings (draperies, curtains, shades, blinds, and such) that in color or design attract undue or inappropriate attention from the street. [Refer to Section 4.06(b) (ii) of the Declaration.]

Ceilings

- Unit ceilings are concrete with steel reinforcing rods (except for ceilings in the units on the 43rd floor in James House and the 6th floor in Kilmer House, which are plasterboard). Small holes may be drilled in concrete ceilings with appropriate masonry bits for the installation of drapery brackets, window shades, track and similar lighting fixtures, and light-weight hanging plants. Projects of greater scope and any project involving plasterboard ceilings should be undertaken only with the written approval of Management.

Ceiling Fans

- The electrical wiring for ceiling fans and other ceiling fixtures must be surface mounted. Channeling into the ceiling in order to bury the wiring is prohibited.

Fireplaces

- Ornamental fireplaces--those holding a flame that is purely for visual effect and requiring no venting of any kind--may be installed with Board approval. Wood-burning or gas fireplaces are prohibited.

Water furniture and water beds

1. The term "water furniture" refers to any bed, mattress, chair, sofa, or other item of furniture that contains, as part of its elements, any substance in a liquid or gel-like state. Residents who have water furniture in their units are responsible for any damage to the common elements or to other units caused by leaks in such furniture.
2. Residents who intend to have water furniture must obtain insurance coverage for damage to other owners' and/or Association property. This coverage is usually available as an endorsement to the standard condominium policy. All water furniture must be registered in the Management Office prior to installation. Proof of insurance coverage must be provided at the time of registration.
3. If there is evidence of water furniture leakage or damage, Management has the right to enter the unit to prevent further damage.
4. Water furniture may not be emptied out of windows or balcony doors.

HVAC units

1. The supply and return lines that service HVAC (heating/air-conditioning) units must not be altered.
2. Thermostats may be installed to regulate HVAC units; both line-voltage thermostats and low voltage thermostats are acceptable.
3. Except as otherwise provided in these Rules, no permanently installed appliances--other than replacements for originally installed appliances--may be installed or operated without prior Board approval.

REMODELING, DÉCOR, APPLIANCES

[Approved on June 15, through July 20, 1999]

Permanently installed appliances

Check valves

- Certain plumbing appliances and devices require the installation of check valves. Without check valves, hot water can be forced into the cold water line and vice versa. This affects the temperature of water reaching other units in the same tier. "Spring-loaded" type check valves are preferred, rather than the "gravity" type check valves. They must be accessible and visible for building-wide check valve inspections that are conducted from time to time. Check valves are required for the following appliances and devices:

Single-handle faucets in sinks, tubs, and showers

Portable dishwashers

Clothes washers

- Management coordinates unit check valve inspections, as needed. Unit owners will be given at least 30 days written notice of such inspections. If check valves are missing from designated appliances or devices, the Association, at the time of the inspection, will install check valves at the unit owner's expense.

Single-handle faucets

- The Association discourages the installation of kitchen and bathroom faucets that have one handle to control both hot and cold water. However, these single-handle faucets are permitted if the unit owner, at his or her expense, has check valves installed on both the hot and cold water pipes under the sink. If check valves are installed behind a wall in the case of a single-handle tub faucet, for example--the unit owner must contact Management to coordinate a check valve inspection prior to closing up the wall. Installation of an access panel is required for later inspection.

Dishwashers

1. Permanently installed dishwashers do not require check valves.
2. Portable dishwashers do not require check valves if only hot water is used. However, if the resident will be turning on both the hot and cold water faucets, check valves are required on both the hot and cold water pipes under the sink.

Clothes washers

1. Portable installed clothes washers are permitted only if the unit owner, at his or her expense, has check valves installed on both the hot and cold water pipes. Check valves must be exposed or behind an access panel.
2. Pressure reducing valves are required for permanently installed clothes washers. Because of the buildings' high water pressure, clothes washer hoses may wear out sooner than expected. Pressure reducing valves should extend the life of the hoses.
3. For portable clothes washers, a nylon stocking or lint trap should be attached over the drain hose of the washer. This should reduce the amount of lint that could clog the unit's drainpipes.
4. Clothes washers may only be installed in kitchens.

REMODELING, DÉCOR, APPLIANCES

[Approved on June 15, through July 20, 1999]

Clothes dryers

1. Chicago building code prohibits the venting of dryers through the air exhaust vents in kitchens or bathrooms. (These vents are part of the building's fire resistant system to keep smoke and fire contained within a unit rather than spreading to the hallways. Also, lint from a dryer could cause equipment problems with the fans pulling air through the vents, and lint could spread into other units through these vents.)
2. Cutting a hole to vent into the wall is prohibited.
3. Dryers may be vented in either of the following methods:
4. A small-size support hose type of nylon stocking placed over the dryer vent is the most effective way to eliminate any noticeable lint. In some cases, a rubber band might be used to hold the stocking in place.
5. A water bucket system, which can be purchased at most hardware stores.
6. A separate electrical line should be installed for a dryer because of the amount of electricity it requires. Even a portable dryer may require an entire 15-amp electrical line. Most units have only one electrical line per room, so when a dryer is operating, no other electrical device [lights or television, for example] can be used in that room without blowing a fuse.

Microwave ovens and range hoods

- Microwave ovens with ventilation systems and range hoods must be the re-circulating type and cannot be connected into the building ventilation system.

Whirlpool tubs

- Standard bathtubs may be replaced by whirlpool tubs. The size of a whirlpool tub is dictated by the requirement that there be no modifications to the existing tub waste.

Refrigerator water lines and humidifiers

- Installation of refrigerator water lines and built-in humidifiers may be done only if all pipes are placed within the walls. Running water lines through channels in the floor or ceiling is prohibited.

Garbage disposals

1. The installation of garbage disposals is no longer permitted. Existing disposals may not be replaced at the conclusion of their useful life. Disposals generate excessive sludge buildup in the pipes of the buildings. The Association has incurred additional costs directly related to garbage disposals and the building plumbing system.
2. Unit owners who already have a garbage disposal are responsible for any problems occurring in their pipes. They should refer to and follow the disposal manufacturer's operating instructions. Generally, the cold water should be running and there should be plenty of water in the sink before the disposal is turned on, and then the water should continue to run for 60 seconds after the disposal has been turned off.

REMODELING, DÉCOR, APPLIANCES

[Approved on June 15, through July 20, 1999]

Plumbing Pipes and Supply Lines

- The installation of plastic pipes and plumbing fixtures is prohibited. The building system is galvanized steel. Type L or M copper piping is also acceptable; all connections between copper, and galvanized steel must be through dielectric fittings.

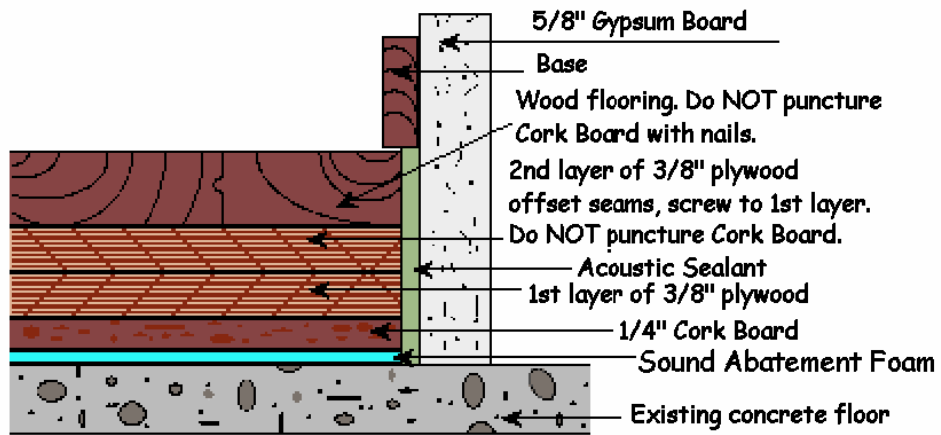
Plumbing Damage and Costs

1. Unit owners are responsible for and will be charged for any damage, repair, replacement, or additional maintenance costs that occur to other units or the building's system or equipment resulting from improper installation, maintenance, or use of any appliance, equipment, plumbing lines, or fixtures. Liability for damages includes the overflow or leaking of appliances, equipment, plumbing lines, drains, and fixtures.
2. If it is determined that by allowing certain appliances, equipment, or fixtures, increased maintenance or repair costs have fallen on the Association, the Board may require that owners of such items reimburse the Association for such additional costs.

Rights of Management to Enter Any Unit

- Per Dec1,5.07(c), 'The Board or its agents, upon reasonable notice, may enter any, Unit when necessary in connection with any maintenance or construction for which the Board is responsible or to make emergency repairs as may be necessary to prevent damage to the Common Elements or to any other Unit or Units.'

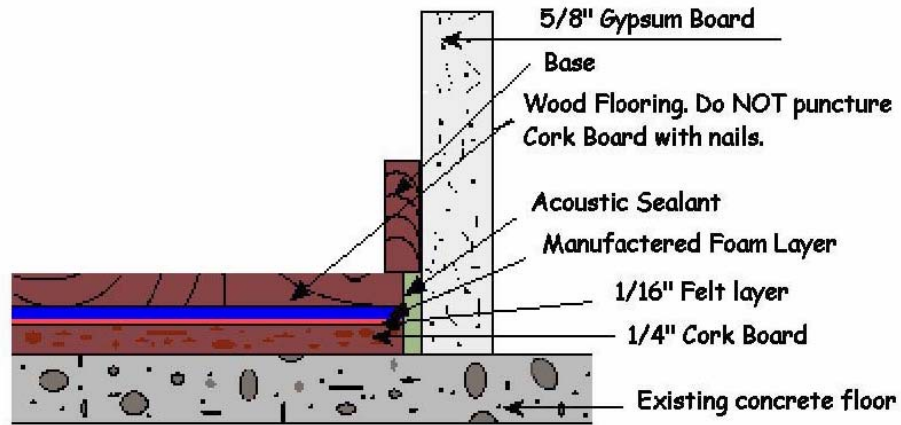
James/Kilmer Flooring Installation Requirements



Wood Flooring Details

Note: All flooring must have at least 1 layer of 1/4" cork and additional sound absorbing material to equal a total IIC rating of 70.

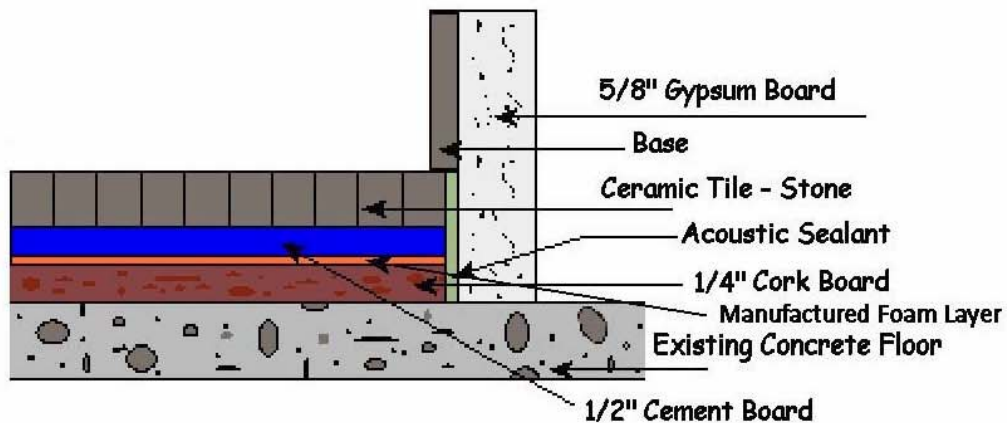
James/Kilmer Flooring Installation Requirements



"Floating" Wood Flooring Details

Note: All flooring must have at least 1 layer of 1/4" cork and additional sound absorbing material to equal a total IIC rating of 70.

James/Kilmer Flooring Requirements



Ceramic Tile - Stone Floor Installation Details

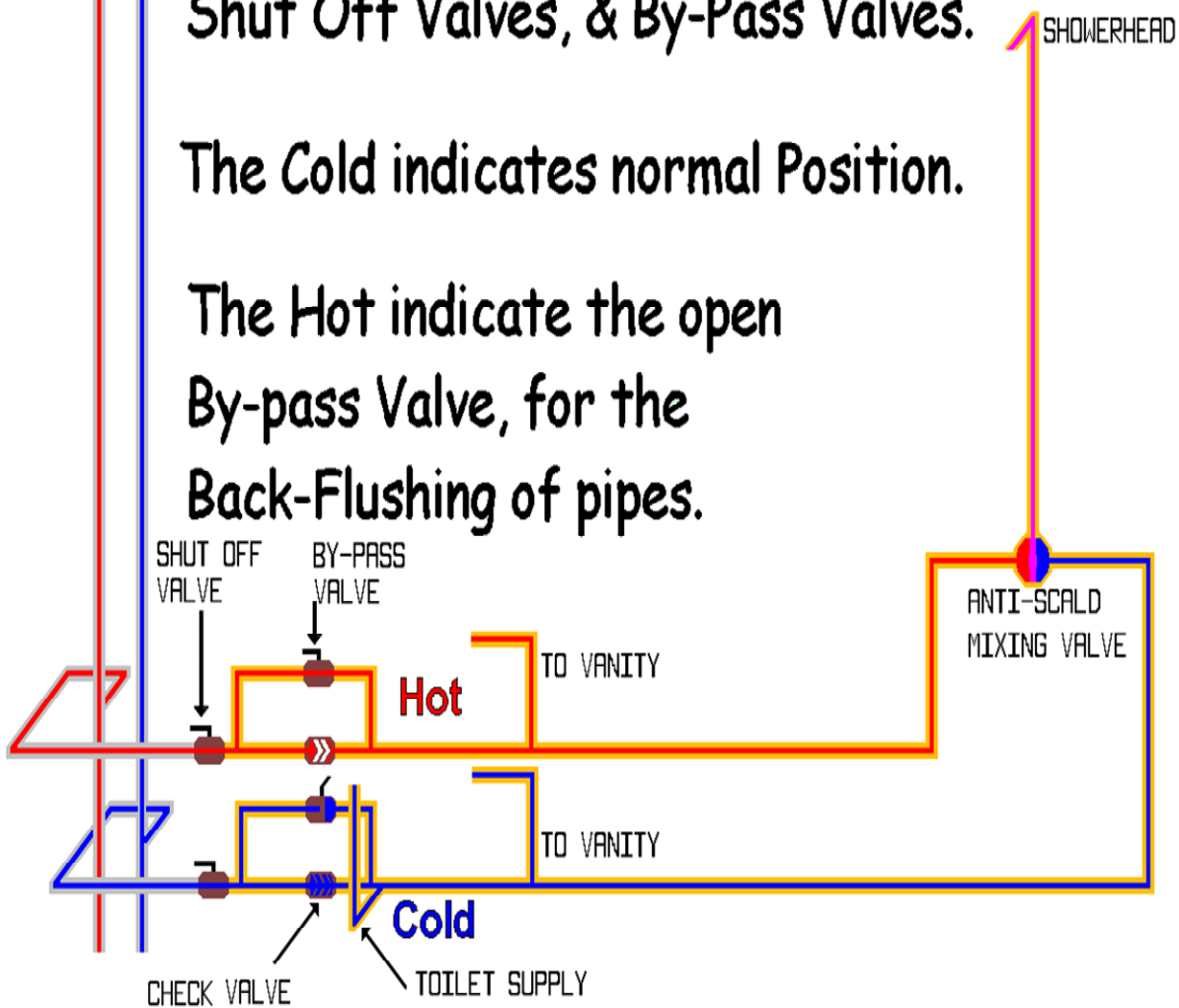
Note: All flooring must have at least 1 layer of 1/4" cork and additional sound absorbing material to equal a total IIC rating of 70.

This diagram shows the transition from Galvanized to Copper Pipe, the installation of Check Valves, Shut Off Valves, & By-Pass Valves.

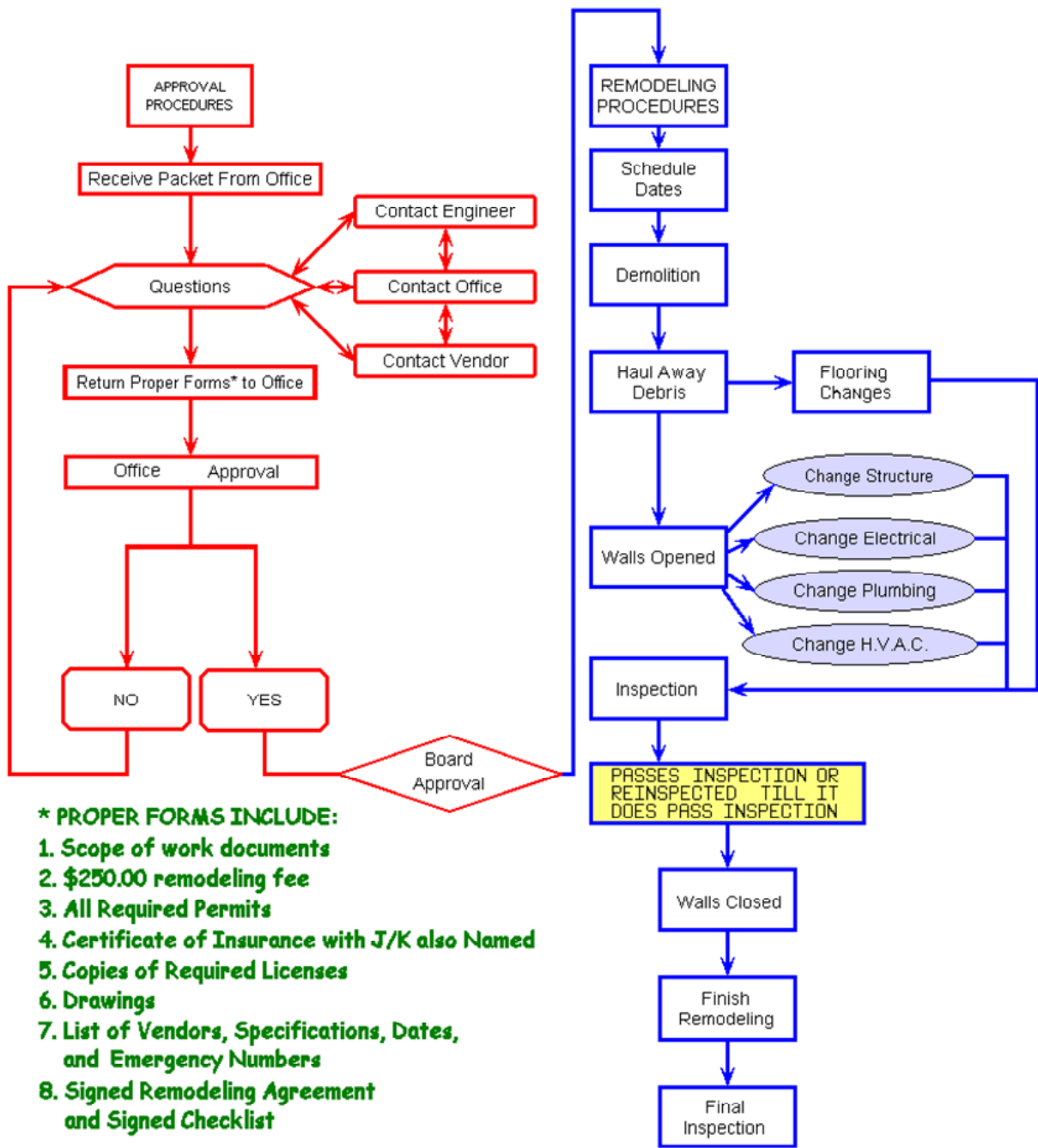


The Cold indicates normal Position.

The Hot indicate the open By-pass Valve, for the Back-Flushing of pipes.



NOTE: NOT TO SCALE



UNIT OWNER'S ALTERATIONS AND IMPROVEMENTS AGREEMENT
CARL SANDBURG VILLAGE CONDOMINIUM ASSOCIATION # 7

UNIT OWNER: _____

UNIT NUMBER: _____

UNIT OWNER'S ALTERATIONS AND IMPROVEMENTS AGREEMENT

THIS AGREEMENT is made and entered into this day of _____, 20____, by and between Carl Sandburg Village Condominium Association No. 7, an Illinois not-for-profit corporation (the "Association"), and _____ (the "Unit Owner"), owner of Unit Number located at _____ in the Condominium, which unit is legally described on Exhibit A attached hereto (the "Unit").

WHEREAS, the Association is responsible for the general management, operation and supervision of the Carl Sandburg Condominium Village No. 7 (the "Condominium"), which residential condominium is located in two buildings commonly known as James House, whose common address is 1560 North Sandburg Terrace, Chicago, Illinois, and Kilmer House, whose common address is 1555 North Sandburg Terrace, Chicago, Illinois, respectively.

WHEREAS, that certain Declaration of Condominium ownership and of Easements, Restrictions, Covenants and By-Laws for Carl Sandburg Village Condominium Association No. 7 (the "Declaration") provides for, among other things, (a) the consent of the Association, through its Board of Directors, prior to the performance of certain additions, alterations or improvements of any unit in the Condominium and (b) certain other rights of the Association relating to any such alterations, additions or improvements proposed by any unit owner.

WHEREAS, the Unit Owner desires to perform, or cause to be performed, the alterations, improvements, additions, installations or repairs to the Unit as set forth in the plans and specifications in Exhibit B attached hereto (all of which are collectively referred to as the "Work") .

WHEREAS, the Association, subject to the terms and conditions set forth below, has consented to the performance of the Work in accordance with said plans and specifications.

NOW, THEREFORE, in consideration of the foregoing, the mutual covenants and agreements contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. Performance of the Work. The Work shall be performed, at the sole cost and expense of the Unit Owner, by any reputable contractors, subcontractors and mechanics, designated by the Unit Owner; provided, however, that the Association reserves the right to cause any portion of such Work which affects, or in the Association's sole judgment could affect, the structure or any system of the Condominium or any other unit in the Condominium (including without limitation, any common walls, floors or ceilings, the heating, ventilating and air conditioning systems, the plumbing system, the cable television system and the electrical system) to be performed by contractors, subcontractors and mechanics of the Association's choosing, in which event the Unit Owner shall pay the cost of preparation of the plans and permits and the fees of said contractors, subcontractors and mechanics. In addition, the Unit Owner shall pay the reasonable costs incurred by the Association in reviewing plans and materials submitted to the Association for approval within fifteen (15) days after the Association's request therefore. No changes or modifications shall be made to the Work, except upon the prior written consent of the Association. The Association, or its agents, shall have the right to inspect such Work at reasonable times upon reasonable notice thereof now or hereafter. All Work shall be done only at such times as designated by the Association from time to time. The Unit Owner shall at all time keep the Unit, the other units in the Condominium and the common areas of the Condominium free from debris and any unsafe conditions resulting from the Work. In the event that (a) the Unit Owner fails to properly perform the Work as set forth in Exhibit B and in accordance with the terms and conditions contained herein and (b) such failure either affects the structure or any system of the Condominium or any other unit in the Condominium (including without limitation, any common walls,

floors or ceilings, the heating, ventilating and air conditioning systems, the plumbing system, the cable television system and the electrical system), increases the cost of insurance required to be carried by the Association or creates an unsafe or hazardous condition, in the sole discretion of the Association, that threatens the Condominium or the other unit owners in the Condominium, in addition to all other rights and remedies of the Association contained herein, in the Declaration, at law or in equity, the Association may require, at the Unit Owner's sole cost and expense, the Unit Owner. to properly complete the Work or restore the Unit to its original condition or the Association may cause such Work or restoration to be done, at the Unit Owner's sole cost and expense, by contractors, subcontractors and mechanics designated by the Association. Such payment shall be made within fifteen (15) days after the Association's request therefore.

2. Removal of Asbestos. In the event the plans and specifications attached hereto as Exhibit P contemplate or necessitate the removal of flooring or any other material containing asbestos, all asbestos located in any area directly affected by, involved with or otherwise related to the Work shall be removed at Seller's expense by an Illinois Department of Public Health approved contractor ("Approved contractor") and licensed asbestos workers. All asbestos removal work shall be done in a good, workmanlike and lien-free manner following all established guidelines and standards as prescribed by all federal, state or local laws. In addition, the Unit Owner shall be responsible for any damage, loss, cost or expense occasioned by, arising out of, resulting from or related to the Unit Owner's failure to complete the removal of any asbestos required hereby in compliance with the terms and conditions contained herein. Copies of all documentation shall be provided, including, but not limited to, shipping manifests and dumping receipts. The asbestos shall be disposed of in a licensed site. Monitoring of the air in the Unit shall be done prior to, during and post abatement. The asbestos abatement shall not be deemed completed until the asbestos contractor shall have issued a certificate to the Association that all asbestos required to be removed hereunder has been removed.

3. Indemnification. The Unit Owner agrees to hold the Association, and its agents, directors, officers, unit owners, servants and employees (collectively, the "Indemnified Persons") forever harmless against all claims and liabilities of every kind, nature and description which may relate to, arise out of, result from or in any way be connected with any such Work or asbestos removal, including without limitation, (a) the cost of repairing or replacing any damage to the Condominium or any other unit in the Condominium occasioned by, relating to, arising out of or resulting from any such Work or asbestos removal and (b) reasonable attorneys' fees and other related costs and expenses incurred by the Indemnified Persons in connection with this Agreement. The Association shall have the right to require the Unit Owner to deliver to the Association cash or other form of security in an amount and form acceptable to the Association to be held in escrow by the Association to assure prompt payment for the cost of any such Work.

4. Insurance. Prior to the commencement of any Work or the delivery of any materials to the Unit, the Unit Owner shall submit to the Association the names and addresses of all contractors, subcontractors or mechanics (other than those chosen by the Association), contracts, necessary permits and licenses, certificates of insurance (including, without limitation, workmen's compensation, commercial general liability and architect's professional errors and omissions insurance) and instruments of indemnification against any and all claims, costs, expenses, damages and liabilities which may arise in connection with the Work, all in such form and amount (which shall in no event be less than \$50,000.00) as shall be satisfactory to the Association. The Unit Owner shall be responsible for the cost of any additional insurance occasioned by, arising out of, or resulting from the Work.

5. Compliance with Laws. The Unit Owner shall procure all permits necessary and all Work, shall comply with all insurance requirements, all laws, codes, ordinances, rules and regulations of all federal, state and local governmental authorities (including without limitation, all building, health, fire and safety codes and applicable zoning ordinances), all collective bargaining agreements applicable to the Condominium and the rules and regulations adopted from time to time by the Association, and all Work shall be done in a professional, good workmanlike and lien-free manner and with the use of new high quality grades of materials.

6. Benefits. All terms, covenants and conditions of this Agreement shall be binding upon and inure to the benefit of and shall apply to the respective heirs, executors, administrators, successors, assigns, grantees and legal representatives of the parties hereto.

7. Applicable Law. This Agreement shall be governed and construed by the laws of the State of Illinois.

8. Severability. The invalidity or unenforceability of any provision hereof shall not affect or impair any other provisions of this Agreement.

9. No Waiver. The Association's failure to insist, in any one or more instances, upon the performance of any of the terms, covenants or conditions of this Agreement, or to exercise any right granted herein, shall not be construed as a waiver or relinquishment of such term, covenant, condition or right as respects further performance.

10. Entire Agreement. This Agreement contains the entire agreement of the parties hereto, and no representations, inducements or agreements, oral or otherwise, not contained in this Agreement shall be of any force and effect. This Agreement may not be modified in whole or in part other than by an instrument duly executed by both parties hereto.

11. Litigation and Arbitration Costs. The Unit Owner shall pay all costs, charges and expenses, including court costs and attorneys' fees incurred by the Association in enforcing the Unit Owner's obligations under this Agreement, in the exercise by the Association of any of its remedies hereunder, in any litigation, negotiation or transactions in which the Unit Owner causes the Association, without the Association's fault, to become involved or concerned, or in consideration of any request for approval of or consent to any action by the Unit Owner which is prohibited by this Agreement or which may be done only with the Association's approval or consent, whether or not such approval or consent is given.

IN WITNESS WHEREOF, the undersigned have executed this Agreement as of the date first above written.

CARL SANDBURG VILLAGE CONDOMINIUM
ASSOCIATION NO. 7, an Illinois not-for-profit corporation

By _____

Its _____

UNIT OWNER:

Printed Name: _____