

James/Kilmer
Condominium Association

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September 14, 2012

Dear Unit Owner

The following motion was passed by the Board at its September 4, 2012 meeting:

“Approve distributing to owners a proposed change in the Rules and Regulations that would change the minimum lease time from one month to one year”.

Rules changes require that owners have an opportunity to come before the Board and comment or express their opinion. Therefore, you are hereby advised that the comment period will be held at the September 25, 2012 Board meeting as the first item of business starting at 7:00 p.m.

You will find included on the reverse side of this letter an excerpt from the Rules and Regulations showing the proposed change in underline text.

Sincerely,



Richard G. Vicens
Property Manager
The James Kilmer Condominium Association

Rules and Regulations-Leasing

All unit owners who do not reside in their unit, shall provide the Management Office with their permanent residence address and phone number where they may be reached in an emergency, both at home and at work. Any expenses incurred by the Board in locating a unit owner who fails to provide such information shall be assessed to that unit owner's account.

Unless otherwise provided by law, any unit owner who fails to provide such information shall be deemed to have waived the right to receive notices at any address other than the address of the unit; the Board shall not be liable for any loss, damage, injury or prejudice to the rights of said unit owner caused by any delays in receiving notice resulting therefrom.

No unit may be leased for transient or hotel purposes, or for less than on (1) year.

An owner leasing a unit must provide the Management Office with a signed copy of the lease prior to the occupancy date on said lease. Every lease shall be in writing and shall provide that the tenant is bound by the Declaration and this Reference Guidebook of the Association, shall be a default under the lease.

The new tenant must contact the Management Office to receive a copy of this Reference Guidebook, reserve the freight elevator and provide the necessary tenant information. MANAGEMENT CAN ONLY ACCOMMODATED A TENANT UPON RECEIPT OF TENANT'S SIGNED LEASE.

In the event of any violation of the Declaration or this Reference Guidebook by a tenant, the Board, at its discretion, shall determine what action or actions are necessary against the unit owner. When the Board, at its discretion, determines that a violation or series of violations warrant termination of the lease, the Board may take whatever action or actions are necessary to terminate the lease.

Violation charges: All expenses of the Association, in connection with any violations under these rules, shall be assessed to the account of the unit owner.

Provisions herein which relate to the execution of new leases shall become effective upon the expiration of any lease which is currently in effect. Unit owners shall supply the Association with a signed copy of any new lease or renewal or extension of an existing lease within thirty (30) days of execution.

When moving out of the building, owners and tenants must provide management office with a forwarding address.

All tenants and selling owners should return all common areas keys to either the owner or the purchaser.