

We're glad you're here!

James Kilmer Condominium Association
www.jameskilmercondo.org

1560 & 1555 North Sandburg Terrace
Chicago, IL 60610

Dear Resident(s),

Welcome to your new home and the
Carl Sandburg Village Community.

We want your move to go smoothly and
would like to familiarize you with the
amenities of our Association and give
you some information you may need as
you settle in.

Additional information can be found on
our website or you can contact the
Management Office with any questions.

Hopefully this information will serve as a
guide to helping you enjoy your new
neighborhood.

- James Kilmer Condominium Association

Management Office

- Contact Number: (312) 654-1560 ext. 1
- Located on the lobby level of James House by rear entrance.
- Hours: Monday-Friday 9 a.m.-6:00 p.m.
Saturday and Sunday Closed
- After Office Hours: Contact the James House Staff at (312) 654-1560 ext. 6 for both James House and Kilmer House.

Door Staff

- James House: (312) 654-1560 ext. 6
- Kilmer House: (312) 654-2079

Receiving Room

- Located on the lobby level of James House, just inside of the rear service entrance.
- Contact Number: (312) 654-1560 ext. 5
- Hours: Monday-Friday 7 a.m.-7 p.m.
- Saturday 9 a.m. -1 p.m.
- Sunday Closed
- Package delivery option is available.
- There are some restrictions on size, weight and value of items which will be accepted.
- Please check with the Management Office for more information.

Mail

- James House: Mailboxes are located behind the passenger elevators.
- Kilmer House: Mailboxes are in the lobby.
- Oversized items will be sent to the Receiving Room.
- Zip code 60610 mail is processed through the Fort Dearborn Postal Station located at 540 North Dearborn (312) 644-3919.
- Your unit number is a legal part of your address. It is required to receive delivery of your mail. If there is no unit number, the mail will be returned to sender.
- Be sure to use the Hold Mail form found at www.jameskilmercondo.org if you'll be away for a while.

Bike Rooms

- Three bike rooms are in the James Kilmer Garage.
- Contact the Management Office if you are interested in bike space.

Cable / Wi-Fi Service – ASTOUND by RCN

- Basic package includes Signature Cable with (2) IPTV Boxes powered by TiVo, and 500 Mbps internet service with (1) Modem and Wireless Router.
- Call 800-4-ASTOUND to add or upgrade your services. Astound also offers telephone service.

Fitness Room

- Located on the lobby level of James House near the freight elevators.
- Must be a resident and 18 years or older to become a member.
- Contact the Management Office to sign up.
- TVs, machines and weight equipment onsite.

Garage

- Accessible from the basement level (G1) of both James House and Kilmer House.
- Managed by SP Plus, phone number (312) 787-5436.

Available Services:

- Monthly/hourly/guest parking rates and bank automatic payment plans available.
- Limited motorcycle parking.
- 24-hour attendant service, tire air compressor with gauge and jumper cable service.
- Attendant or self -car wash available.
- Discounted guest parking coupons are available from the Garage Office for purchase by residents only.

Hospitality Rooms

- Two Hospitality Rooms are located on the top floor of James House.
- Hospitality rooms are available for private parties by contacting the Management Office.
- Facilities for up to 60 people in the NE Penthouse and 120 people in the South Hospitality Room.
- Use of kitchen can be included in your reservation.
- The NE Penthouse is open daily for resident use from 7AM – 10PM for small gatherings or quiet reading. (Reserve through Management office for private use.)

Laundry Rooms

- Located on the 2nd floor of James House via the freight elevators, and on the 6th floor of Kilmer House.
- Laundry cards can be purchased from the vending machine in the laundry rooms.
- Laundry cards eliminate the need for coins when using washers and dryers.
- Money can be added to the laundry card at the vending machines located in the laundry room.
- Instructions are posted in the laundry rooms.
- Be sure to download the app!

Storage Lockers

- Storage lockers are assigned.
- Locker number is typically the same as that of the unit.
- Locker Rooms are accessed by use of your key fob.
- James House lockers are located on the basement/garage level (G1) and on the 2nd Floor.
- Kilmer House lockers are located on the 3rd, 4th, and 5th floors opposite the passenger elevator.
- Residents must provide their own locks.

Sun Deck

- Located on the top floor of James House, accessed from the hallway via your key fob.
- Open 8:00 a.m. – 10:00 p.m. for your enjoyment.
- Open Memorial Day to Labor Day, respectively, weather dependent.
- Chaise lounges, tables and chairs are available for your use.
- Not available for private rental.

Trash Chute Rooms

- James House has two trash chute rooms on each floor (one on the north side and one on the south side).
- Kilmer House has one trash chute room per floor located near the freight elevator.
- No hot embers from a grill or lit smoking materials should ever be put in the trash chute.
- All non-recyclable trash must be secured in bags and then put down the trash chute. Bulky items are to be neatly stacked in the chute room and will be collected by Maintenance each day.
- All animal waste and kitty litter must be double bagged to ensure against breakage.

JK Recycling Program

- Single Stream Recycling (SSR)
- Recycle bins are provided for you in multiple locations. See the Map on the Recycling web page for locations.
- Use the blue bags supplied by the Association.

Important things to remember:

- Recycle material in blue bags must be brought to recycle containers and NOT dropped in chutes or left on chute room floors.
- Detailed information is available at www.jameskilmercondo.org.

Sandburg Village Homeowners Association (HOA)

- Contact Information: (312) 440-3615
- Located at 1355 N. Sandburg Terrace, Dickinson House, Room 103.
- Responsible for the maintenance and security of the village's common areas: Malls and streets, landscaping, swimming pools, tennis courts, HOA hospitality rooms.

Sandburg Village Play/Tot Lot

- At the southeast corner of Clark and Goethe on the Cummings/Dickinson mall.

Sandburg Village Swimming Pools

The Village has two large swimming pools, which are operated generally from Memorial Day through the end of September for pool members and their paid guests.

- The North Pool is located on the terrace level, behind Kilmer House.
- The South Pool is located on the terrace level of the 1200 block of Sandburg Terrace next to Eliot House.
- Membership applications are available at the HOA office, the FFC fitness club on LaSalle Street near Division Street, or at www.jameskilmercondo.org.
- Members can attend weekly water aerobics classes at no charge (daytime and evening classes)

Sandburg Village Tennis Courts

- Operated from late spring through early fall for tennis club members and their guests.
- Located on the roof of the Faulkner House garage at 70 W. Burton Place.
- Membership applications are available at the HOA office or at www.jameskilmercondo.org.
- Membership applications are processed through the HOA office.

Village Hospitality Rooms

- Two Hospitality rooms are available for rent to all Sandburg Village residents. One is in Eliot House, 1255 N. Sandburg Terrace, and one is in Alcott House, 1450 N. Sandburg Terrace, accessible from the mall.
- Use of these rooms is arranged by the HOA office.

Local Neighborhood Information

CTA Transportation

Visit www.transitchicago.com or call 312.836.700 for routes, fares, and schedules

Buses

- #22 Clark (on Clark St.)
- #36 Broadway (on Clark St.)
- #72 North (on North Ave.)
- #156 LaSalle (on LaSalle St.)

Trains

- Red Line (at Clark & Division)
- Purple/Brown Lines (at Sedgwick & North)

Dry Cleaners

- Sandburg Cleaners – 1355 N. Sandburg Terrace
- Sheen Cleaners – 1542 N. Clark

Education and Culture

- Chicago History Museum – Clark & North
- Chicago Public Library – 310 W. Division
- Early Learning Foundation – 1455 N. Sandburg
- The Latin School – Clark & North
- Lincoln Park Preparatory – 108 W. Germania Pl.
- Lincoln Park Zoo and Conservatory – from North Ave. to Diversey on Cannon and Stetson Drives
- Newberry Library – 60 W. Walton (at Clark)

Fitness

- Our own workout room next to the service elevator in James House.
- A Women's Gym – 1248 N. Wells
- Fitness Formula Club – 1235 N. LaSalle
- Lincoln Park District Fitness Classes:
www.chicagoparkdistrict.com
- North Avenue Beach
- XSport Fitness – 230 W. North Ave.

Florists

- A New Leaf – 1645 & 1818 N. Wells
- The Green – 1718 N. Wells

Hardware Stores

- Potash Supermarket – 1525 N. Clark; hardware-lower level
- Home Depot – 1232 W. North Ave.

Liquor / Wine

- Galleria Wine/Liquors – 1559 N. Wells
- Potash Wine/Liquors – 1525 N. Clark, lower level

Live Theater / Comedy Clubs

- A Red Orchid Theater – 1531 N. Wells
- Second City – 1616 N. Wells
- Zanie's – 1548 N. Wells

Medical

- Athletico Physical Therapy – 1640 N. Wells #105
- CVS Minute Clinic (walk in care) – State/Division; Clark/Division
- Immediate MD – 121 W. North Ave.
- Walgreens Health Care Clinic (walk in care) – 1601 N. Wells
- Weil Foot Clinic – 1565 N. Wells

Pharmacies/Groceries

- CVS Pharmacy – State/Division; Clark/Division
- Jewel/Osco – 102 W. Division
- Jewel/Osco – Clark/Division
- Mariano's – 1500 N. Clybourn
- Plum Market – 1233 N. Wells
- Potash Supermarket – 1525 N. Clark; market-upper level
- Walgreens Pharmacy – 1601 N. Wells

Miscellaneous

- Art of Hair Design – 1445 N. Wells
- Divvy Bikes – several located along Clark and Wells streets
- Elegant Nails – 1446 N. Wells
- Global Posting & Shipping – 1542 N. Clark St.
- Magnifique Nail Salon – 153 W. North Ave.
- Old Town Oil – 1543 N. Wells
- Paws-A-Tively – 1555 N. LaSalle
- Shell Gas – LaSalle & North Ave.
- Starbucks – 210 W. North Ave. & 1230 N. Wells
- The Fudge Pot – 1532 N. Wells
- The Spice House – 1512 N. Wells
- UpDown Cigar – 1550 N. Wells
- Village Cycle Center (bikes/repairs) – 1337 N. Wells
- Wells Automotive – 1317 N. Wells

Carl Sandburg Village Homeowners' Association Rules and Regulations

1. GENERAL

The following rules and regulations pertain to the Community Common Elements of Sandburg Village (hereinafter referred to as "common elements"), which are under the direct control of the Carl Sandburg Village Homeowners' Association (HOA).

- A. Dog owners/walkers may not allow their dogs to be on any of the grass, flower, or planted areas under any circumstances. This includes the garden areas of the malls and mini-malls.
- B. Dog owners/walkers must ensure their dogs use the designated dog walks for urination and defecation. Dog walkers are responsible for disposal of dog litter; Dogi-pots have been installed for that purpose in the dog walks along LaSalle Street and on Goethe Street.
- C. Dogs must be on a leash at all times when on the common elements.
- D. Unit owners and occupants who have pets shall be responsible for damage to the common elements caused by these pets.
- E. Pet owners may not permit their pets to create a disturbance of any kind.
- F. Pet owners must register their pets with their individual association and comply with the rules of HOA and the individual association.
- G. Pets must have a current license and inoculations for disease in accordance with appropriate city ordinances.
- H. Dangerous animals shall not be permitted on the common elements at any time.
- I. Feeding of wild, non-pet animals—such as, but not limited to, pigeons, birds, and squirrels—is not allowed on the common elements.
- J. Sun bathing is not allowed on lawns, planted areas, or concrete areas under any circumstances. Sun decks and pool areas are to be used for this purpose.
- K. All persons must be reasonably clothed while within the confines of the common elements.
- L. Flowers and other plantings in the common elements shall not be damaged or removed, nor shall personal items or plants be added to or placed in landscaped areas. Included are the small grassy areas west of the fee simple townhouses, which are defined by the HOA plat as part of the HOA malls. All costs and expenses required to restore the property to its original condition shall be assessed to the owner or the Association landlord of the resident responsible for the damage or change.
- M. Any form of bicycle riding, ball playing, roller-skating, hockey, Frisbee, or skateboarding shall not be permitted on any of the common elements.
- N. Carriages, bicycles, motorized vehicles, sleds, playpens, and other personal property shall not be kept or secured to benches, posts, railings, or other structures within the common elements. Such personal property kept or secured in violation of this rule may be removed at the direction of HOA Management. All costs and expenses of such removal shall be assessed to the owner or custodian thereof, or to the Association member landlord of such owner or custodian.
- O. No waste materials shall be placed on the common elements, except into the receptacles provided for this purpose. The receptacles provided on the common elements are not to be used as private garbage dumpsters for residents or community area tenants.
- P. No portion of the common elements shall be used for commercial use or other personal venture without specific written approval of the HOA Board.
- Q. There shall be no cooking or barbecuing within the common elements without the express written consent of the HOA Board.
- R. There shall be no consumption of alcohol or use of non-prescribed controlled substances within the common elements without the express written consent of the HOA Board.
- S. No noise, music, or other sounds shall be permitted at any time in such manner as to disturb or annoy the residents of adjacent buildings. Exceptions may be made with the express written consent of the HOA Board for special occasions and activities such as individual association events or HOA-sponsored events.
- T. Driveways, service drives, and other vehicular areas may be posted as "no parking" areas. Owners and occupants, their family members, visitors, employees, agents, and licensees shall

not park any automobile or other vehicle in violation of these posted signs. Violators may be towed at the discretion of the individual association at the owner's expense.

- U. Motorized vehicles, except vehicles for the handicapped, shall be operated only on driveways and may not be operated or parked on any other portion of the common elements without the express written permission of HOA Management. Any vehicle in violation of this regulation may be removed or towed at the expense of the owner or operator of such vehicle.
- V. Any use of the common elements in violation of the foregoing rule (U above) is unauthorized and shall be deemed a trespass. Any violator shall be subject to prosecution for criminal and civil trespass. If the violator is a resident of a Sandburg Village unit or the guest of a resident, all expenses incurred by HOA in the prosecution of trespass action may be assessed against the owner of the unit occupied by such violator.
- W. Any person found defacing or otherwise damaging any portion of the common elements may be charged with criminal damage to property and will be liable for any necessary repair or replacement and subject to criminal prosecution.

2. HOSPITALITY ROOMS

The following rules and regulations pertain to the hospitality rooms, which are located in Alcott House at 1460 Sandburg Terrace and Eliot House at 1255 Sandburg Terrace and which are under the direct control of HOA.

- 1. Only the owner or lessee of a Sandburg Village unit may reserve a hospitality room. As host, the owner or lessee must be present throughout the duration of the event and is responsible for the actions and behavior of all guests.
- 2. Reservation requests are to be made in writing to the HOA Management Office during regular business hours.
- 3. A reservation form indicating the date and time of the event, the number of guests expected, and the nature of the event (i.e., dance, card party, shower), and a release of liability to HOA and its agents must be completed and signed by the host. The required fee and security deposit must accompany the forms.
- 4. The amounts of the security deposit and the fee for reservation of a hospitality room are

established by the HOA Board and are subject to review and change, as the Board deems necessary.

- 5. The host must confirm the reservation with the HOA Management Office at least one week before the date of the event. "Last minute" reservations are subject to availability of the facility and immediate completion of all requirements.
- 6. The host must provide the HOA Management Office with an alphabetized guest list for any party or meeting at least two days before the event. This list will be used for security purposes. The reservation will be canceled and the hospitality room keys will not be released if this is not done.
- 7. No fees for admission, attendance, food, or drinks may be charged to anyone attending an event in a hospitality room. The hospitality rooms are for the private use of residents. Use of these facilities for the sale of any items or services is expressly prohibited.
- 8. When a hospitality room is used for any gathering of minors, an adult must be present at all times and assume all responsibility.
- 9. The volume of any music played in a hospitality room—whether recorded or live—must be kept at a reasonable level so as not to be heard in any residential unit of the building.
- 10. The host is responsible for and will be charged for the repair of any damage resulting from the event and/or the cost of additional labor to clean up the room if it is left in an unacceptable condition. Immediately after the event, the host must do as much as possible to put the room in order.

3. SWIMMING POOLS AND TENNIS COURTS

Rules and regulations are published annually.

4. VIOLATION FINES AND HEARINGS

Effective July 25, 1997, an amendment to the Illinois Condominium Property Act (ICPA), Section 18.5(c)(7), empowers the boards of master associations and other common-interest communities to levy fines. In accordance with this regulation, the violator of any rule is subject to a fine. Fines will be assessed by HOA and collected as an item on the monthly assessment statement. Fines assessed to renters will be billed to the Association member landlord.

The ICPA, Section 318.4 (1) requires that a unit owner must receive notice and is entitled to a hearing before a fine can be levied. In accordance with this regulation, the HOA Board of Directors has established a Hearing Panel and procedures for hearings. The Panel consists of five members and two alternates, each of whom is a unit owner in one of the HOA member associations. Members of the panel serve on a voluntary basis and are appointed by the HOA Board of Directors. The Hearing Panel deals only with rule violations as identified by HOA Management and security personnel. The panel does not deal with owner-against-owner complaints.

1. The HOA Management Office sends written notification of a rule violation and the hearing date to the accused violator.
2. The hearing for a rule violation takes place at the next scheduled meeting of the Hearing Panel following the date of the notice of violation. The Hearing Panel meets once a month and the date of its meeting is published on the HOA monthly calendar, which is posted in the individual association buildings.
3. Failure of the notified accused violator to appear does not delay or cancel the hearing unless the Board of Directors or its agents have received a written request for postponement at least 24 hours prior to the meeting date. Only one postponement is allowed.
4. The Hearing Panel's designated chairperson directs the proceedings and strictly follows the outlined procedures.
5. Hearings shall last no longer than 20 minutes and proceed according to the following agenda:
 - a) Chairperson's reading of the violation and statements from HOA Management and/or security staff. (5 minutes)
 - b) Response from the accused violator and from any corroborating witnesses. (5 minutes)
 - c) Questions from the panel. (5 minutes)
 - d) Final statement from the accused violator. (2 minutes)
 - e) Chairperson's statement of the decision making process and the procedure for notifying the accused violator of that decision. (3 minutes)
6. After the hearing, the Panel deliberates in private and prepares a recommendation to the HOA Board of Directors.
7. The Board reviews and votes upon the recommendation at the next regularly scheduled Board meeting. The Board may vote to accept, reject, or modify the recommendation of the Hearing Panel.
8. Fines for rule violations are established by the HOA Board and are subject to review and change, as the Board deems necessary. Rule violations that involve damages to HOA property and result in costs and expenses to restore the property to its original condition will require payment of actual costs in addition to any assessed fines.
9. The HOA Management Office sends written notification of the Board's decision to the accused violator within one week of the Board meeting.