

# Graue Mill Country Condominiums #2

## Rules & Regulations

**GRAUE MILL COUNTRY CONDOMINIUM II**  
**RULES AND REGULATIONS**

**Revised**  
**4/4/03**

The following pages are the Rules and Regulations covering Graue Mill Condominium II the membership of which resides in Building F, 1140 Old Mill Road, Hinsdale, Illinois.

These rules have been prepared by the Owners' representatives to protect the safety of individuals and maintain the quality of life at Graue Mill.

The Board of Directors is responsible for disseminating this information to new residents and firmly, but politely, enforcing the rules and regulations. Should you have any questions, or suggestions, you may discuss them with any member of the Board, or you may wish to attend the regularly scheduled Board meeting held as per the schedule posted on the first floor bulletin boards.

The Board of Directors  
Graue Mill Condominium II

## **RULES AND REGULATIONS**

### **GENERAL RULES**

All rules, regulations, restrictions and covenants contained in the Declaration and Bylaws are incorporated by reference and made a part of these rules and regulations and are subject to the enforcement policies set forth in the final section of these comprehensive rules and regulations. To the extent that the provisions of applicable law, the Declaration, Bylaws or the Rules and Regulations are in conflict, applicable law controls, followed by the provisions of the Declaration, the Bylaws and the Rules and Regulations, in that order. A copy of the Declaration may be obtained by contacting the office of the property manager.

These Rules and Regulations are binding on all Unit Owners, Occupants and Residents, their vendors, families and guests. Any reference hereunto owner, Unit Owner, Occupant or Resident shall include the other. Exceptions to the Rules may be made only in writing, signed by the Board or its duly authorized agent, following a written request by an Owner.

#### **Obligations and Responsibilities**

##### **House Management**

- The Board of Directors alone will transmit all orders and assign responsibilities to the Managing Agent.
- The On-Site Manager will report to the Board of Directors and will respond to directives from the Board. The manager has the responsibility to see that the property is operated in a businesslike manner for the common good of all Unit Owners.
- All requests for action shall be made to the Management Office. Board members should not be contacted individually unless an emergency has arisen or the Management office is closed. If management cannot solve your problem to your satisfaction, you should then contact the Board.
- Unit Owners and Residents are prohibited from ordering or instructing employees of the Association in the performance of their duties.
- Association employees are expressly prohibited from performing maintenance or other services in individual units unless they are conducted before or after the employee's normal work hours.

##### **Unit Owners/Occupants Must:**

- Maintain the condominium unit, furnishings, fixtures and appliances in a clean, sanitary and safe condition.

**RULES & REGULATIONS**

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- Use in a reasonable manner all electrical, plumbing, sanitary, ventilating, air conditioning and other facilities and appliances, including elevators.
- Not place in the condominium unit or premises any furniture, plants, animals or any other thing which harbors or attracts insects, rodents or other pests.
- Not destroy, deface, damage, impair or remove any part of the dwelling unit or premises or facilities, equipment or furnishing, except as necessary when hazardous conditions exist that immediately affect the occupant's health or safety.
- Inform other persons on the premises, with the Unit Owner/Occupant's consent, that they shall conduct themselves in a manner that: 1) will not disturb the neighbor's peaceful enjoyment of the premises, 2) is not illegal, 3) will not injure the reputation of the building or its occupants.

#### Leasing of Parking Stalls:

- Renting or leasing of parking stalls to Non-Unit Owners or Non-Residents of Condominium II is prohibited.

#### Assessments

- Assessments are due on the 1st of each month and are accepted up to the 15th of the month without penalty. If the assessment is not paid by the close of management operations on the 15th, a penalty of \$50.00 is assessed and the Management Office notifies the owner of the delinquency. If any unit owner falls two months behind in payment of the monthly assessment, an additional penalty of \$100.00 shall be assessed. The Management Office shall again notify the owner of the delinquency and if the assessments are not paid in full within five working days from the time of notice, the matter shall be referred to an attorney for collection. The balance, plus attorney's fees, shall bear interest charges at the rate of 18% per annum after the second month.

#### Balconies

- All loose items likely to be blown off, bang or rattle during heavy winds shall be fastened down. Nothing shall be thrown, or dropped or shaken from the balconies. No dust, rubbish, litter or anything else shall be thrown or emptied from any of the windows or from porches or balconies of the building or into the halls or entryways thereof. Balconies may be screened at the sole expense of the homeowner and in conformity with the approved plan, which is on file at the Management Office.
- Boxes, cooking grills (not to be used on balconies), etc., other than furniture shall not be stored on balconies where they can be seen from the street or from other units.

### Car Washing

- Car washing in the garages is not permitted.

### Management Office

- Management Office hours are 7:30 a.m. to 3:30 p.m., Monday through Friday. In an emergency, contact security at the Gate House by dialing (630) 325-8855. You may also contact Oak & Dale Properties, Inc. at (630) 323-8810.
- All requests for assistance from Graue Mill Staff shall be made through the Management Office. (630) 654-1588. Do not contact the maintenance personnel directly.

### Construction Activity

- All construction work and repairs (including that undertaken by residents in their individual units) shall be done between the following designated hours:
  - Monday thru Saturday 8:00 a.m. to 5:00 p.m.

#### **No construction or repair work is permitted on Sundays and legal holidays.**

- Such work is defined to include, but not be limited to any activity, such as laying carpet, laying floors, hanging of pictures or any other repair work which will tend to generate noise which can be transmitted through the walls and floors to create a disturbance for neighboring residents.
- It is the responsibility of the resident to advise tradespeople and craftsmen to supply appropriate insurance and physical protection for the components of all areas. Tradespeople and craftsmen are to only utilize the service doors, not the lobby entrance. Any damage to the building by vendors is the responsibility of the unit owner and shall be repaired at unit owner cost.
- All common areas are to be left in a clean condition.
- Any interruption in water service due to construction activity or repairs shall be coordinated through the Management Office in advance of the work.
- Exterior and interior key controlled doors are to be kept locked at all times.

### Common Areas

- Mats, rugs or any additional carpeting is not allowed outside resident's doorways.
- Decorations and hangings that obscure more than one-quarter of the resident's doors are not allowed.
- Pull carts, luggage and grocery carts, baskets, dry cleaning and other objects are not allowed unattended in the hallways or entryways.
- Commercial distribution of literature in the lobby and corridors of the buildings, and under the doors is not permitted.
- Residents must not leave unwanted mail, flyers, etc. in the lobby area.

### Modification of Common Areas

Any unit owner who wishes to modify a common area must do the following:

- 1) Submit a written proposal and appear before the Condominium II Board of Directors at a meeting where the written proposal can be discussed.
- 2) Receive approval of the Board.
- 3) Assume the entire cost of the modifications and its upkeep.
- 4) Upon move-out, notify the manager's office and the Board one month before moving out and restore the common area to its original condition and assume the entire cost of this restoration.

### Dogs and Other Pets

- Unit Owner's pet shall be of a size comfortably transported in one's arm (not exceeding 25 pounds when fully grown).
- Seeing eye dogs are permitted.
- Pets must be carried while inside the building. Pet damage to condominium property must be reported immediately to the Management Office and repairs paid for by the unit owner.



### Dogs and Other Pets Continued

- Pets must be taken out through the service doors, not through the lobby except in an emergency situation.
- The corridors or garages shall not be used for exercising pets.
- If, in the Board's judgment, it is determined that a pet is causing excessive disturbance or annoyance to other Condo II occupants, the owner will be asked to resolve the problem immediately; non-compliance may result in Board action and fines or removal of the pet from the building.

### Garage and Parking Areas

- No double parking in the garage aisle, i.e. parking at right angle (90 degrees) to normal parking space. Parking anywhere in garage aisle is prohibited.
- All owners or occupants shall complete the form attached hereto as Exhibit "A" and provide the manager's office with updated information when appropriate.
- Bicycles must be stored in assigned bicycle storage areas and are not permitted in garages, lobbies, elevators or hallways.
- Only shopping carts may be stored in the garage. All other items shall be stored in individual units, lockers or in storage rooms. The Condo II Association assumes no responsibility for the loss of or damage to any stored article.
- Items removed from the garage by the Management Office must be claimed by owners within 90 days, after which, the items will be disposed of.
- Garage doors shall not be left open, except by maintenance personnel.
- Repairing of any vehicle is not allowed on the premises.
- Use parking spaces assigned to your unit.
- Arrangements between owners to rent or use garage parking spaces of another owner must be communicated to the management office for emergency/maintenance purpose.
- Because of the danger and potential insurance liability, children are not permitted to play in the garage.

### Garage and Parking Areas Continued

- Any vehicle deemed unsightly or in non-working condition by the Manager, shall be removed by its owner within five (5) days of written notification; non-compliance may result in Board action and fines.
- Owners must park in their designed spaces in the garage, leaving the limited outside parking for guests, workmen and deliveries.
- Aisles between storage lockers shall be kept open at all times. Items found in the aisles will be considered refuse and be disposed of.
- Flammable material, materials potentially subject to spontaneous combustion, and otherwise potentially dangerous items must not be kept in storage lockers.
- Hinsdale Fire Department regulations require that all items stored in storage lockers shall be a minimum of 18 inches below the nearest nozzle of the overhead sprinkler system.

### Private Business Enterprises

- No industry, business, trade or occupation of any kind, commercial, religious, educational or otherwise shall be conducted, maintained or permitted in the condominium or common areas.
- Condominiums must be used for residential purposes only.
- Estate sales are permitted, but require adherence to the Homeowners' Association Rules governing this issue.

### Protecting Our Home While Away

- Residents leaving for a weekend or longer should leave an emergency phone number at the manager's office.

## Windows and Floor Coverings

- White or off-white material should be used as a lining on the exterior of all draperies, shades, or other window treatments visible from the outside of the building.
- Floor treatments should be selected to minimize noise of walking, etc. Floors of all kitchens are to be covered with a cushioned floor covering, or if any non-cushioned material is installed, it must be installed over 1/4" cork underlayment.
- All parquet, marble, tile or other hard surfaced floors must be installed in accordance with the following specifications:\*

**Hardwood** -- 1/4" cork glued to concrete plus 1/2" plywood glued on top of cork, then hardwood is to be applied to the plywood.

**Marble or Ceramic** -- 1/4" cork glued to concrete. Then 3/4" tongue and groove exterior plywood is to be glued to cork. Marble or ceramic will then be thin-set on plywood.

**Carpeting** -- Minimum 40-ounce pad is to be used with installation.

\* NOTE: In a building the age of Condominium II, the floors in the units may not be consistent in thickness and/or other properties. Therefore, in order to eliminate unacceptable flooring modifications, unit owners are required to obtain Board of Directors approval for any flooring modifications (i.e., materials used, total thickness/height, etc.).

## **General Information for Condominium Living**

### **Common Areas**

- Running or playing in corridors, lobbies or stairwells is forbidden. Children shall not be permitted to loiter or play on stairwells, halls, garages, porches and areas used by the public or other Unit Owners or residents.
- Corridor doors must be kept closed at all times.
- Beverages in open containers are not permitted within the elevator, corridor or lobby areas.
- Unless explicitly authorized by the Board of Directors or the Management Office, no one will enter upon any building roof top at any time.

### **Elevator**

- No smoking in building common areas including the elevators.
- Lobby phones are connected to the guard house for emergency use.
- Appropriate elevator padding (obtainable from and installed by the Manager) must be installed prior to moving large items out of or into the building.

### **Grilling**

- Grill cooking, or any other smoke-producing device, is not permitted on the premises.

### **Receiving Room at Gate House for Packages and Messages**

- The security personnel at the gate house will accept deliveries of small packages (up to 10 pounds). Owners will be notified and must pick up the packages as soon as possible. Refer to Homeowners' Association Rules and Regulations (see page 10) for restrictions concerning perishable items.
- Security personnel may receive envelopes or written messages for residents.

### Receiving Procedures at Building

- When delivering furniture or heavy items, trucks must park in the service driveway, which is the asphalt drive adjacent to the west parking garage. Entry is through the two side service doors, along the service corridor and into the rear entrance of the service elevator.

### Security

- The entry of a non-resident must be approved by a resident via security phone.
- Security personnel should be notified immediately of any suspicious persons or activities.
- All building doors should be closed firmly at all times.
- Residents shall furnish Security a guest list when parties, events for more than six people are held.

### Solicitors

- Door-to-door solicitation is not permitted by Owner/Residents or non-residents.
- All residents are requested to notify the Board immediately of any attempt to solicit or distribute literature in violation of the above rules.

### TV and Audio Systems

- Should be kept at moderate volume so that other residents are not disturbed.

### Waste Disposal

- Trash, garbage and other wastes shall be disposed in a clean sanitary manner in the refuse facilities.
- All refuse, particularly, wet disposable garbage, must be placed in heavy duty plastic bags and sealed before putting down chutes or being taken to the rubbish room or containers in garage corridor.
- Newspapers shall not be put down chutes in loose form, they should be placed in the appropriate recycling container located near the rubbish room.
- Boxes must not be placed in the chute, they should be carried to the rubbish room near the garage.

## Recycling

- Clean glass, plastic, aluminum and steel cans can be placed in recycling containers located near the rubbish room.

**NOTE OF CAUTION:** Be certain all smoking materials are extinguished prior to disposal.

### Policies and Procedures Regarding Rules Enforcement

A. Any complaint which alleges a violation of the Declarations, Bylaws or Rules and Regulations shall be made in writing in form similar to the "Violation Complaint - Witness Statement: (attached hereto as Exhibit "B") and, at a minimum, shall set forth:

1. The name, address and phone number of the complainant and the date of an alleged violation.
2. The name, unit number of the unit owner alleged to be in violation.
3. The specific details or description of the violation, including the date, time and location.
4. A statement by the complainant that he or she will cooperate in the enforcement procedures and will provide testimony at any hearings which may be necessary.

The Association recommends that photographs be taken, if possible, to illustrate the violation. Any such photographs should be attached to the complaint statement or forwarded as soon as possible. The photographer's name and the date on which the photograph was taken should be written on the back.

The complaint form shall be delivered to the management office who shall promptly provide a copy to the Board of Directors.

B. When a non-emergency complaint is made pursuant to the above, the Owner shall be notified of the alleged violation by the Board of Directors or its agents. The notification shall be in a manner prescribed by the Board in a form similar to the "Notice of Violation" (attached hereto as Exhibit "C").

If the alleged violation is not the first violation by the Unit Owner/Resident, or if the violation is such that serious, immediate or irreparable consequences may occur by delay, the Board may elect to forward the matter to the Association's attorney for appropriate action. All expense and cost incurred will be assessed to the Unit Owner and, the Unit Owner shall promptly pay the costs.

The Association's attorney, if contacted regarding the violation, shall send such notices, make such demands or take such actions as deemed necessary to protect the interests of the Association in accordance with the provisions of the Declaration or Rules and Regulations of the Association.

If any Unit Owner/Resident charged with a violation either believes that no violation has Occurred, or has been unjustly charged hereunder, the Unit Owner may proceed as follows:

1. Within twenty-one (21) days after the Notice of Violations has been served on the Owner/Resident pursuant to the provisions herein, the Owner must submit, in writing, a request for a hearing concerning the violation. A hearing may be requested by completing the "Request for a Hearing" form, which is (attached hereto as Exhibit "D"), and by returning it to the management office.
  2. If a request for a hearing is filed, a hearing on the complaint shall be held before a panel (hereafter "Panel of Inquiry") composed of Board members or a committee duly authorized by the Board to hear such complaints. The Panel of Inquiry shall not include any persons presenting evidence in the hearing. The hearing shall be conducted not later than six (6) weeks after the delivery or the written request.
  3. At any such hearing, the Panel of Inquiry shall hear and consider the arguments, evidence or statements regarding the alleged violation and then from the alleged violator and any witnesses on his or her behalf. Following a hearing and due consideration, the Panel of Inquiry shall issue its determination regarding the alleged violation and, if appropriate, a recommendation to the Board regarding the levying of a reasonable fine(s). The decision of the Panel of Inquiry shall be made by a majority vote and shall be final and binding on the unit owner.
  4. Payment of any fines, charges, costs or expenses made pursuant to the provisions contained herein shall not become due and owing until the Panel of Inquiry has completed its determination. Notification of the Panel of Inquiry's determination shall be made in a form similar to "Notice of Determination Regarding Violation". (Attached hereto as Exhibit "E").
- C. If no request for a hearing is filed within twenty-one (21) days, a hearing will be considered waived, the allegations in the Notice of Violation shall be deemed admitted by default, and appropriate sanctions and/or fines shall be imposed. The Owner/Resident shall be notified by the Association of any such determination using the same form and in the same manner as if a hearing had been conducted by a Panel of Inquiry.

- D. If an Owner/Resident is found to have violated personally or is otherwise liable for a violation of any of the provisions of the Declaration, Bylaws, or Rules and Regulations of the Association, the following shall occur:
1. The Owner/Resident shall be notified of the findings of the Board of Directors or its duly authorized agents that a first violation occurred. Any fine, legal expenses incurred by the Association, and/or any actual damages repaired at Association expense shall be promptly paid by the Owner/Resident in violation within 10 days of written notification requesting payment.
  2. The notification may also require the Owner to correct any damages or any unauthorized condition on the property for which the owner has been found responsible, to promptly pay the costs of any repairs which have previously been made, or to promptly pay any legal expenses and costs incurred by the Association as a result of the violation.
  3. In the event any violation has resulted in damage to common property, the Owner will be given notice of violation to correct the damage or architectural violation. If the damage or violation has not been corrected within ten (10) days, the Association will proceed to have the violation corrected, and the Owner will be assessed and shall pay within ten (10) days of written notification requesting the full cost of labor and materials required.
  4. In addition to the foregoing assessment, and in order to encourage Owners to correct violations on their own time and at their own expense, and in order to compensate the Association for the administrative expense involved in obtaining and supervising any such correction, the Board of Directors may assess any Unit Owner who forces the Association to correct a violation, with an additional administrative charge of one hundred dollars (\$100.00) or ten percent (10%) of the cost of labor and materials, whichever is greater.



- E. Any Owner assessed in accordance with the Rules and Regulations shall pay any charges imposed within ten (10) days of notification that such charges are due. Failure to make the payment on time shall subject the Owner to all of the legal or equitable remedies necessary for the collection thereof. All charges imposed and not paid in a timely manner (30 days after notification) shall bear interest at the rate of eighteen per cent (18%) per annum and may be added to the Owner's account which shall become a special assessment against the Unit Owner and shall be collectible as a common expense in the same manner as with interest on any regular or special assessment.
- F. Time is of the essence and any notice, request or demand shall be deemed to have been given or served when:
1. Personally delivered by the Board or its agent, or
  2. Delivered by mail provided that the notice has been sent by certified mail-return receipt requested, postage prepaid, to the Unit Owner.
- G. The remedies hereunder are not exclusive, and the Board may, in addition, take any action provided by law or in the Declaration to prevent or eliminate violation of the Rules and Regulations of the Association.

Any failure by the Board to insist upon the strict performance by the Unit Owner of any of the terms and provisions hereof shall not be deemed to be a waiver of any of the terms and provisions hereof, and the Board, notwithstanding any such failure, shall have the right thereafter to insist upon the strict performance by the Unit Owner of any and all of the terms and provisions of these Rules and Regulations and the Declaration. Neither the Unit Owner nor any other person now or hereafter obligated under these Rules and Regulations for the payment of any sums assessed in accordance with these Rules and Regulations, shall be relieved of such obligation by reason of the failure of the Board to comply with any request of the Unit Owner.

**EXHIBIT "A"**

Dear Unit Owner/Resident:

Please complete the form below concerning your automobile. This information will allow us to update our records for the purpose of contacting you in the case of an emergency.

If you should change your home or business telephone number or purchase a different vehicle please remember to supply us with any new information.

Thank you for this pertinent information which will enable us to continue to be efficient in managing this complex for the total benefit of all our residents.

-----

LICENSE PLATE # \_\_\_\_\_ STATE \_\_\_\_\_

MAKE OF CAR \_\_\_\_\_ COLOR \_\_\_\_\_ MODEL \_\_\_\_\_

OWNER'S NAME \_\_\_\_\_

BUILDING ADDRESS \_\_\_\_\_

HOME TELEPHONE # \_\_\_\_\_ BUSINESS \_\_\_\_\_

GARAGE SPACE # \_\_\_\_\_

-----

LICENSE PLATE # \_\_\_\_\_ STATE \_\_\_\_\_

MAKE OF CAR \_\_\_\_\_ COLOR \_\_\_\_\_ MODEL \_\_\_\_\_

OWNER'S NAME \_\_\_\_\_

BUILDING ADDRESS \_\_\_\_\_

HOME TELEPHONE # \_\_\_\_\_ BUSINESS \_\_\_\_\_

GARAGE SPACE # \_\_\_\_\_

**EXHIBIT "B"**

**VIOLATION COMPLAINT - WITNESS STATEMENT**

PLEASE PRINT OR TYPE. Complete all the information you know. If unknown, please state so. Attach additional sheets if necessary. Mail or deliver to the management office.

**INFORMATION CONCERNING WITNESS (ES) TO VIOLATION**

Witness' Name	Address	Unit No.	Phone No.
Names, Address, Unit #'s & Phone #'s of any other witnesses			

**INFORMATION CONCERNING VIOLATOR**

Violator's Name	Address	Unit No.	Phone No.
Name, Address, Unit & Phone # of Unit Owner, if different			

**INFORMATION CONCERNING VIOLATION**

Violation Date	Time	Location
Section(s) of Declaration, Bylaws or Rules & Regulations which was violated		
Witness' Observations:		

Were any photographs taken?                      Yes                      No                      By Whom? \_\_\_\_\_

Attach all photographs to this form or forward as soon as possible. Include photographer's name and date taken and anyone else who was present.

I HAVE MADE THE ABOVE STATEMENTS BASED ON MY PERSONAL KNOWLEDGE AND NOT UPON WHAT HAS BEEN TOLD TO ME. I WILL CO-OPERATE WITH THE ASSOCIATION AND ITS ATTORNEYS TO PROVIDE ADDITIONAL STATEMENTS OR AFFIDAVIT, AND IN THE EVENT A HEARING OR TRIAL IS NECESSARY, I WILL APPEAR TO TESTIFY AS A WITNESS.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

**EXHIBIT "D"**

**REQUEST FOR A HEARING**

I hereby request a hearing on the charges made against me as contained in the Notice of Violation dated \_\_\_\_\_, 19\_\_ alleging a violation of the Declaration, Bylaws or Rules and Regulations of \_\_\_\_\_ Association.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Owner's Name - Printed

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Phone

\_\_\_\_\_, 19 \_\_\_\_  
Date

**EXHIBIT "E"**

TO: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NOTICE OF DETERMINATION REGARDING VIOLATION**

On \_\_\_\_\_, 19 \_\_, you were notified of a violation of the Declaration or Rules and Regulations of the Association. Pursuant to the Association rules:

- ( ) A hearing was held at your request.
- ( ) You have admitted to the violation by default and/or waived your right to request a hearing regarding the alleged violation. After considering the complaint, the following determination has been made and the following action (s) will be taken:
  - ( ) You were found not guilty and no action will be taken.
  - ( ) A \_\_\_\_\_ violation of the Association's Declaration, Bylaws, or Rules and 1st, 2nd, etc. Regulations has occurred and the costs and expenses of enforcement in the amount of \$ \_\_\_\_\_ are now due.
  - ( ) Damages, expenses and administrative charges in the total amount of \$ \_\_\_\_\_ have occurred and are now due.
  - ( ) Legal expenses in the amount of \$ \_\_\_\_\_ have been incurred by the Association and are now due.
  - ( ) Damages have occurred or an architectural violation exists, as charged in the complaint, and you are ordered to have the damages or violations corrected or repaired at your own expense.
  - ( ) As a result of a second or subsequent violation, we have instructed our attorneys to inform you that legal proceedings will be instituted and all expenses incurred will be assessed to you.

\_\_\_\_\_, Association

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

**Graue Mill Country Condominium II**  
**Board of Director's Meeting**  
**July 19, 2001**  
**MINUTES**

**Subject to Approval**

The meeting of the Board of Directors of the Graue Mill Condominium II Association was called to order by President G. Offord at 4:00 P.M.

Board members present: George Offord, Bart Ladd and Robert Zuro.

Management was represented by Dawn Larson.

**B. Ladd/B. Zuro** moved to accept the minutes of the Board meeting held on May 17, 2001 as presented.

Vote: Motion carried.

**B. Zuro/G. Offord** moved to approve the May 31, 2001 and June 30, 2001 financial reports as presented.

Vote: Motion carried.

**B. Ladd/B. Zuro** moved Graue Mill Country Condominium II adopt a policy that a security deposit of \$500.00 is required prior to any move in/move out. Advance notice must be given to the Management Office no later than 1 week before the actual move in/move out, and the security deposit must be in the office before clearance will be given for such move in/move outs.

Vote: Motion carried.

**B. Ladd/B. Zuro** moved to return the Condominium II portion of the monthly assessments back to the exact amount. Notices will be sent to each owner advising them of their credit or balance due on the account.

Vote: Motion carried.

The next Board meeting will be September 20, 2001 – BUDGET MEETING.

• **ADJOURNMENT**

**B. Ladd/G. Offord** moved to adjourn the meeting at 5:00 PM.

Vote: Motion carried.

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

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**GRAUE MILL CONDOMINIUM ASSOCIATION II**  
**MINUTES**  
**November 16, 2006**

The meeting of the Board of Directors of the Graue Mill Condominium Association II was called to order by President G. Offord at 4:00 PM

Present: George Offord and Bart Ladd.

Absent: Bob Zuro.

Management was represented by Dawn Kolar.

**B. Ladd/G. Offord** motion to approve the Minutes of September 21, 2006 as presented.  
Motion carried.

**G. Offord/B. Ladd** motion to approve the September and October 2006 financial statements as presented.  
Motion carried.

**B. Ladd/G. Offord** motion to approve the 2007 Budget as presented to the Owners.  
Motion Carried.

**B. Ladd/G. Offord** motion that non-budgeted and non-emergency expenditures above \$2000.00 require at least two bids and be approved at a Board of Directors meeting prior to the expenditure.  
Motion Carried.

**G. Offord/B. Ladd** motion to approve expenditure of \$2013.85 to replace bedroom carpet in unit 204F due to water damage.  
Motion Carried.

**B. Ladd/G. Offord** motion to waive the Right of First Refusal on the rental of unit 503F.  
Motion Carried.

The Board will review the request for the rear hall floor and the upper hallways after Mr. Zuro returns and proceed to board meeting approval.

• **ADJOURNMENT**

**G. Offord/B. Ladd** motion to adjourn meeting at 4:22 PM.  
Motion carried.

Approved

Date: 11-24-06

Next meeting date is January 18, 2007 at 4:00 PM in the Clubhouse.