



EDGEWATER BEACH™

APARTMENTS

EST. 1928

Rules and Regulations

Effective May 28, 2020

EDGEWATER BEACH APARTMENTS CORPORATION

RULES AND REGULATIONS REVISED 5/28/2020

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I. INTRODUCTION

The Rules and Regulations of the Edgewater Beach Apartments Corporation (EBAC) pertain to the health, safety, and well-being of all residents and guests; the appropriate use of the building and its amenities; and maintaining the property's appearance. The Edgewater Beach Apartments (EBA) is a residential cooperative, but it is also a community. These Rules and Regulations have been established to help our community run smoothly and promote a pleasant quality of life.

The EBAC Proprietary Lease establishes that the Board of Directors (Board) has the authority to enact, amend, or rescind the Rules and Regulations by resolution of the Board. Procedures for enforcement of these rules include fines, loss of right to use the common amenities, and other applicable remedies, including censure, eviction, or other legal actions. In addition, costs to EBAC resulting from the violation of these rules will be assessed to the shareholder.

It is the responsibility of the Board to provide the current Rules and Regulations to the residents and it is the obligation of all residents to familiarize themselves and their guests with those rules. Residents and guests are expected to abide by all rules.

OPERATIONS

It is only through enforcement by the Board and Management that the Rules and Regulations can be effective. The Board and Management cannot be expected to witness all violations or to solve disputes between residents that do not affect the common areas or the health, safety, security, and welfare of residents.

Persons observing infractions of the Rules and Regulations are encouraged to report the infraction to Management, and, if requested to, file a Complaint Report Form (copy attached) and be prepared to give testimony to prove the infraction in order for the Board to enforce these rules. Upon receiving a report or a formal complaint, Management will contact the parties and attempt to amicably resolve the issue. If this fails, the problem is referred to an ad hoc Complaint Committee for a hearing and resolution. Violations of the municipal law should be reported by the resident to the city police.

COMPLAINT HEARINGS

Upon receipt by Management of the Complaint Report Form, a notice of a complaint hearing shall be sent to all parties involved. The hearing may be held with or without the accused party being present. The ad hoc Complaint Committee created to review an infraction would consist of EBAC Directors. The committee will be chaired by the Governance Committee Chairperson and will consist of two additional members: one chosen by the resident being reviewed and one chosen by the President. A Director cannot be a member of the ad hoc Complaint

Committee nor vote on the issue if they are the accused or the complaining witness. Following the hearing, the committee shall deliberate in private, and submit its recommendations to the Board. Upon decision of the Board, a written finding shall be given to the parties. The decision of the Board is final.

PERIODIC REVIEW AND UPDATE

The charter of the Governance Committee requires that the committee review all governing and corporate documents, including the Rules and Regulations, and recommend any needed revisions to the Board. Proposed new rules or amendments to existing rules by Directors should be submitted to the Governance Committee for review, prior to requesting Board action to ensure consistency with existing EBAC governing documents.

Management shall promptly issue to residents all rule changes approved by the Board.

II. BUILDING REQUIREMENTS

ACCESS TO APARTMENTS BY MANAGEMENT

Rules

1. When access to a shareholder's apartment is required for repair either to the unit, another unit, the common areas, or for life safety inspections and pest control, the resident must permit access to the unit by authorized staff upon receiving 48 hours' notice from Management.
2. In an emergency, authorized staff must have immediate access.

APPLIANCES

Rules

1. Air-Conditioning Guidelines:
 - a. Compliance with EBAC Air-Conditioning Guidelines (available in Management Office), including size requirements and installation guidelines for window and central air-conditioning, as well as compliance with the Chicago code, is required. Failure to allow or pass inspection to ensure compliance with these directives will result in an order for remedy and/or removal of the appliance.
2. Washers and Dryers:
 - a. In accordance with EBAC Remodeling/Contracting Guidelines, installation of new and reinstallation of existing laundry facilities in apartments requires Management approval prior to installation, as well as inspection following the installation.
 - b. Washing machines:
 - 1) No washing machine on any floor (1-19) may drain into a kitchen drain.
 - 2) Washing machines located on floors 3-19 may be connected only to a drain that is protected by a suds zone in compliance with City of Chicago Building Code for washing machines.
 - 3) Washing machines on floors 1-2 do not need to be connected to a suds-zone-protected drain.
 - 4) Management can identify the plumbing risers where washers can be connected.
 - c. Only ventless electric dryers are allowed.
 - d. All costs associated with the installation of in-unit laundry facilities shall be borne by the shareholder.
 - e. It is the responsibility of the shareholder to have electrical and plumbing work completed to City of Chicago Code and EBAC Rules and Regulations.
 - f. Failure to allow or pass inspection to ensure compliance with EBAC Rules and Regulations and installation guidelines (available in Management Office) along

with code compliance will result in an order to remedy. Failure to comply will result in a stop work order and/or removal of the appliance at shareholder's expense.

3. Garbage Disposals:
 - a. The City of Chicago Building Code prohibits the connection of a garbage disposal in a drain with a grease trap. Since all kitchen drains are attached to grease traps no apartment shall install or maintain a garbage disposal. Violation of this rule will result in an order to remove.

ASSESSMENTS AND FEES

Assessments and fees are due and payable on the first day of the month. They can be paid online or by mail to the designated EBAC agent. Payment is considered delinquent after the tenth day of the month, after which late fees are imposed. Delinquencies in excess of 60 days will be referred to legal counsel for collection proceedings.

Fees are required for a variety of services and amenities. A fee schedule is available on Building Link and from Management.

COMMON AREAS

The Fire Code of the City of Chicago requires that all front and back halls and stairways be clear of all debris, boxes, carriages, and any personal items. Property left in any common area shall be deemed abandoned and will be removed by EBAC staff.

Rules

1. Storage in common areas (except in areas designated for such purpose) is prohibited.
2. The service area outside the back door of a unit must not be used for spraying articles with paint/varnish or the mixing of any chemical solvents. The craft room is available for these purposes.
3. Per Chicago Fire Code, no electrical decorations or decorations extending beyond the front door frame are permitted. Only seasonal door decorations that will not mar the paint are permitted.
4. Residents may not tamper with the mechanical, electrical, or other systems and their controls located within the building
5. Any spills on the carpeting/furniture must be reported immediately to Management.

CONSTRUCTION, REMODELING, AND ALTERATIONS

Rules

1. Shareholders must obtain Management approval prior to commencing any apartment construction, remodeling, and alterations.
2. Shareholders must comply with the Construction Rules and Remodeling/Contractor Guidelines, which are available in the Management Office. Failure to allow or pass Management inspection to ensure compliance with these directives will result in an

order for remedy and/or a stop work order.

HOSTING FUNCTIONS IN APARTMENTS OR HOSPITALITY AREAS

Rule

1. When a resident is hosting a function involving more than 15 nonresidents, they must give a guest list to Management one week prior so that it can be determined if additional Door and Garage Staff are needed.

HOUSEHOLD OR ESTATE SALES

Rules

1. Sales must be approved and scheduled with Management and must comply with EBAC guidelines, which are available in Management Office.
2. A refundable deposit is required.

NOISE (INCLUDES ANY NUISANCE)

Unreasonable noise, disturbances, or unlawful activities, or any nuisance should be reported immediately to Management. Residents should notify their neighbors when construction/repair work/other installation work is being done in their apartment. Construction noise is permitted between 8 a.m. and 5 p.m. Monday through Friday; your tolerance is appreciated. Construction is not permitted on federal holidays.

Rules

1. Reasonable hours, discretion, and courtesy must be observed when hanging pictures, moving furniture, playing musical instruments, entertaining, etc. Acts in or about the building which interfere with the peace of neighbors, or with reasonable rights and comfort of other residents, are not permitted.
2. Shareholders are responsible for maintaining sound-abatement measures (such as carpeting or sound-absorbing underlayment) to prevent noise disturbance.

PEST CONTROL, INSPECTION AND TREATMENT

Rules and Procedures

1. If any insects, vermin, or other pests are noticed, residents must promptly call Management so that the problem can be quickly resolved. If you would like to request pest-inspection service in your apartment, please contact the Management Office. There is no charge for this service, which residents are encouraged to use.
2. When extermination services are required, residents will receive 48 hours' written notice from Management and must permit the exterminator to enter the apartment.
3. The materials used are tested and approved by the federal Environmental Protection Agency and found to be safe for use in residential and commercial buildings. Residents have a right to know the chemical makeup of these materials. If a resident has health problems affected by these materials, notify Management immediately.

4. Bedbug inspection and treatment:
- a. All residents are required to notify Management at the first sign of bedbugs.
 - b. Trained bedbug detection dogs may be used at the Board's discretion to screen any/all apartments as well as common areas of the building. Residents will receive 48 hours' written notice from Management and must permit the dog and its handler to enter and inspect the apartment. If an occupant is allergic to dogs, inspection of the apartment will be done by a pest-control agent approved by Management. There is no charge for this inspection as long as resident complies with pre-visit preparation instructions.
 - c. Proactive inspections are also conducted, and any necessary treatment performed prior to any apartment being vacated. A second inspection will be conducted after move-in of new residents. See "Moving In and Out" rule.
 - d. When an apartment is found to have bedbugs, notices to the surrounding apartments will be sent to alert residents of bedbug activity in the area. Adjacent apartments on both sides, above, and below will be inspected for infestation.
 - e. Management-approved pest-control companies must be used for bedbug remediation. Residents must prepare their apartment for bedbug treatment according to the instructions of the pest-control professional.
 - f. Having received 48 hours' written notice, residents must allow an EBAC-approved pest-control agent to enter and remediate bedbugs.
 - g. The cost of any missed appointments for treatments will be the responsibility of the shareholder. This includes apartments not fully prepared and/or for inspectors/exterminators turned away at the door.
 - h. EBAC will pay for the cost of one regimen of bedbug treatments per 12-month period per apartment only under the following set of circumstances:
 - 1) The resident shall have reported the presence of bedbugs (confirmed by canine or human inspection) or bedbugs are found during regularly scheduled proactive bedbug inspection.
 - 2) The resident shall have participated in all the past year's regularly scheduled bedbug inspections.
 - 3) If a resident moved in within the past year, the move-in inspection shall have been performed and passed with no alert.
 - 4) The exterminator confirms all treatment preparations were completed by the resident.
 - 5) The treatment is coordinated and completed by the EBAC-designated pest-management company.

PETS AND ASSISTANCE ANIMALS

Rules

1. Household pets are limited to domestic cats, small birds, and fish, which must be confined to the resident's apartment. Pets must be confined to a carrier when transported to and from one's apartment.
2. A resident is limited to no more than two cats and two birds in an apartment.
3. No animal shall be raised or bred for commercial purposes nor temporarily boarded.
4. Each pet or assistance animal must be registered with the Management Office.
5. Approval by the Board of Directors is required to allow an accommodation for an assistance animal by a resident. It is the resident's responsibility to provide proper documentation for this request.
6. Pets and assistance animals must be cared for in a manner that does not endanger the health, safety, or living environment of residents or guests.

POSTING AND DISTRIBUTING PRINTED MATERIAL

Rules

1. Distributing or posting commercial, religious, political, or fundraising printed materials is not allowed in any public space of the EBA (including the mail slots located in the outer mailroom).
2. Residents may post notices, articles, and announcements on the bulletin boards in the inner mailroom and in the laundry room without Management approval if they comply with number 1 of this rule and include the distributor's name and apartment number.
3. Management must approve all notices posted in the elevators, the glass-enclosed bulletin board in the outer mailroom, and on the lobby tables near the elevators.
4. Residents may place printed material in the mail slots located in the outer mailroom without Management approval if they comply with number 1 of this rule and include the distributor's name and apartment number.
5. No printed materials may be distributed, placed, or posted in the lobby (except with Management approval on the tables by the lobby elevators), hallways, or other common areas, or under, over, around, or near a unit door (except for newspapers).

SHAREHOLDER OCCUPANCY RESPONSIBILITIES

Rules

1. The apartment shall not, except as provided in subsection a. below, be used for any purpose other than that of a private residence. The use of the apartment for short-term, temporary, or transient occupancy such as Airbnb, boarding or lodging house by any person in return for some form of compensation (whether monetary, exchange, barter, or other thing of value), or as a commercial enterprise, is prohibited.
 - a. A resident may engage in a home-based occupation in which technology or the nature of the resident's occupation permits the resident to work from a home

office, without the physical presence of clients, customers, or coworkers. Engagement in any such occupation within the premises must not cause unreasonable disturbance to neighbors or place an undue burden on Door Staff responsible for receiving packages.

2. Shareholders must register all occupants of the apartment with the Management Office.
3. Residents, at their own expense, must maintain their apartments in good repair and in a sanitary condition. No condition may adversely affect the comfort, health, or safety of other residents.

SMOKING

These smoking rules apply to all persons present on EBAC property.

Rules

1. Smoking is prohibited in all common areas and limited common elements of the building and grounds except as described in #2 below.
2. Smoking is permitted as follows:
 - a. In the building: Only in shareholder apartments. Shareholders are responsible for ensuring that smoke and odors from smoking from their apartments does not enter the common areas or adjacent apartments.
 - b. Outside the building: Only in the northwest corner of the garden where a cigarette receptacle is located and in front of the building (at least 15 feet from all building entrances, exits, and windows, per City of Chicago ordinances).

SOLICITATIONS

Rule

1. In-person solicitations are not permitted anywhere in the building or on the grounds without approval by the Board.

STAFF ABUSE

Staff should be treated with courtesy and respect.

Rule

1. No resident or their guest may subject Management/EBAC staff to abusive or threatening language (written or verbal), physical abuse, or cause them to fear for their safety.

VACANT APARTMENTS

Rules

1. Management must be provided with your current contact information, as well as with an emergency contact who is authorized to act on your behalf in the case of a problem

or emergency involving your apartment.

2. In addition to the provisions above, if your apartment will be unoccupied for more than two weeks, arrangements must be made to run all the water faucets for several minutes and to flush the toilets weekly. During severe cold weather, radiators and windows should also be checked weekly. Inform Management of the name and contact information of the person who will be checking the apartment in your absence.

VANDALISM

Rule

1. Shareholders are responsible for any damage to EBAC property caused by them, their residents, or guests.

WALLS & WINDOWS

Rules

1. No signs, awnings, or television equipment shall be affixed to or placed in, through, or upon the exterior walls, windows, roof, or any other part of the building. Neon or flashing lights which are visible from the exterior of the building are not allowed.
2. No one may display any sign or any professional/commercial card outside an apartment, in a common hallway, or in another location that may be visible from the outside of the apartment.
3. Residents are prohibited from venting appliances (other than air conditioners and box fans) through apartment windows.
4. Residents must maintain their apartments in a manner that allows easy access to repair and maintain windows. Residents are prohibited from permanently blocking, covering, or attaching devices that hinder window repair. This rule shall not restrict residents from installing curtains, blinds, or other window treatments, nor shall it restrict residents from installing window air conditioners including permanent (high velocity units) or portable air conditioners.

NOTE: Only ventless electric dryers are allowed. Fireplaces must be vented through the building flue system.

WATER FURNITURE

Rule

1. No water filled furniture shall be installed or placed on the premises.

II. SERVICES

DELIVERIES

Staff is not allowed to make deliveries to apartments. EBAC will not be held responsible for any items left with building personnel for pickup or delivery other than through the receiving room.

Packages:

Door Staff will accept and secure all packages delivered to the lobby. Residents will be notified upon receipt of packages by e-mail or by a written notice placed in their in-house mail slots. Residents are required to sign for the receipt of any package.

Perishables:

Staff will accept perishables and will notify residents by phone upon receipt. Arrangements should be made for immediate pickup of such items, as EBAC will not be responsible for them after notification. Door Staff will ask that the resident come to the lobby to pick up the item(s). EBAC provides reasonable accommodations for persons with disabilities who are physically unable to come to the lobby. This is the only case where deliveries may be made directly to a resident's door, and, in such cases, a consent form signed by the resident must be on file. Delivery persons must comply with all measures implemented by EBAC, such as fully completing a log entry and leaving a photo ID with Door Staff, before they will be allowed to make a delivery.

Large Deliveries:

Door Staff will accept and record all large deliveries (including groceries) to the basement and will notify residents by phone upon arrival of the items prior to delivery to their apartment. It is not the responsibility of staff to deliver these items to residents' apartments. Saturday deliveries are permitted for one or two items. Deliveries of more than two large items on a Saturday require Management approval beforehand.

DOOR STAFF SERVICE

Door Staff service is provided from 7:00 a.m. to 11:00 p.m. Although night Door Staff is present, building access may require use of fob after 11:00 p.m.

Door Staff will announce the arrival of guests and will admit them only with a resident's approval unless resident has provided written instructions on access. Basement Door Staff will notify residents of all deliveries or arrival of repair personnel.

Door Staff are not permitted to perform errands or services that require them to leave their posts. They will not assume responsibility for cars left unattended in the no parking area in front of the building. Door Staff are instructed to keep the front entrance driveway clean and clear of motor vehicles.

GARBAGE AND RECYCLING

Garbage and recyclables are picked up daily from the service area of all apartments. Recycling and food scrap composting are available and encouraged. Current recycling guidelines are posted in the rear service areas on top of the trash cans. Questions should be addressed to Management.

Rules:

1. Place all garbage in plastic bags, securely tied at the top, and then into the metal container provided. Do not use paper bags that may leak or tear. Do not place items you intend to recycle in the plastic bag with your garbage.
2. Cardboard boxes must be broken down and placed next to the garbage can or in the white bin in the basement.
3. Removal of debris other than garbage must be scheduled with Management. Shareholder will be billed for the removal. Leaving material in or around the loading dock is a fire hazard and is prohibited.

LOCKS, KEYS, AND FOBS

Locks for apartment entrance doors may be ordered through the Management Office and may be installed by EBAC staff.

There is no charge for residents temporarily borrowing a key if the apartment key is available in the safe. For any lockout requiring drilling of locks or forcing the door, the shareholder will be responsible for any cost incurred. Borrowed keys must be returned promptly.

Keys for the bicycle rooms and service elevators #5, #7, and #8 are available in the Management Office. A refundable deposit is required.

Rules

1. Duplicate keys for all apartment door locks must be provided to the Management Office. These duplicate keys are secured in the lobby safe and access is limited to authorized building personnel.
2. All applications for fobs must be submitted to Management and signed by the shareholder and the resident.
 - a. Management will issue only one fob at no charge to each resident.
 - b. There is a fee to replace lost, damaged, or unreturned fobs.
 - c. All recipients of fobs are limited to one active fob for their individual use.
 - d. Fobs may not be shared.
 - e. Management may approve and issue a time- and/or location-limited fob to guests. These fobs may not be issued for a period exceeding 30 days.
 - f. Lost fobs must be reported to the Management Office immediately so that their access can be terminated. If Management Office is closed, Door Staff can issue a replacement, time-limited fob.

- g. The shareholder remains responsible for all fobs issued under their name.

REPAIRS AND MAINTENANCE SERVICE

A list of maintenance services that are and are not the responsibility of EBAC is available in the Management Office.

Rules

1. All nonemergency apartment repair services performed by EBAC staff must be arranged online through Building Link or a written work order (available at Management Office). Requests for emergency repairs must be reported to Management during business hours or to Door Staff after business hours.
2. Maintenance Request Procedure: The guidelines below help Management and staff better serve residents efficiently. They also help Management keep accurate records of service requests.

- a. For a nonemergency request:

Place your request via Building Link. If unable to access Building Link, you may speak directly to Management or leave a voice mail at 773-907-2130. Provide the following information:

Date and Time

Name, Apartment, and Phone Number

Permission to enter if you are not at home or by appointment only

Details of the service requested.

- b. For an emergency maintenance request outside of regular office hours:
Call Door Staff at (773) 907-2158 to request emergency service..

IV. AMENITIES

BICYCLE ROOMS

An annual fee will be assessed for each bicycle. Management will remove and dispose of any nonregistered bicycle. EBAC is not responsible for any lost, stolen, or damaged bicycles on EBA premises. Please cooperate in keeping the bicycle rooms secure, orderly, and neat.

Rule

1. Bicycles must be registered with the Management Office and display an EBAC decal.
 2. Each bicycle must be stored in the space assigned by Management.
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BUSINESS CENTER

The business center is for the convenience of residents. Computers and a printer/copier/fax machine are available. When using the computer/office equipment, compliance with posted EBAC guidelines is required. Usage may be monitored. Internet connections in the business center are neither private nor secure. EBAC assumes no responsibility for their use.

CABLE

Basic cable service is included in each shareholder's monthly assessment. See Management for current information.

COMMUNITY ROOM

The community room is located on the lobby level, and is used for Board meetings, movies, and individual or collective functions, including card playing and games. See "Hospitality Areas" rule for groups over 5 or exclusive use.

CRAFT ROOM

The craft room, located in the basement, is open from 7 a.m. to 10 p.m. EBAC assumes no responsibility for personal injury or property damage. All residents and guests using the craft room do so at their own risk. Please avoid the use of power tools or hammering before 10 a.m. and after 8 p.m.

Rules

1. All residents and guests must sign EBAC's Waiver, Release and Indemnity Agreement prior to use of the craft room.
2. Residents must sign in and out with basement Door Staff each time they use the craft room.
3. Only those projects that are too large to move or are freshly painted may be left in the craft room for up to 2 weeks. They must be identified with the resident's name, apartment number, and expected date of completion.

4. Residents must not cause damage to the work of others or to the craft room itself.
5. Shareholders are responsible for the safe use of the craft room by their residents and guests.
6. Users are responsible for leaving the craft room clean.

ELEVATORS

Rules

1. Lobby Elevators:
 - a. Lobby elevators are for passenger use. Wheelchairs and other mobility devices, luggage, strollers/carrriages, and personal shopping carts are permitted. Caution is advised.
 - b. Drinking or eating is not permitted in lobby elevators.
 - c. Swim attire or bare feet are not permitted in lobby elevators.
2. Service Elevators:
 - a. Service elevators must be used when bringing in, or taking out, EBAC grocery carts, laundry carts, flatbeds, bicycles, tricycles, scooters, skateboards, sleds, personal picnic beach carts, large packages, cleaning equipment, furniture, or other large and/or potentially messy items.
 - b. Residents should use service elevator #2 or #6 when going to and from the swimming pool unless physically unable to operate the service elevator doors.
 - c. Building-provided protective padding must be in place in service elevator #2 when moving large items.

FITNESS CENTER (INCLUDES STUDIO)

The fitness center is open from 5 a.m. to 11 p.m. All residents and guests using the fitness center do so at their own risk. EBA reserves the right to restrict or limit use of any/all equipment to ensure the equitable use of facilities and equipment by all residents and their guests. Residents are liable for damages to equipment due to improper use. Please report malfunctioning equipment to Management or Door Staff immediately.

Rules

1. All residents and guests must sign the EBAC Waiver, Release and Indemnity Agreement prior to use of the fitness center
2. Shareholders are responsible for the safe use of the fitness center by their residents and guests.
3. Exclusive use of the fitness center including the studio is not allowed
4. Group instruction is prohibited in the fitness center including the studio. If a resident wishes to engage a personal trainer, that individual must sign the EBAC Waiver, Release and Indemnity Agreement and must provide proof of liability insurance (current requirements are on file in the Management Office). No more than two individuals may work with a personal trainer at one time.

5. Residents may have no more than two guests at a time.
6. Storage of personal equipment in the fitness center is prohibited.
7. No food or alcoholic beverages are allowed.
8. Athletic shoes are required. Soles of shoes must be dry and free of debris.
9. Residents must wipe down equipment after each use. Sanitizing wipes are provided in the fitness center.
10. Conduct must be quiet and well mannered.
11. Headphones/earbuds must be used with audio equipment.
12. Equipment must be used only for the purpose intended. Cardio equipment and weight machines must not be moved or modified. No free weights or loose equipment shall be used in connection with any mechanical equipment. No free weights (except for light hand weights) or benches are allowed in the Studio.
13. Follow all instructions and posted signs carefully. Do not use equipment if its use is not understood. Refer to instructions on equipment.
14. All lights must be on when the fitness center is in use.

GARAGE

Monthly parking spaces (assigned or valet) exist in the garage for exclusive use by residents and arcade tenants to park both four-wheel vehicles (cars, trucks, vans) and two-wheel motorized vehicles (motorcycles and motorbikes). To secure a permanent space assignment, residents must pay a monthly parking fee for each vehicle whether or not their vehicles are present in the garage. Garage Staff are not permitted to perform errands or services that require them to leave their posts.

Rules

1. Only one four-wheel vehicle is allowed per space. Residents are not permitted to park more than one vehicle per space unless Management has verified there is sufficient room to accommodate a two-wheel vehicle in the space occupied by a four-wheel vehicle without creating hazard or inconvenience to neighboring spaces or the garage as a whole.
2. Shareholders who have received Board approval to sublet their apartment to another party must relinquish their parking privileges.
3. No items may be stored in or around parking spaces.
4. Current EBA decals and upper garage RFD stickers must be permanently attached and displayed on all vehicles in accordance with directions from Management.
5. All guest vehicles must be valet parked and pay on an hourly basis. If you have an assigned space, your guests may not park in your space.
6. Temporary parking by the basement entrance to the building is only allowed for persons with disabilities or the loading and unloading of groceries and/or packages.

GARDEN (PATIO, GAZEBO, AND UPPER TERRACE)

The garden is open 24 hours per day, but requires a fob for access between the hours of 11 p.m. and 7 a.m. Some residents have been assigned garden plots or raised planters for their exclusive use.

Residents are encouraged to use reusable plastic cups and plates. Glassware use should be minimized.

A refrigerator and icemaker are located inside the east entrance to the garden. Residents are responsible for cleaning the refrigerator, gazebo area and barbecue grills after each use. Residents using any audio equipment should be considerate of others and keep the volume at a reasonable level.

Rules

1. Lawn chairs and tables may not be removed from the garden. If the tables or chairs are moved to other areas, they should be returned to their original location after use. Tables and chairs are not allowed in the center lawn area.
2. Tables and chairs may not be “saved” prior to actual use. You may reserve folding banquet tables for your personal use through the Management Office.
3. Only EBAC-owned barbecue grills are allowed at EBA. Residents may use these grills only in the designated garden area.
4. Elevators #2 and #6 should be used for transporting food and beverages to the garden. Avoid rolling carts, equipment, etc., over the hallway carpets.
5. All garbage must be disposed of in sealed plastic bags and placed in the appropriate container.
6. Smoking is allowed only in the northwest corner of the garden where a cigarette receptacle has been placed.
7. Rough playing is not permitted. Activities that put other people at risk or interfere with their ability to enjoy the property are not allowed. Riding bicycles on the grass and other activities that harm the vegetation are prohibited. Skateboards, rollerblades, and adult-sized bicycles are not allowed. Child-sized bicycles, roller skates, etc., are not allowed in the gazebo, or on the adjacent ramp, patio, or upper terrace. Operating remote-controlled aerial devices is not permitted anywhere on EBAC grounds.
8. Shareholders are responsible for the safe use of the garden by their residents and guests. Residents must inform their guests of the garden rules.
9. All play equipment, after use, must be returned and stored in the shed, located at the southeast corner of the garden, with the exception of bocce court equipment, which must be returned to the storage box adjacent to the bocce court.
10. No unauthorized individual is permitted to plant in or have pots of flowers in the garden.
11. No posts or pegs of any kind are to be inserted in the center lawn in order to protect the membrane over the lower garage.

12. Exclusive use of the gazebo and upper terrace must be reserved through Management. See "Hospitality Areas" rule.
13. If a resident wishes to host a group of 20 or more in the garden, the activity must be scheduled with Management. See "Hospitality Areas" rule. Residents are still expected to share the garden amenities.

GROCERY/LAUNDRY CARTS AND FLATBEDS

EBAC grocery/laundry carts and flatbeds are for residents' use only. Door Staff will record the resident's name, apartment number, and cart number at the basement desk.

Rule

1. All EBAC grocery/laundry carts and flatbeds must be returned promptly to the basement cart area.

GUEST ROOMS

Guest rooms are an amenity available only for guests of residents for a fee. All reservations must be made by a shareholder through Management. Check-in time is 3:00 p.m. and checkout time is noon. Early check-in may be possible if the room is available. There is no late checkout.

Rules

1. Guests must comply with the occupancy dates stated in the original reservation agreement.
2. The shareholder is responsible for all charges incurred, including damages and "no show" fees. Charges will appear on the shareholder's assessment statement.
3. All guest rooms are nonsmoking. If Management determines that a guest room smells of smoke, a cleaning fee will be charged to the shareholder.
4. No cooking is allowed in the guest rooms unless the room is equipped with a kitchen.
5. No pets or emotional support animals are allowed in the guest rooms.
6. A day's rental fee will be charged to the shareholder if cancellation is made less than 24 hours in advance of scheduled check-in.
7. A fee will be charged if the guest room key is not turned in at time of departure, as this will necessitate changing the lock.

HOSPITALITY AREAS

These areas are the garden (includes patio and gazebo), upper terrace, pool (includes pool terrace) and community room. Unless rented, no resident may create a circumstance in any hospitality area which impairs any other resident's comfort, convenience, or access.

Rules

1. The following rules apply to both exclusive and nonexclusive use of hospitality areas:
 - a. When a resident is hosting a function involving more than 15 nonresidents, they

must give a guest list to Management one week prior so that it can be determined if additional Door and Garage Staff are needed.

- b. Activities must be appropriate for the area.
 - c. Residents are financially responsible for restoring and repairing any damage done to the premises.
 - d. Complaints regarding any individual or group using the area may result in losing access to this shared area.
2. The following rules apply to nonexclusive use of hospitality areas:
- a. These hospitality areas are available to residents for individual or group activities. Groups of 5 or more people who wish to use a specific area (20 or more for the garden) must schedule their activity with Management.
 - b. Political, religious, business, or fundraising functions cannot be conducted as a nonexclusive event.
 - c. Activities must not prevent other residents from using the area.
3. The following rules apply to private/exclusive use of hospitality areas:
- a. Reservations must be made in the Management office. Management will inform you of the fees, security deposit, insurance requirements, and costs for additional staff (if required).
 - b. Political, religious, business, or fundraising functions can only be conducted as an exclusive event.
 - c. All events must be private and by personal invitation only. Walk ins are not allowed.
 - d. The garden, upper terrace, pool (includes pool terrace), or community room may be reserved for private events only once per month on weekends (Friday, Saturday, or Sunday) and once per month on weekdays. Although such events close the upper terrace, the pool (including the pool terrace) and the community room (library and business center will remain accessible) to other shareholders, the garden, with the exception of the gazebo, will remain accessible to all shareholders and residents during private events. Resident notification will be made by Management at least one week in advance of area closing
 - e. Private events are limited to four hours in length. Evening events in the pool or on the upper terrace must end by 10:00 p.m., and evening events in the garden or community room must end by 11:00 p.m.
 - f. No hospitality area may be reserved the day before, the day of, or the day after the following holidays: New Year's Day, Easter, Memorial Day, July Fourth, Labor Day, Thanksgiving, and Christmas or other large building-sponsored events.
 - g. The shareholder who makes the reservation must be present throughout the event and is responsible for cleanup.
 - h. Private events involving more than 100 people must be approved by the Board.

LAUNDRY ROOM

The laundry room is open 24 hours a day, seven days a week. It is to be used exclusively by and for EBA residents. Laundry carts, however, are only available from 7 a.m. to 11 p.m. Laundry cards can be purchased in the laundry room. EBAC is not responsible for any lost, stolen, or damaged laundry or laundry cards. Claim forms are available for reporting laundry card problems. Please report malfunctioning machines or any inappropriate use of EBAC property to basement Door Staff or Management.

Rules

1. Clothes must be removed promptly at the end of the cycle. Individuals waiting for a machine may remove laundry from unattended machines after a reasonable interval.
2. Washers may not be used for dyeing clothes or other items.
3. Care must be observed in the use of bleach.

LIBRARY

The Library is for the convenience and enjoyment of residents. Books and magazines may be borrowed at any time. Residents are asked to return books and magazines only through the slotted book-return door in the library.

If donating 5 or more books at one time, please contact the Library Committee chairperson through the Management Office to ensure that the books can be used in our library collection.

LOBBY AND MEZZANINE

The EBA lobby is the formal entryway to our home and may not be used as a waiting area for commercial tenants or to conduct business of any kind without Board approval, with the exception of real estate agents and their clients.

Rules

1. Operating a radio or TV is prohibited in the lobby or mezzanine areas.
2. Eating is only permitted in the lobby or mezzanine at Board-approved functions.
3. Beverages must be covered except at Board-approved functions.
4. Residents should not go through the lobby in inappropriate attire such as robes, swimwear, or bare feet.

PLAYROOM

As one of our many amenities, EBAC maintains a playroom for the children of residents, their families, and friends. Rules for use are posted in the room. Please take a moment to review them to help us keep this room safe, clean, and educational for our children.

POOL TERRACE

The pool terrace is for the enjoyment of residents. Pool and ping pong tables as well as kitchen facilities are available. See "Hospitality Areas" rule for groups over 5 or exclusive use.

STORAGE SPACES (INCLUDES ROOMS, CLOSETS, AND LOCKERS)

All new shareholders will be offered, but not required to license, a single storage space.

Rules

1. The storage space shall be used by a resident exclusively for storage of personal property and for no other purpose.
2. The resident shall not store any materials in the storage space that may create a nuisance; that may be perishable, flammable, noxious, toxic or dangerous; or whose collective weight would exceed the storage space's structural load capacity.
3. The resident shall not commit a nuisance in or upon said storage space to substantially interfere with the comfort and safety of occupants of the building.
4. The resident shall not store any controlled substance, as that term is defined by federal and state law, in the storage space.
5. The resident shall not make use of any electrical outlets located in a storage space, as these outlets cannot be metered separately.
6. The resident may not annex the storage space to another storage space.
7. The resident may not make any alterations to the storage space or affix anything to the interior walls of the storage space without EBAC's prior written consent.
8. EBAC, at its sole and absolute discretion, may terminate resident's license/use of a storage space or may reassign any storage space of any resident.
9. Upon the transference of the shares of any apartment to a new shareholder, all storage spaces associated with that transfer will revert to EBAC. All storage licenses, agreements, lease riders, and bills of sale become null and void on transference of shares. Shareholders moving from one apartment to another within the building may be allowed to keep their already licensed spaces at the discretion of management.
10. All storage spaces in any location of any shape or size are the property of EBAC, available for license to shareholders for standard cost, subject to building-wide increases approved by the Board of Directors.

NOTE: Closets adjacent to apartments are not included in this rule.

SWIMMING POOL

The swimming pool is located on the ground floor. Service elevators #2 and #6 should be used to access the pool. Pool hours, availability, and recurring resident activities are posted outside the pool entrance. All residents and guests using the pool do so at their own risk. Swimming alone is not recommended. There is no lifeguard. Pool water is not suitable for drinking. Avoid swallowing pool water.

Rules

1. General Pool Rules:

- a. Shareholders are responsible for the safe use of the swimming pool by their residents and guests.
- b. All residents and guests must sign the EBAC Waiver, Release and Indemnity Agreement prior to use of the swimming pool.
- c. All swimmers must be fully clothed or robed, including footwear, while in the common areas going to and from the pool.
- d. Swimmers with shoulder-length hair must wear swim caps or have hair tied up when using the pool.
- e. As safety is a prime concern, the door to the pool must be kept closed at all times.
- f. The rope to mark off the five-foot depth must be available at the side of the pool and should not be played with or removed.
- g. Residents hosting more than 5 guests must schedule their activity with Management and accompany their guests while they are swimming. See "Hospitality Areas" rule.
- h. Pool use is on a first-come, first-served basis, and courtesy and common sense are expected. Lap swimmers and recreational swimmers may use the pool simultaneously. If a lap swimmer is present, recreational swimmers should refrain from throwing beach balls or other items they cannot fully control. When recreational swimmers are present, a lap swimmer may use one lane on one side of the pool. Ropes will be available for demarcation if necessary.
- i. Only Board or Management-approved signs may be posted in the pool area.
- j. Windows may be opened only by building staff.
- k. Climbing over the pool terrace railing is not permitted.
- l. Exclusive use of the pool must be reserved through Management. See "Hospitality Areas" rule.

2. Specific Pool Rules as issued by the Illinois Department of Public Health:

- a. All swimmers must shower before entering the pool.
- b. Littering is prohibited. No food or alcoholic beverages are allowed in the pool area. Glass containers are prohibited.
- c. No running or boisterous/rough play is permitted.
- d. All apparel worn in pool must be clean.
- e. Any person under the influence of alcohol or exhibiting erratic behavior is not permitted in the pool.
- f. Persons with bandages or open sores are not permitted in the pool.

V. SELLING, PURCHASING AND SUBLETTING

MOVING IN AND OUT

There is a fee for moving in and out, which includes bedbug inspections and treatments.

Rules

1. Residents must schedule moves through the Management Office and comply with its instructions.
2. Shareholder must schedule a bedbug inspection with Management, to take place within 14 to 21 days prior to moving out. Any necessary treatment shall be conducted prior to vacating the apartment.
3. Purchaser must schedule a bedbug inspection with Management within 7 days of moving into the apartment.

SCREENING PROCESS FOR PROSPECTIVE LONG-TERM GUESTS

Rule

1. Shareholder must ensure that if any adult person not approved to live in the apartment at the time the Proprietary Lease is signed is expected to reside or ultimately reside in an apartment for more than thirty (30) days:
 - a. That person is screened and approved by the Board, and
 - b. The shareholder maintains concurrent resident status in the apartment.

SELLING AND PURCHASING

Rules and Procedures

1. Prior to listing an apartment, the shareholder must arrange for Management to conduct a visual survey of the unit for compliance with EBAC Rules and Regulations. The survey includes, but is not limited to, the following conditions:
 - a. Egress doors must have functioning automatic door closers.
 - b. Smoke and carbon monoxide detectors must be installed and have working batteries.
 - c. All washer and dryer installations must comply with EBAC Rules and Regulations.
 - d. All garbage disposals must be immediately removed.
 - e. Shareholder must identify their current storage space(s) (including rooms, closets, and lockers) and provide written acknowledgment that these spaces will not be transferred with the sale. Closets adjacent to apartments are not included in this rule.
2. On completion of the survey a written report will be prepared and given to the shareholder.
3. If all survey requirements have been met, the shareholder provides Management a copy of the notice of listing/listing agreement and then proceeds to list the unit.

4. If all inspection requirements have not been met, Management will advise the shareholder of the violations and issue an order to remedy. Shareholder must address the violations and request reinspection by Management. Management will then submit a new survey report to the shareholder.
5. After an offer to purchase has been accepted, the prospective buyer submits the EBAC application fee, completes the EBAC application, and arranges for a Thomas Gold Report to be submitted. Management and the Screening Committee review the application to confirm with the buyer that the apartment will be owner occupied and used as a private residence.
6. At least two members of the Screening Committee review the Thomas Gold Report, application, executed real estate sales contract, and, if applicable, loan estimate and Recognition Agreement and other relevant material to determine whether the applicant meets the EBAC criteria for new shareholders:
 - a. Minimum down-payment requirement of the greater of \$25,000 or 20% of purchase price.
 - b. Minimum FICO score of 670.
 - c. Maximum annual housing debt service to “annual gross income” of 30%. “Housing debt service” is the sum of all residential mortgages and the EBAC unit assessment. “Annual gross income” is provided by the Thomas Gold Report and is federal “total income” plus nontaxable income from bonds, IRA distributions, pensions, and Social Security.
 - d. Acceptable criminal background check.
 - e. Acceptable professional and personal references.
 - f. If the applicant is an existing shareholder in good financial standing, the Screening Committee needs to confirm only the meeting of the 30% annual housing debt service to annual gross income as per applicant’s Thomas Gold Report (minus references requirement and criminal background check.)
 - g. If the applicant is obtaining a mortgage, the application must also submit the loan estimate and a fully completed and executed Recognition Agreement, signed by all parties including the Lender.
7. When the review is completed, the Screening Committee notifies Management that:
 - a. the application has not met the EBAC criteria, or
 - b. the Committee needs clarification and/or additional information, or
 - c. the interview portion of screening be scheduled with the prospective shareholder(s), or
 - d. no interview is necessary because the applicant is an existing shareholder.
8. Management arranges a meeting of the Screening Committee members and the prospective buyer at a mutually agreeable time and date.
9. Following the Screening Committee approval, the Screening Committee submits its recommendations to the Board of Directors for approval. Closing occurs after the

Board passes a motion to approve the prospective shareholder. Chicago Title and Trust will be the title company of record.

10. Every shareholder must obtain homeowners insurance (including personal liability) and provide proof of such to Management.
11. Scheduling of open houses requires Management approval.

SUBLETTING

Rules and Procedures

1. The following are guidelines applicable to all sublets. Sublets are allowed only due to a temporary vacancy by a shareholder or a shareholder's inability to sell an apartment:
 - a. Requests to sublet apartments will be considered by the Board on a case-by-case basis and will be reviewed by the Real Estate Committee prior to Board consideration.
 - b. A total of approved sublets in the building for temporary vacancy or inability to sell will not exceed 10 apartments at any time. The Board will consider requests for such sublets in the order received.
 - c. A shareholder wishing to sublet their apartment must request permission in writing to Management. Written requests must explain the reason for the sublet.
 - d. Prospective sublessee and any other proposed occupants must be screened by the Screening Committee. The shareholder must pay for all background checks incurred by Management and must provide Management with verification of the prospective sublessee's residence history for the past five years. If approved, the sublessee must submit a copy of their liability-insurance certificate to Management.
 - e. The Shareholder must use the Chicago Apartment Lease document provided by Management as the rental agreement and must attach a current copy of the EBAC Rules and Regulations to the rental agreement. The sublessee must sign a form stating that they have received and read the Rules and Regulations and will adhere to the restrictions contained therein.
 - f. A shareholder subletting their apartment is liable for any fines incurred by the sublessee's infraction of rules. Likewise, the shareholder is responsible for any damage to common areas by the sublessee.
2. Guidelines for sublets due to a temporary vacancy by shareholder:
 - a. Shareholder must affirm in writing that they intend to return to their residence in the EBA at the end of the sublet.
 - b. The term of the sublease must not exceed one year, with provision for one-year renewals up to five years. A sublease renewal must be reviewed and approved by the Board to make sure that the reasons for requesting permission to sublet remain in effect.
3. Guidelines for sublets due to shareholder's inability to sell an apartment:

- a. A shareholder whose apartment is for sale and has remained on the market for more than 6 months from the date of the most recent listing or listing revision may request permission to sublet the apartment for up to one year.
- b. A request to sublet by a shareholder who is offering to sell "By Owner" will be considered if the shareholder presents documentary evidence of consistent, bona fide efforts to market the apartment outside of EBA for the previous six-month period.
- c. An appraisal is required. In order to qualify for sublet, the asking price of the apartment within the previous six months must not have exceeded the appraised value by more than 10%. The appraiser must be approved by the Real Estate Committee, and the cost of such an appraisal will be borne by the shareholder.

VI. APPENDIX

DEFINITIONS

Apartment: The leased premises at EBA

Authorized staff: EBAC staff authorized by Management to perform a particular function.

Board of Directors/Board: EBAC Board of Directors

Common areas: The common areas are those spaces that are available for common use by all tenants. This would not include your apartment but, for example, would encompass hallways, lobbies, and amenities.

Door Staff: EBAC employees who work at the two stations in the lobby and at the basement desk area.

EBA: Edgewater Beach Apartments (the building and grounds)

EBAC: Edgewater Beach Apartments Corporation (the corporation)

Fobs: Key fobs which are used to open secured doors and elevators.

Guest: An individual who is visiting a resident

Limited Common Elements: EBA outside terraces reserved for the exclusive use of an apartment,

Long term guest: An individual who has been screened and approved to live with a shareholder.

Management: The employees of the management firm designated by the Board of Directors with the responsibility for day-to-day operations of EBAC.

Management Office: The physical space where the employees of the management firm work.

Owner occupied apartment: An apartment that is occupied by the shareholder as their residence.

Regulations/Rules: EBAC Rules and Regulations.

Resident: For purposes of the Rules and Regulations, the word "Resident" is used broadly to refer to the individuals who have been approved to live in an apartment. This includes shareholders, children, long term guests and sub-lessees.

Shareholder: Owner of the shares for a specific apartment.

Staff: Employees of EBAC

FINE POLICY

The intent of the EBAC Fine Policy is to empower Management to enforce all rules and regulations for the maintenance of a high quality residential property and to promote a sense of decorum, and mutual respect among residents and staff, as well as the safety and welfare of all residents. Living in a multi-unit dwelling, we must all be considerate of those living around us. Corporate policy and rules are written to support these goals.

Violation of any corporation policy or rule by a resident will subject the relevant shareholder to a fine. Other applicable remedies may also be considered, including suspension of common area privileges. If a fine is levied, the fine will be subject to all existing billing and collection procedures, including the assessment of late fees, reasonable attorney's fees and court costs, damages, liens and other related costs of collection.

FINE SCHEDULE

Safety Violations	warning or fine up to \$500
Pest Control Violations	warning or fine up to \$500
Construction Violations	warning or fine up to \$500
Occupancy Violations*	warning or fine up to \$500
Violations of other rules	warning or fine up to \$200
Continuing Violation of any rule	daily fines until cured

*Occupancy violations include subletting your apartment without prior Board approval, as well as short-term occupancy such as Airbnb which is always prohibited



COMPLAINT REPORT FORM

Please submit this completed form to the Management Office. See the EBAC Rules and Regulations for additional information about the complaint process. Rules and Regulations are available online at edgewaterbeachresidents.buildinglink.com or in pdf or print form through the Management Office.

Date: _____ Time: _____

Name: _____ Apt. #: _____

- I am: an EBA shareholder
 a permanent EBA resident (non-shareholder)
 a sublessee (shareholder who is my landlord: _____)
 a visitor (shareholder who is my host: _____)
 other (explain: _____)

DISCRIPTION OF COMPLAINT

Be as detailed and specific as possible regarding date(s) and time(s) of incident(s), names of person(s) involved, witness(es), and other pertinent facts. Attach additional sheets if needed.

Please do not reveal my identity to _____ without my permission. I understand this may mean my complaint cannot be resolved.

For EBA staff use only:

Received by: (Name) _____ on (Date) _____ at (Time) _____

Forwarded To: EBAC President Governance Committee Chair Other

Comments:

AMENDMENTS TO THE RULES AND REGULATIONS DATED 5/28/2020

<u>SECTION & RULE NAME</u>	<u>EFFECTIVE DATE</u>	<u>MISC. COMMENTS & INSTRUCTIONS</u>
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