

EXHIBIT B
PARK MILLENNIUM CONDOMINIUM ASSOCIATION
CONSTRUCTION APPROVAL FORM

Date: _____ Project Start Date: _____ Project Completion Date: _____

Unit Owner(s): _____ Unit Number: _____

Address: _____ Phone(s): _____

Brief description of construction project:

Construction Category: A / B / C (Circle One)
(Construction category descriptions are attached)

Attached are the following REQUIRED documents for approval of the above construction project:

- () Certificate of Insurance (attached)
- () Work/Shop Drawing
- () Construction Work Schedule
- () Contractor and/or Sub-Contractor List (with full contact information)
- () Resident Notification Letter

Hours of Construction, remodeling or otherwise noise-producing work, excluding emergency repairs, is restricted to Monday through Friday, between the hours of 8:00 a.m. and 5:30 p.m. No noise-producing work shall be permitted on weekends or holidays. All work done in a Unit of Park Millennium must be done in compliance with applicable building and other codes and meets all Federal, State, County and City zoning, safety, and environmental guidelines.

The above mentioned Unit Owner(s) agree to pay for an independent architectural or engineering review and any other lawful fees that may be imposed by the Board to protect and maintain the Common Elements or the limited Common Elements during the planned work.

Unit Owner(s) signature(s): _____

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Date: _____ () Approved () Denied

Management: _____

Primary Maintenance Inspection:

Date: _____

Signature: _____

Completed Maintenance Inspection:

Date: _____

Signature: _____

List of Permits (Attach all necessary building permits):

RESIDENT NOTIFICATION LETTER

Date: _____

Dear Park Millennium Neighbor,

As per the Park Millennium Rules and Regulations, this letter is notification of planned construction in my unit. All noise producing work will be completed during the hours of 8:30am- 5:30pm Monday to Friday. There will not be construction on weekends. If you will be in your unit during our construction, we apologize in advance for any disturbance.

If you have any questions or concerns about our construction, please contact us or make the Management Office aware. Contact information is below.

Thank you in advance for your understanding.

Respectfully,

Name and Unit # _____

Dates of Construction _____

Home Phone: _____

Cell Phone: _____

Email: _____

Contractor Contact: _____

Management Office: 312 565 0105

FLOOR COVERING REQUIREMENTS

Residents may not install hard floor covering without adequate sound deadening insulation between the covering and the concrete. All floors, except in bathrooms, must conform to the specifications listed below unless written permission is obtained from the Board of Directors.

Carpet Installation

Carpeting must be placed over at least 31 ounce 3/8" foam rubber, or 80 ounce sponge rubber, or equivalent sound resistant padding.

Floor Tile Installation

Regiment floor tile (natural marble, ceramic tile and similar materials) must be installed over sound conditioned felt paper, or a minimum of 1/4" dense cork, so as to reduce sound transmission to the same level as the carpeted areas.

Hardwood Floor Installation

Wood, parquet, or similar materials must be installed over a minimum of 3/8" plywood, properly applied with a minimum of 1/8" mastic on both top and bottom and 1/4" dense cork adhered to concrete or old floor.

Owners choosing to perform a hardwood floor installation different than the specifications stated above must submit documentation to Management from the hardwood floor manufacturer stating the FIIC rating of the floor system. The minimum FIIC rating for any flooring system installed at Park Millennium is 54.

****ATTENTION UNIT OWNER****

Please be certain to share the following information with your floor covering contractor. Support brackets for the window system in each unit are adhered to the concrete floor surface. These window system support brackets must not be removed, altered or modified in anyway. Should a floor covering contractor remove, alter or modify a window system support bracket(s) during a floor covering installation, any and all costs associated with the restoration of the window bracket(s) will be the responsibility of the unit owner.

During a hardwood floor installation, dust/debris can accumulate inside the HVAC system within a unit. It is advisable that after a hardwood floor installation is complete that the inside of the HVAC unit(s) be vacuumed and the filter changed. For further details regarding this recommendation, please contact the Management Office.

CONSTRUCTION RULES AND REGULATIONS

I. INTRODUCTION

The following rules and regulations have been established by the Board in the best interest of Unit Owners and residents. Your full cooperation and compliance with these guidelines is required to ensure the safety of all residents.

The Management Office must be contacted prior to any construction work in a Unit and, if necessary, a Construction Approval Form must be completed. A copy of the Construction Approval Form can be downloaded from the Park Millennium website or obtained from the management office.

II. CONSTRUCTION CATEGORIES

Remodeling projects are divided into three categories, each defined below along with notification and approval requirements.

A. Category A Projects

These are Minor projects that do not affect any Common Elements and include, but are not limited to:

1. Painting, wallpapering or other wall surface treatment.
2. Installation or removal of carpeting

The Management Office should be notified in advance of work in the event contractors or outside workmen are involved or if the freight elevator is required.

Category A Projects do not require prior Board approval.

B. Category B Projects

These are more complex projects that require prior Board approval. These projects involve possible interruption of water, electrical, phone, cable, or plumbing systems or alteration of Unit walls.

Category B projects include, but are not limited to:

1. Replacing kitchen cabinets;
2. Replacing sinks, faucets, toilets, or tubs;
3. Installing a refrigerator with an ice maker or water;
4. Installing a dishwasher;
5. Modifications to electrical, telephone, or cable systems;
6. Altering or closing of plumbing pipes;
7. Installation of plumbing fixtures and/or appliances including a wet bar sink, etc.;
8. Wall removal, relocation or addition involving walls containing ventilation shafts;
9. Installing hard surface flooring (marble, ceramic tile, hardwood flooring, vinyl, etc.);
10. Any action affecting operation of the ventilation system;
11. Replacement, modifications or repairs to the window system; including double-glazing improvements.

Category B requires the Unit Owner to follow the Construction General Guidelines and obtain Board approval prior to start of work. All work must be inspected during work

and when the work is complete as noted in Construction Approval Form from the Board or Management Office.

C. Category C Projects

The Projects in this category may include projects from previous categories in addition to possible extension into Common Area space.

These projects include, but are not limited to:

1. Combining Units
2. Moving the location of entry door(s) in the Common Area corridor
3. Modifications involving work in Common Area electrical and or mechanical rooms.

Category C requires the Unit Owner to follow the Construction General Guidelines and obtain Board approval prior to start of work.

All work must be inspected during work and when the work is complete as noted in Construction Approval Form from the Board or Management Office

III. CONSTRUCTION GENERAL RULES

- A. No work shall be proceed without prior written approval by the Board.
 1. Within seven (7) business days of receiving the request, the Board will either approve, reject, or request more time to review the construction request
- B. A Construction Approval Form must be completed prior to work beginning in a Unit.
 1. Construction Approval Forms are available from the Management Office.
- C. Any work done in a Unit of Park Millennium must be done in compliance with applicable building and other codes and meet all Federal, State, County, and City zoning, safety, and environmental guidelines.
- D. Before Board approval can be granted, a Unit Owner requesting to make any additions, alterations or improvements within a Unit, or to the Common Elements, or to the limited Common Elements must do the following:
 1. Submit to the Management Office written description and schematic drawings of proposed work for review by Board and authorized representatives
 2. Enter into an agreement with the Association to pay for an independent architectural or engineering review and any other lawful fees that may be imposed by the Board to protect and maintain the Common Elements or the limited Common Elements during the planned work.
 3. Attest in writing the work will be preformed in compliance with the Association guidelines and all municipal requirements and Chicago Building Codes.
- E. When approval is granted, the Unit Owner must:
 1. Secure and provide copies of
 - a. Appropriate building permits or other approvals for work from the City of Chicago or other applicable authorities,
 - b. Certificates of comprehensive general liability and property damage insurance from a reliable provider.
 - i. For details see “CONSTRUCTION INSURANCE REQUIREMENTS.”
 - c. Waivers of liens, and

- d. Sworn statements from contractors and any and all subcontractors as may be required to protect the Property from all mechanic's and material man's liens.
2. Because of possible conflicts with other activities in the building, Unit Owners must consult with the Management Office before the start of any work.
 - a. No less than three (3) days prior to commencement of work, Unit Owners must submit a construction schedule.
 - i. Unit Owners must also provide the Management Office with updates of schedule changes as needed.
- F. Hours for construction, remodeling or otherwise noise-producing work, excluding emergency repairs, is restricted to **Monday through Friday, between the hours of 8:00 a.m. and 5:30 p.m.**
 1. Unit Owners must notify Surrounding Units of work schedule.
 2. No noise producing work shall be permitted on weekends or holidays.
- G. If a licensed architect is engaged, he or she must submit to the Board an architect's certificate of compliance and state in writing that the plans for the remodeling meet all Chicago Building Code requirements.
 1. This would include all General, Plumbing, Heating, Ventilation, Cooling and Electrical work.
- H. Board approval is needed before:
 1. Entering of the Common Elements (the floor, ceiling, columns, and walls adjoining another Unit);
 2. Cutting or channeling of concrete floors and ceilings;
 3. Alteration to the existing Heating and Air Conditioning system, other than repair or replacement of the present Units;
 4. Installation of all steam room, sauna, whirlpool or permanently installed humidifier components.
- I. When an adjoining wall is opened and any mechanical, electrical, communication or cable work is done, the wall structure must be inspected by an authorized agent before it is re-installed.
- J. Whenever a partition is altered in any way, the utilities shall be designated on the schematic drawings as electrical, telephone, or television outlet.
- K. Strictly Prohibited is:
 1. Any work on the common mechanical chases;
 2. Cutting into concrete columns and sheer walls;
 3. Connections to the kitchen and bath venting systems;
 4. The relocation of any water risers, waste lines, and open site relief drains or venting stacks;
 5. Alteration of the exterior window wall assembly.
- L. Individual shut-off valves are required for all newly installed plumbing fixtures.
- M. Use of air hammers at any time must have approval of Board.
- N. No construction materials may be disposed of down the trash chutes or left in the trash room.
- O. No materials, tools, or equipment may be stored within the Common Elements of the building.
- P. At no time are flammable materials allowed to be stored at the job site.

- Q. The Unit Owner will be responsible for a labor and material charge for each riser shut down.
- R. The exterior window wall assembly shall not be altered in any way.
 - 1. There shall be no removal of any parts, screws, etc.
 - 2. There shall be no drilling or attaching items such as curtain brackets to the horizontal metal cover plate that encloses the space between the window wall assembly and the concrete ceiling.
 - 3. Window treatments may not be applied to the exterior window wall.
 - 4. Any deviation from the building standards may result in serious window leaks to the Unit(s) below.
- S. The Management Office requires a 72- hour advance notice in writing for the shut-off of utilities affecting any Unit.
- T. Inspections
 - 1. The Board or others appointed by the Board have the right to inspect any work in progress, any completed work, the methods or materials used in connection with any such work to ensure that the same are in compliance with the rules and regulations governing such work.
 - 2. The Board may inspect any plumbing, electrical, or mechanical installations prior to the closing of any walls in which they are contained.
 - a. It is the responsibility of the Unit Owner to ensure that any required reviews or inspections are completed prior to closing any walls or the completion of any installations by the contractors or workers.
 - b. In the event the Unit Owner fails to do so, the Board may require that any concealing walls be reopened to permit such inspection.
- U. The Board may require the presence (at the Unit Owner's expense) of a telephone company employee if any modification is to be made to the telephones which may affect phone service to other Units in the building.
- V. The Board may restrict or prohibit changes or additions to plumbing or structural changes which, in the sole judgment of the Board, may pose a danger of water damage or structural damage to the Common Elements or to other Units in the Building.

IV. CONTRACTOR GUIDELINES

- A. Prior to beginning work, all contractors doing work in the Building must present a certificate of insurance to the Management Office naming the Park Millennium Condominium Association, its Officers, Directors, Management company and its employees as additional insured's.
- B. Contractors are expected and encouraged to complete work in minimal time and with the least amount of noise and disturbance.
- C. Contractors must unload all materials at the loading zone area and park their vehicles on the street.
 - 1. No vehicle is allowed to park in the loading zone area.
 - 2. No contractor is allowed to walk through the lobby with any tools or materials at any time.
 - 3. Contractors must use freight elevator to transport materials.
- D. Contractors may not store any materials within the Common Elements of the Building.
- E. Contractors are to haul all debris and leftover materials from the building in covered containers.

1. No construction materials or debris may be disposed of down the trash chutes or left in the trash room.

V. UNIT OWNERS' GUIDELINES RELATED TO CONTRACTOR USAGE

- A. Unit Owners are responsible for informing the Management Office that a contractor will be on the premises on any given day.
- B. The Unit Owner shall be legally and financially responsible for any damage to the Common Elements of the Building or damage to any Units within the Building caused by contractors employed by them .
- C. The Unit Owner shall be responsible for ensuring that the contractor in their employ lays drop cloths in the corridor during hours when workers are present.
 1. Such drop cloths must completely cover the traffic areas and provide total protection of carpeting.
 2. Drop cloths must be removed at the end of each work day and all debris collected in the cloths also removed.
 3. In the event that extraordinary cleaning needs to be performed by Association personnel due to contractor's negligence, the Unit owner will be responsible for cleaning expenses.
- D. A disposal fee will be charged to the Unit Owner for the removal of debris or bulk items left in the Common Elements, which results from the construction within a Unit.

VI. CONSTRUCTION INSURANCE REQUIREMENTS

- A. Prior to commencing work, the contractor must supply Management Office with a Certificate of Insurance evidencing:
 1. General Liability (bodily injury and property damage) - \$1 million for each claim and \$10 million general aggregate;
 2. Worker's Compensation - \$100,000 per accident, \$500,000 policy limit, \$100,000 employee/disease limit;
 3. In addition to the above, Category C projects (as described above) will require a \$10 million general aggregate.
- B. Certificate of insurance must include the Park Millennium Condominium Association as an additional insured.

VII. PROCEDURES REGARDING ENFORCEMENT OF THE CONSTRUCTION RULES & REGULATIONS

- A. Failure to comply with the Rules & Regulations Regarding Construction in Units will subject the Unit Owner to penalties as assessed by the Board.
 1. In accordance with the Illinois Condominium Property Act and the Park Millennium Condominium Declaration & By-Laws, the Board of Managers of the Park Millennium Condominium Association can assess penalties for violations of the Construction Rules.
 - a. These penalties include, but are not limited to, the levying of fines and the eviction of the Owner from Park Millennium.
 - b. For details on the procedures for dealing with violations, see the **POLICIES AND PROCEDURES REGARDING ENFORCEMENT OF THE RULES & REGULATIONS.**

MISCELLANEOUS INFORMATION

Unit Access

While owners are performing construction within their unit, management recommends that the unit owner add their contractor(s) name to the unit's Permission to Enter form at the front desk. This will allow the contractor(s) to have access to the unit at anytime during the construction project if the unit owner will not be present while construction is being performed.

Owners can provide their contractor(s) with a key to their unit or the contractor can obtain the key to the unit from the Association's key file during Management Office hours only (Monday, Tuesday, Thursday: 8:30am-5:30pm, Wednesday: 8:30am-7:00pm, Friday: 7:30am-5:30pm). If a contractor uses the Association's key in order to access a unit to perform construction work, the unit owner **MUST** advise the contractor to return the unit key to the front desk or management office at the end of each work. The Association's key **MUST NOT** be taken off-site. If an Association key is taken off-site, the Association will immediately have the unit re-keyed and all charges associated with re-keying a unit will be charged back to the respective unit owner.

Construction Debris

All construction debris must be removed from the building. Construction debris may not be disposed of in the Association's garbage dumpsters. Any charges incurred by the Association's scavenger vendor as the result of construction debris being disposed of in the Association's dumpsters by a unit owner's contractor will be charged back to the respective unit owner.

Construction Material/Debris Transportation

Construction materials/debris must not be transported in the passenger elevators or through the lobby. The unit owner and contractor should contact the front desk to reserve the freight elevator in order to transport construction materials/debris from the loading dock to the unit and from the unit to the loading dock.

Loading/Unloading/Parking

Contractors may load and unload materials in the loading dock area on G5. The Association does not provide parking for unit owner contractors. Contractors may park in the Park Millennium garage while performing work in a unit. The Park Millennium garage offers hourly parking. You may contact the Park Millennium garage at 312-552-0003. The Park Millennium garage is managed by Ampco Parking.

Water Shut Off Requests

Owners requesting a domestic or sprinkler system water shut down must do so 48 hours in advance of the shut down with the management office. The charge per water shut down/start-up is \$50 which will be charged to the unit owner account and payable with the monthly assessment.