

Cullerton Station Condo Association

www.cullertonstationcondoassn.com



Welcome

The Board would like to extend a hearty welcome to all new and existing homeowners. We encourage all homeowners to take an active role in the association by attending meetings to voice their support and concerns for the way the association is managed. We believe that we have one of the finest properties in the south loop area and request your assistance to keep it that way.

Board Members

<i>Title</i>	<i>Name</i>	<i>Email</i>
Association President	Travis Cook	cullertonpresident@cullertonstationcondoassn.com
Association Secretary	Kevin Schwind	cullertonsecretary@cullertonstationcondoassn.com
Association Treasurer	Jeff Chang	cullertontreasurer@cullertonstationcondoassn.com
Property Management	Dominik Kowalski	cullertonmqn@cullertonstationcondoassn.com

Relationship of Board

Members of this association and board are your neighbors. The board consists of unpaid volunteers that work on behalf of all homeowners, not any specific homeowner. The board is bound to follow the rules and regulations that are in place. Please keep this in mind when submitting requests and communicating concerns to the board.

Issues and Escalations

Anonymous tips and complaints will not be accepted. If you have a concern please email the property manager at the email address above. Also please join us at our association meetings to express your opinions and concerns. The association is a community and it is stronger with your support and contributions.

Project improvement status

2010-2011 Capital Improvement Projects

1. New parking gate area manhole cover and surrounding broken concrete pad repair. – Completed
2. Parking spot reconfiguration to improve resident safety for the spot immediate to the gate. – Completed
3. Parking area fencing repair, reseal and repaint. – Completed
4. Pedestrian parking lot gate safety enhancement. – Completed
5. Parking gate mechanism replacement – Completed
6. New carpet and painting for all front-hallways. – Completed
7. Painting of rear hallways. – Ongoing
8. New seasonal landscaping – Completed and ongoing
9. Debris guard for front fence to minimize street debris from entering front yard. – Completed
10. Rooftop storm door installation and replacements to prevent additional leaks to the building. – Completed
11. Recycling: Great community response so far, so great that we will be increasing the service scope. – Completed and Ongoing
12. FHA approval: Certification #A008019001 – Completed
13. Electricity “supplier” change from ComEd to Exelon to achieve 30% common area electricity cost reduction resulting in 10-15% total electricity cost reduction for next three years based on our preliminary calculation. – Completed

(Note: Delivery is still ComED, only supplier has changed.)

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14. Certification of fire extinguishers and emergency lights. – Completed
15. Renewal of building insurance. - Completed
16. New rodent bait stations installed. – Completed
17. New payment booklets. – Completed
18. Leaks repaired - 1925-3; 1933-4; 1923-4. – Ongoing
19. Glass door repair for 1935-1 after vandalism. – Completed
20. Dog wipes installed for each building in the back hallway to improve building cleanliness and sanitation. – Completed

Upcoming Projects

1. Timers for front hallways to achieve additional energy efficiency.
2. Inspection and potential repair/repainting of balconies.
3. Condo reserve study.
4. Parking lot resurfacing.

Community Information

New repair notice/request process

To submit a new repair request please follow the steps below

<ol style="list-style-type: none"> 1. Open Internet explorer and type in www.cullertonstationcondoassn.com 2. Click on "Contact Property Manager" (Note: this will ONLY send to property manager, if you would like to include the board please add the emails located under the "Board Members" hyperlink) 	
<ol style="list-style-type: none"> 3. Enter in your First Name 4. Enter in your Last Name 5. Enter in your full Condo Unit # 6. Enter in a brief description of the issue 7. Enter in an email address to have status updates 8. Enter in a contact phone number for this issue 9. Click "Submit" 	

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Home Owner Insurance

All homeowners must have their own Home Owners Insurance and Renters Insurance, if applicable. It is critical that all homeowners have insurance to cover damage inside their unit and damage caused by them to neighbors units. The Association's insurance only covers the exterior and some common areas of the building. It is each homeowners responsibility to submit a copy of current insurance certificate to the property management company. In addition, each homeowner should supply the property manager with a new insurance certificate when previous one expires.

Assessments and Fees

Assessments are due on the 1st of each month, and late fees are incurred on the 10th of the month. It is each homeowner's responsibility to ensure that their assessments reach the Associations P.O. Box listed below on or before the first of the month.

Cullerton Station Condo Assn.
P.O. Box 1845
Des Plains, IL 60017-1845

Checks should be payable to Cullerton Station Condominium Association. Please note Assessment Payment in the memo section and pay the correct amount.

Rental Units

Building Keys are given to the Owner of the condo at the time of purchase and are not provided to renters. There is a \$50 dollar fee for each additional key to the main front/back door.

All Homeowners with renters must pay an annual fee of \$500 dollars and submit a copy of lease to the property manager. In addition, copy of Rules and Regulations must be given to tenants at the time of rental.

Mortgage companies use the total % of rental units as a factor in approving mortgages, it is critical that the board keeps accurate records of current rentals.

Parking

Owners must park in their assigned spaces only. Unauthorized parkers will be towed. Please email your name, address, phone #, space #, and make/model/license plate to the board secretary.

Garbage Disposal / Recycling

Garbage: Please do not leave garbage in the hallways, on the grounds, or in the garbage bin area. All trash must be placed inside a garbage bin.

Recycling: This year the board added new recycling bins located next to the regular garbage bins. List of items that can be disposed in these bins are posted on bulletin boards in the front hallways.

Landscaping

Current landscaping needs for the Association are being handled by a vendor. Any issues with the vendor's performance should be raised to the property management company via email.

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Snow removal

Current snow removal needs for the Association are being handled by a vendor. Any issues with the vendor's performance should be raised to the property management company via email.

Conflict resolution

Homeowners that are experiencing an issue with their neighbors are encouraged to discuss the problem directly with the neighbor. If the issue cannot be resolved via friendly conversation, the issue should be escalated to the board via email. The board can only take action on issues that are related to violation of rules and regulations.

Illegal activity: If you suspect that illegal activity is occurring at a unit in the building or anywhere on the property you should notify the police to investigate and send an email to the board members and property management company. It is important that you contact the police at the time of the illegal activity. In light of recent robberies that have taken place in the South Loop, owners are advised to stay alert while on the property and encouraged to contact the police if they notice any suspicious activity on or around the property.

Pets

Pets are the responsibility of their owners. The pet owner agrees that the animal will not cause excessive noise or disturb other residents. Persistent and/or excessive noise is considered a nuisance and grounds for banning the animal.

Financial Information

Balances in the association's operating and reserve accounts as of July 31, 2011 are \$26,168.54 and \$100,440.61, respectively. Additional financial information for the association is available to any homeowner upon request.