

Bartlett Town Center Lofts Condominium Association
241 S. Main Street, Bartlett, IL 60103
P.O. Box 8444 (Mailing Address)
847-867-9566

Welcome to the Bartlett Town Center Lofts

The Bartlett Town Center Lofts is currently managed by Sutter Executive Properties, LLC. Your contact for the Bartlett Town Center Loft Building located at 241 S. Main Street is as follows:

Scott J. Sutter
Sutter Executive Properties LLC.
Telephone: 847-867-9566 Fax: 815-642-0105
e-mail: scott.sutter@sutterexecutive.com

Issues pertaining to your unit such as heating, cooling, or hot water should be directed to your unit owner before contacting the property manager.

In the event of any emergency including any life-threatening situation including smoke or water intrusion to your unit, be sure to dial 911 before contacting the property manager.

Parking

Please refer to the attached parking lot layout to park in your appropriate parking space. It is imperative that residents of the building park in their dedicated spots or the overflow area designated on the parking lot layout. Not adhering to this policy will result in the towing of your vehicle. Each unit has one dedicated parking space. Any additional vehicles must be parked in the designated vehicle overflow area.

Mail

Your mailbox is located in the main (North) entry of the building and is numbered according to your unit number. Please do not use the mailbox as the disposal location for any junk mail or packages. Please dispose of this refuse properly by placing it in the garbage chute.

Noise

Keep in mind that this building is NOT an apartment building. This is a residential condominium building. Any complaints will be taken seriously with the unit owner being notified by the Board of Directors with the request for a resolution between the unit owner and the current resident. Failure by any unit owner to comply can result in fines and or possible eviction proceedings. The board of directors reserves the right to contact law enforcement authorities with respect to illegal activities and or any situation regarding potential abuse situations through both the local police department and the Illinois Department of Child & Family Services.

Please be respectful of your neighbors.

We pride ourselves in keeping a clean and safe building.

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Pets

Effective January 1, 2013 there will no longer be any dogs allowed in rental units in the building. This has been passed in our building as a board resolution. Any existing tenants of the building as well as resident owners will be allowed to have dogs provided they are kept on a leash within the building or on any common areas of the property. Please do your best to keep your pets noise to a minimum level. Also be sure to clean up after your pets when walking them. Pets shall not be allowed to “do their business” within 100 feet of the exterior of the building. If you have a pet that needs to be walked, there are many areas along Railroad Avenue where there is open land to walk you pet(s). In the event that noise is an issue with any pet in the building, the Board of Directors reserves the right to request the removal of any said pet from the building. Please see the by-laws and covenants for further information.

Smoking

Smoking is not permitted in any of the common areas of the Bartlett Town Center Lofts. In the event that you do smoke, keep in mind that smoking is not permitted within 15 feet of any entrance to the building. Please be respectful of others and dispose of your cigarette butts accordingly. Infractions will be noted and fined. Please check with your unit owner for a clear description of this policy within your unit.

Cleanliness

The garbage chute is located across the hall from unit #209. When placing items in the garbage chute, be sure to bag all items. You are responsible for breaking down any cardboard or packaging materials so that they fit in the chute. Do not leave empty boxes or packaging materials in the room. Any items left in the garbage room will be disposed of without attempt to track down the owner. In the event that you may have a large item that needs to be disposed of please contact the property manager for more information.

Due to insurance regulations, neither floor mats nor accessories are allowed outside of your unit. Accessories include wall mounted signs and or shoes. Upon the weekly inspection of the property, any items located outside of the door of your unit will be removed and disposed of by our cleaning personnel.

Damage

Any damage to common areas will be brought to the attention of both the unit owner as well as the Board of Directors of the Bartlett Town Center Lofts. Any repairs to the building and or common areas are the financial responsibility of the unit owner.

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Moving

Move-ins and Move-outs are only allowed on Saturdays between the hours of 8:00am and 5:00pm. Notification of a move in / out must be made to the building manager within 48 hours of a move. A security deposit of \$500 must be submitted to the Bartlett Town Center Lofts Association for any unit being leased before any permission to move is granted.

A common area inspection **MUST** be conducted before any moves are authorized. **The common areas inspection will be conducted by the property manager.** Any damages to common areas including but not limited to wall dings and or scratches are the responsibility of the unit owner. Paint repairs and touch ups are billed at \$80 / hour to the unit owner. As our building has relatively tight stairwells, the use of a professional moving company is highly recommended. The **SOUTH STAIRWELL** (near the elevator) is the only stairwell that can be utilized for moving purposes. Any violations of this policy will incur a \$50 fine to the unit owner, any painting and patching repairs to the North Stairwell will be billed at \$80 / hour plus materials.

Summary

In summary, it is important to keep in mind that this is a residential condominium building. We attempt to foster a sense of community in the Bartlett Town Center Lofts building. It is important to get to know your neighbors and respect their rights to peace and quiet.

Any complaints received will be brought to the attention of the unit owner, the unit resident, as well as the Board of Directors. Keep in mind that for repeated violations, the Board of Directors reserves the right to have any tenant or owner of a particular unit evicted. It is also important to remember that the rights of the Board of Directors supercede the rights of any individual unit owner.

The Bartlett Police Department has been granted 24-hour access to our building and actively patrols both the interior and exterior of our building.

For more information on the Bartlett Town Center Lofts, you can visit our website at <http://www.btclofts.com>.

We appreciate your compliance,

Scott Sutter
Property Manager
Bartlett Town Center Lofts

