

EXHIBIT A

CONSTRUCTION AND REMODELING RULES

These procedures provide a minimum guideline and are not an all-inclusive list of regulations and requirements. Unit owners are responsible for the actions of their contractors. A refundable deposit may be required from unit owners. The unit owner must provide a set of procedures (which are included as an Attachment to these procedures) to all contractors prior to starting work.

Remodeling projects are divided into three categories.

Category A: Decorative projects and others not affecting the common elements or other units, for which no formal construction review is required. Such projects include, but are not limited to:

1. Painting, wallpapering, and window treatments.
2. Installation and removal of carpeting.
3. Dishwasher installation (straight replacement).
4. Replacement of kitchen range and or oven (straight replacement).

Requirements:

- a) Management office should be notified in advance.
- b) Contractor's proof of insurance may be required by Management and if required must be approved by Management in advance and comply with the limits of liability established by Management.

Category B: Projects requiring prior Management notification and inspection by Management and/or Maintenance.

Typical Category B projects include items that may affect common elements, appliances, plumbing, electrical, ventilation, and fire protection.

Such projects include, but are not limited to:

1. Removal and replacement of plumbing fixtures.
2. Refrigerator installation involving ice maker or water faucet.
3. Clothes washer and dryer installation (if permitted; see below).
4. Replacement of kitchen cabinets (straight replacement).
5. Installation of a whirlpool tub, wet bar, steam shower, etc.

Requirements:

- a) Management Office must be notified and proof of insurance may be required

in advance of commencement of work.

- b) Proof of insurance if required must be approved by Management in advance. During the work and after the work is complete, a representative of Maintenance may inspect the work from time to time to ensure that the installation is as described and will not affect the common elements or other units.

Category C: Projects requiring prior Management approval and inspection.

Category C projects include items that may affect common elements, appliances, plumbing, electrical, ventilation, fire protection, telephone, master antenna systems, or components. Such projects shall include, but are not limited to:

1. Alteration, termination, or re-routing of plumbing, electrical, ventilation, telephone, or master antenna or cable pipes or wires.
2. Removal, relocation, or alteration of existing walls, or construction of new walls, partitions, or soffits.
3. Modification of any building structural elements.
4. Eliminating or moving unit entry doors.
5. Combining units.
6. Modification of any limited common elements.
7. Installation or replacement of hard surface flooring (tile, stone, hardwood flooring, etc.).

Requirements:

- a) Written Management approval is required prior to the commencement of any demolition or construction activities. Management may elect to consult with the Board prior to approval. Board action may take up to one month or more.
- b) Contractors and Unit Owners must abide by further requirements, changes, etc., if made a part of the approval.
- c) Inspection by Management and Maintenance and, if prudent in the opinion of the property manager (and at the expense of the unit owner), the Association's architectural engineering representatives may be required

prior to approval. Inspection is also required prior to closing up of any walls or other areas, concealing plumbing or electrical work, or flooring underlayment.

THE FOLLOWING ITEMS MUST BE SUBMITTED TO MANAGEMENT:

1. Drawings of demolition and proposed changes, sealed by a licensed architect or engineer, if required by the City of Chicago.
2. A written scope of work (specifications) and drawings if requested.
3. A list of all contractors and subcontractors (names, addresses, and phone numbers, including emergency contact numbers) so Management can verify authorization to enter the building and units, and submission of the contractor's license number.
4. Certificates of insurance for all contractors, confirming compliance with all insurance requirements stated in Article B of the General Conditions, below.
5. Approximate dates construction will start and finish, and project schedule.
6. Copies of all required permits.

Items 1-6 above must be submitted prior to review and approval, except Item 6 may be submitted after approval at the discretion of Management.

REMODELING GUIDELINES

1. General Conditions

- A. Architectural Fee: An architectural fee may be charged to the Unit Owner for review of plans, if required by each specific project, and inspection during construction.
- B. Insurance: Certificates of Insurance, if required, must be submitted to Management before work can begin. Necessary insurance will be as required by Management and may include the following conditions:
 - (I) Policies shall be written with a company having at least an "A" policyholder's rating and a minimum Class 10 financial rating as listed in the Best Insurance Guide, latest edition. The 555 Cornelia Condominium Association should be named as certificate holder.
 - (II). During the term of the contract, Contractors will at their expense, purchase and maintain insurance as follows:

1. Workers' Compensation

- a. Basic Policy including occupational disease - Statutory limits.
- b. Employer's Liability - Statutory limits.
- c. Contractors having offices or places of hire outside the State of Illinois must attach or otherwise show an "All States" endorsement.

2. Public Liability (Comprehensive Form):

a. Minimum Limits:

Bodily Injury \$500,000 per person, \$500,000 per occurrence
Property Damage \$500,000 per occurrence, \$500,000 aggregate

b. Included Coverage (Shall be in Comprehensive Form):

Premises and Operations
Independent Contractors
Contractual
Completed Operations (Continue coverage in force for one year after completion of work).
Bodily Injury - Include personal injury
Property Damage - Include Broad Form- write on occurrence basis.
Property Damage - Remove "XC" exclusion
Property Damage - Remove "U" exclusion
Scaffolding Act liability

3. Automobile Liability

a. Minimum Limits:

Bodily Injury \$500,000 per person, \$500,000 per occurrence
Property Damage \$500,000 per occurrence, \$500,000 aggregate

b. Included Coverage (Shall be in Comprehensive Form):

Owned vehicles
Non-owned vehicles
Hired vehicles
Property Damage- Write in occurrence basis Additional Insured: The following must be named as additional insured on the Contractors Comprehensive General Liability Policy. Each party must be notified 30

days prior to the policy being canceled. Contractors will not be permitted to work until the certificate of insurance has been accepted.

- i. 555 Cornelia Condominium Association
- ii. Any others as determined by the Management Office or the Board.

C. Freight Elevators and Dock Area: Transport all materials through the freight elevator and schedule in advance through Maintenance or Management. Workers must use the freight or service elevator at all times. All materials and equipment must be loaded and unloaded in the loading zone area and immediately transported to the unit. Contractor's vehicles must be removed from the loading zone area after unloading. Failure to comply will result in the vehicle being towed at the owner's expense and the worker being barred from the building.

D. Work in Accordance with Plans: All work is to be performed in strict accordance with the plans as approved by Management. Changes must be resubmitted for approval before construction can proceed.

E. Work in Accordance with Declaration: The work will conform to the 555 Cornelia Condominium Declaration, By-Laws and Association Rules.

F. Qualification of Contractor - Evidence: The Unit Owner must be able to provide evidence that all work is to be performed and completed by a qualified individual capable of performing all work in a safe and workmanlike manner.

G. Inspection of Work: All work is subject to inspection by Management or Maintenance at any time and from time to time. Management reserves the right to stop any work which has not been approved or that may cause damage to the common elements or another unit.

H. As-Built Plan: Within 30 days after completion of the work, the Unit Owner must supply Management with a final as-built plan.

I. Exterior Alteration: No alteration may be made to the exterior of the Unit, unless explicitly approved in writing by Management.

J. Damage to Common Elements: The Unit Owner is responsible for any damage to common elements or other units caused by the work. Any repair or cleaning done by Maintenance or required by Management will be charged to the Unit Owner. Contractor is to place clean mats throughout the corridor where carpet may be subject to damage or dirt. Corridor vacuuming is to be done at the end of each workday. Work will not take place in common elements. Delivery and removal of materials

must be confined to carts and dollies appropriate for transportation over carpeting. No materials may be kept in the common elements/areas.

- K. Dumpster Use: The building's dumpsters may not be used by contractors to dispose of construction refuse and debris. Contractors must make their own arrangements for disposal of such items with the prior approval of Management or Maintenance.
- L. Garbage Chute: Construction personnel are prohibited from using garbage chutes.
- M. Lunch and Breaks: No eating or lounging will be allowed in common areas or on the sidewalks surrounding the building exterior.
- N. Tradespeople: Tradespeople may enter and exit the building through the loading dock entrance on Stratford or the service entrance next to the Garage entrance on Cornelia. Tradespeople are specifically prohibited from the following areas:
 - Common Areas not leading to the work site
 - Front lobby
 - Pool/Deck Area
 - Hospitality Room
 - Passenger elevators
- O. No Smoking is permitted in any common areas in accordance with Association rules.
- P. Deliveries: Contractors will be solely responsible for all their own deliveries.
- Q. Water Riser Shutdowns: A written request must be given to Management three working days in advance of any desired water riser shutdown. Management will schedule all water riser shutdowns. Shutdowns are only available from 9:00 a.m. - 4:00 p.m. Monday-Friday. See Management for schedule of charges.
- R. Telephone, Cable TV and Master Antenna Shutdowns: A written request must be given to Management three working days in advance of any desired telephone, cable TV or master antenna shutdown. Management will schedule all system shutdowns. Shutdowns are only available from 9:00 a.m. - 4:00 p.m. Monday-Friday. See Management for schedule of charges.

2. Working Hours

Normal working hours for construction are 8:00 a.m. – 5:00 p.m. Monday-Friday and 10:00 am – 12:00 pm Saturdays, except legal holidays.

3. Electrical

- A. All electrical work must be performed by a licensed electrician according to applicable state and municipal codes, except for minor repairs such as (but not limited to) replacement of switches, fuses, circuit breakers and lighting fixtures.
- B. Electrical panels must have an unobstructed clearance of thirty (30) inches minimum. Adjustable shelves and removable closet rods are considered obstruction.
- C. No electrical boxes may be buried in wall or floors after the removal of a receptacle or fixture until all writing has been removed.
- D. Electrical panels must be covered or protected at all times during construction.
- E. All steam showers, sauna, or whirlpool electrical components and enclosures must be reviewed by the Building Management or its agent prior to installation in the unit.
- F. All work to be done on cable TV lines must be completed by the building approved cable company.
- G. Channeling of support columns and shear walls is not permitted.
- H. Channeling of floor slabs shall not exceed 1" in depth or the depth of the reinforcing bars, whichever is less. Floor channeling may only be performed according to architectural review and applicable codes.

4. General Carpentry

- A. All work must be completed in accordance with applicable state and municipal codes.
- B. Main entrance doors must be solid core doors. The doors must be in compliance with the type, color, and style door which the Association determines to be a building standard.
- C. Debris may not be accumulated on the job site. At no time are flammable materials to be stored in apartments, but may be allowed on balconies

during their use.

D. Door closures are required on all unit entry doors.

E. Weather-stripping or door sweeps may not be applied to unit entry doors.

5. Plumbing

A. All Plumbing work is to be completed by a licensed plumber according to state and municipal codes, except for minor repairs such as, but not limited to, replacing faucets, toilets and sinks.

B. The relocation of water risers, waste lines, open site relief drain or venting stacks is strictly prohibited.

C. Individual shut off valves are required for all newly installed fixtures.

D. Dielectric unions are mandatory on all domestic plumbing fixtures.

E. Drain lines may not exceed a five foot run.

F. For whirlpool, Jacuzzi, sauna, and spa installations, manufacturer's specifications indicating weight of the tub must be submitted for review to management. Loads must not exceed the specified floor slab capacities.

G. "Quick-connect" portable dishwashers and washing machines which connect for water supply and drainage to a sink faucet are prohibited. Garbage disposal units are prohibited.

6. Washers and Dryers

Washers and Dryers may only be installed (a) in a combined unit in lieu of an existing kitchen and in substitution for existing kitchen appliances, and (b) at the discretion of and with the prior written approval of Management. Plans for installation must be submitted to Management for approval and must include all proposed plumbing modifications, connections, pipe runs and equipment make and model descriptions. Only self-venting dryers will be allowed, and dryers may not be vented into the building's air exhaust system. "Gray Boxes" must be used to feed and drain water for washing machines.

7. Mechanical, Fire Protection, and Structural

A. Any chase openings, pipe or duct work must be re-insulated if altered in any way.

- B. Any work to the common mechanical chase or penetration of structural columns or elements is strictly prohibited.
- C. Connections to any venting system for the purpose of exhausting a dryer, appliance, or down-draft type kitchen exhaust are strictly prohibited. Ventless dryers are required.
- D. All construction must be detailed to avoid blocking access to any plumbing, heating, venting or electrical system or component.
- E. Live loads must not exceed 40 pounds per square inch.
- F. Cutting of concrete reinforcing bars is strictly prohibited.

8. Hard-surface Flooring Acoustical Requirements

Hard surface flooring must be installed such that the finished floor system satisfies the following performance specification. The finished floor system must have a FIELD IMPACT INSULATION CLASS rating of at least fifty-six (56) for plank or parquet type interlocking floor systems and at least fifty-nine (59) for ceramic tile type flooring when tested in accordance with the American Society of Testing Materials Designation E-1007-84 (Field Measurement of Tapping Machine Impact Sound Transmission Through Floor-Ceiling Assemblies and Associated Support Structures). Classification must be in accordance with ASTM designation E-989-84 (Determination of Impact Insulation of hard surface flooring must include construction data and state the designed IIC rating at or above the level specified above. Written notice of compliance with this requirement must be provided to Management by the unit owner's contractor.

9. Windows

Alterations to windows are strictly prohibited. Window treatment hardware must not be attached to the window frames.

10. FINES

Violations of any of these construction rules or procedures shall subject the unit owner to a fine of up to \$200 for the first violation, \$300 for the second violation and \$400 for each subsequent violation. Each day a condition in violation of these construction procedures shall continue to exist shall constitute a separate violation. Costs for any needed repairs to or restoration of common elements shall also be assessed to the unit owner.

**ATTACHMENT TO BE PROVIDED BY UNIT OWNER
TO ALL CONTRACTORS**

CONTRACTOR PROCEDURES

1. All contractors and employees must register with the management office ("Management") or the head engineer in the maintenance office ("Maintenance") upon the initial start of their work.
2. Contractor personnel may enter the building at 8:00 a.m. Monday through Friday, and 9:00 a.m. on Saturday. No contractors are allowed in the building on Sunday or legal holidays.
3. Contractor personnel must leave the building no later than 5:00 p.m.
4. Construction debris may not be dumped into the building dumpsters.
5. Noise audible outside the unit will not be tolerated prior to 9:00 a.m. on weekdays, or at any time on weekends other than on Saturdays between the hours of 10:00 a.m. and 12:00 p.m.
6. Materials and equipment are prohibited from the passenger elevators at all times.
7. Contractors are prohibited from using the garbage chute.
8. Contractors are not allowed in the front lobby at any time. You must use service entrance next to the garage entrance on Cornelia or the loading dock entrance on Stratford.
9. Permits are good only for the periods for which they are approved.
10. Tape or other method must be used to secure the exterior door perimeter cracks and threshold to prevent dust from entering common areas.
11. Sweep only with sweeping compound.
12. Visqueen/tape over all outlets and plumbing chase openings, etc.
13. Grind concrete with "wet" method or "recapture" saw.
14. Utilize power saws, sanders, grinders, etc. with dust recovery devices in place.
15. Vacuum debris with HEPA filter vacuums.

16. Place damp carpet at door for workers to clean feet on exit.
17. Door should be closed during all construction.
18. Notify Management or Maintenance immediately prior to demo for possible inspection of adjoining units during initial phases of demo.
19. Protective floor covering must be placed over carpets in the hallways between the service hall and the unit. The covering must be removed at the end of each day and the carpet vacuumed. Protective floor covering may be obtained at the Maintenance Office for a modest charge.