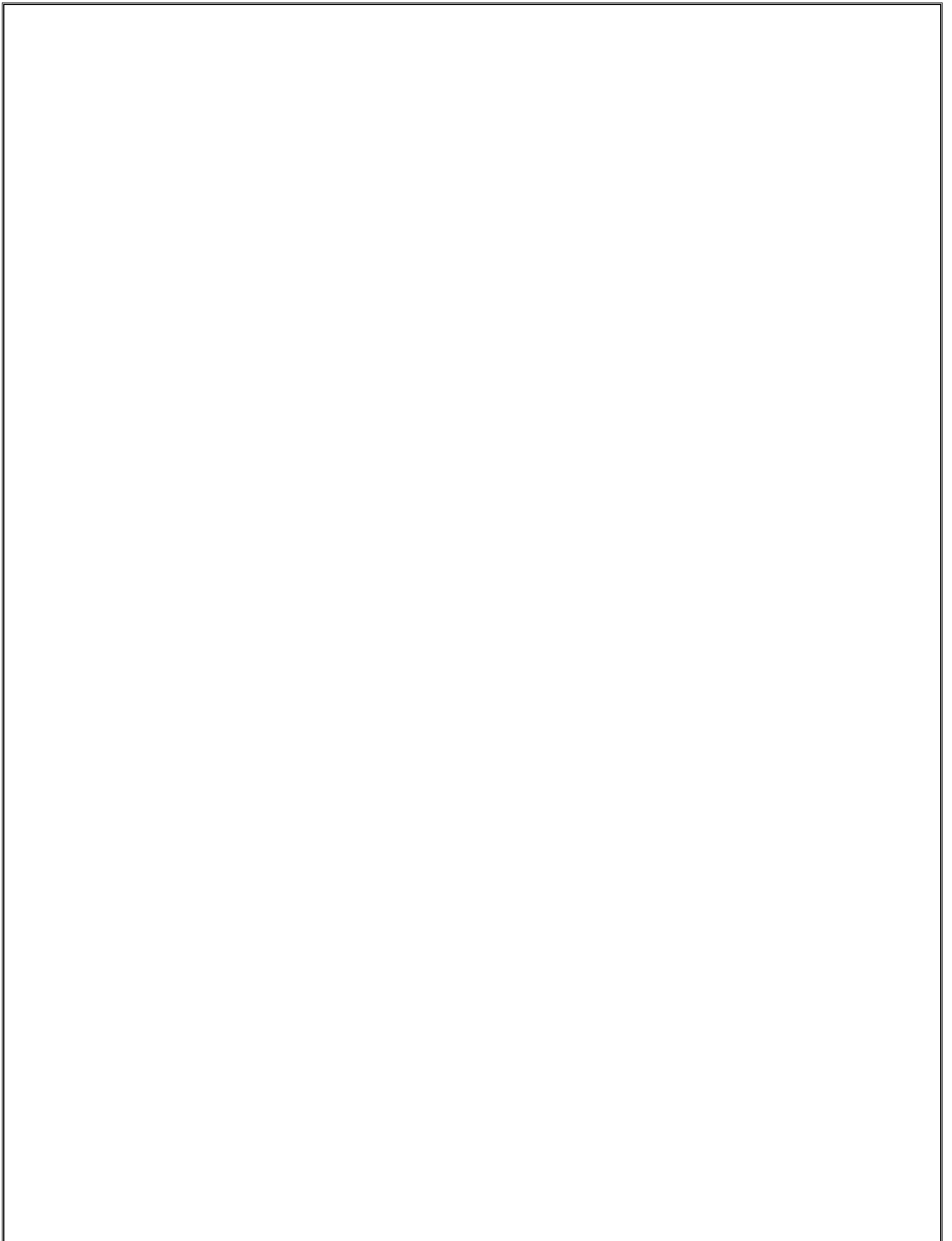


Rules and Regulations

MARYKNOLL TOWNHOME OWNERS ASSOCIATION



MARYKNOLL TOWNHOME OWNERS ASSOCIATION RULES AND REGULATIONS

Condensed Version Of Rules and Regulations
Extracted from the Covenant Bylaws
and Previous Board Action.

1. BUILDING EXTERIOR CHANGES

Any change to the exterior of a unit is PROHIBITED without written approval of the Board of Directors.

Any unit owner who desires to make exterior changes, such as storm doors, skylight, decks, etc., must submit a written description of the change, with detailed plans if appropriate. (A detailed rules and regulations on replacement or expansion of decks is available from the Board of Directors.)

The Board of Directors will review and act on each written request and notify the requester of its decision within 30 days.

2. EXTERIOR LANDSCAPING

Any change to exterior landscaping is prohibited without written approval of the Board of Directors.

Any unit owner who desired to make any change, such as the addition of trees, specific shrubs, etc., must submit a written description of the change, with plans, if appropriate.

The Board of Directors will review and act on each written re request and notify the requester of its decision within 30 days.

EXCEPTION: unit owners are encouraged to plant annual or perennial flowers within the existing planting beds, in ledge planters, or in standing or hanging pots, within the confines of the property lines of the unit which he or she owns. No Board approval is required.

3. VEGETABLE GARDENS

The planting and growing of vegetables is prohibited except in pots within the confines of the Deck attached to the unit.

4. DOGS AND CATS

Any unit owner is allowed to maintain a maximum of two dogs or cats within the confines of the Association, as pets.

All pets must be kept within the confines of the dwelling unit or may be allowed to run free within the property lines of the unit inhabited by the pet owner.

Pets being walked on common property must be on a leash of six foot maximum length at all times. Pet owners are responsible for removal of droppings of their pets, both on common property and within their owner's yards. Failure to do so will result in a cleanup charge, which will be billed to the unit owner as an additional assessment.

Pets are not allowed on the property of an owner without the consent of the property owner.

Pets which are allowed to run free, outside the yard of the pet owner, or pets which are considered dangerous to other members of the Association, or their guests may be banned from Association property on action by the Board of Directors. Cost to remove banned pets from Association property will be billed to the unit owner as an additional assessment.

5. PARKING

North Driveway and West Driveway are designated as Fire Lanes and vehicle parking is prohibited at all times.

The parking or storage of house trailers, recreational vehicles, boats and boat trailers, snowmobiles, trucks or motorcycles are prohibited on the apron, driveway, or approach to the garage. Such items must be stored in the garage of the unit.

Commercial vehicles are prohibited within the association. A commercial vehicle is defined as “all automobiles, station wagons, trucks, and vehicular equipment which shall bear signs or have printed on any part whereof any reference to any commercial undertaking or enterprise.”

Parking is allowed on Seminary Circle, Pershing Ave., and Abbey Drive except between the hours of 2:00 and 6:00 a.m.

At the request of the Association, the Village Board of Glen Ellyn has passed an ordinance prohibiting parking on West and North Driveways and overnight parking between 2:00 and 6:00 a.m. on Seminary Circle. Vehicles parked in violation of this ordinance will be subject to ticket and tow-away if parked in a fire lane.

6. VILLAGE SPEED LIMITS

The speed limit within Association streets is 25 MPH and driving on Association streets in reverse is prohibited.

A complaint may be filed with Glen Ellyn Police by a member of the Board of Directors who witnesses a vehicle driving at excessive speed or driving in reverse on Association streets.

7. LOUD AND OBNOXIOUS BEHAVIOR

Loud and obnoxious behavior within the confines of the Association is prohibited.

Outside parties which extend beyond 11:00 p.m. on Sunday through Thursday or 1:00 a.m. on Friday, Saturday, or Sunday before a national holiday are prohibited. Unit owners who violate this rule are subject to the filing of a peace disturbance complaint with Glen Ellyn Police.

8. REFUSE

Refuse, garbage, or other waste shall be kept solely within the confines of the building in a sanitary manner. Trash, garbage, and other waste shall not be placed outside of any unit prior to sundown of the day before collection and then only in enclosed sanitary containers.

9. GENERAL

Covenant By-Laws and previous Board action specifically prohibits rocks, statuary (outside of the building and deck confines), wind chimes, windsocks, wall hangings or plant holders fastened to the building walls, flagpoles, and spotlights directed so that the light shines into neighboring buildings. Parking on lawns is prohibited. Garage sales are also prohibited. No hot tubs are allowed on decks or on ground level. The individual homeowners are each responsible to rid themselves of all insects or animals that can cause damage to their homes or property. Cost of such actions shall be borne by the homeowners, including the repair or replacement of any portion of the homes damaged by such creatures.

The Board of Directors has enacted a Resolution which enables fines of up to \$150.00, per occurrence, to be levied against homeowners who violate the Covenants.

10. Home Owners Insurance

Homeowners are responsible to provide homeowners insurance on their town homes.

The insurance must provide protection for fire, extended coverage, additional extended coverage, vandalism and malicious mischief to 100% of the full insurable value, with loss payable on the basis of the cost of replacement without deduction for depreciation, less a deductible.

Failure to provide proof of the appropriate insurance coverage to the Association prior to the expiration date will result in the following:

- a) The Association will fine non-compliant owners' assessment accounts \$5 per day of non-compliance;
- b) Owners not compliant within sixty (60) days of their policy's expiration date will result in the following action:
 - 1) The Association will initiate legal action resulting in a court order requiring the owner(s) to produce the required Proof of Insurance.
 - 2) Insurance Fines will not be reversed.
 - 3) The Association will begin collection action against the owner(s) for the outstanding amounts owed to the Association.
 - 4) The Association will file a lien against the unit(s).
 - 5) The owner(s) will be responsible for all administrative fees, legal fees, and court costs associated with any legal action required to enforce compliance and payment of fines.

ARCHITECTURAL VARIANCE FORM

PLEASE PRINT

Name of Association _____

Name _____

Address _____

Telephone _____

For Board/Committee Use Only

ACTION:

- APPROVED, by _____
- DENIED
- RETURNED FOR MORE INFO

COMMENTS _____

DESCRIPTION AND DIAGRAM OF REQUEST:

Description _____

PLEASE NOTE: If you have photo, please attach them here or to the back of this page

PLEASE NOTE: A plat of survey may be required. Should you need additional space, please use a separate sheet of paper.

I acknowledge that I will be responsible for any maintenance and or damage to or caused by the above requested items, and with respect to such items, in consideration of the Board of Directors approval of the above request. I hereby waive all rights to exterior maintenance of such items under the Declaration of Condominium Ownership and of Easements, Covenants and Restrictions for the Association. I also acknowledge that I will contact the village/city for approval and permits if necessary and obtain these items at my own cost.

Signature of Home Owner _____

PLEASE REMIT TO: Real Estate Investor Service
PO Box 497
Elmhurst, IL 60126

Fax (630) 206-1515

Your association is professionally managed by:



**Real Estate
Investor Service**

Real Estate Investor Service

188 W Industrial Drive • Suite 422

Elmhurst • I L • 6 0 1 2 6

Phone 630.941.0135

Fax 630.206.1515

Maryknoll Townhome Owners' Association

Glen Ellyn IL 60137

May 29, 2018

Dear Maryknoll Homeowner's,

Your board has determined that in the interest of your safety and that of our community's, we will be initiating a new rule (Rule #11) for all HO's that will require them to keep garage lights on from dusk to dawn on a daily basis.

If you have driven or walked our community at night, you will have noticed we have very dark streets and gangways and some very isolated areas along paths and courtyards. In an effort to increase the safety and security of our community and that of the HO's, we feel this is a relatively simple solution that will provide more "light" and "life" to our area without being disruptive to HO's privacy.

Implementation and installation will be the responsibility of the individual HO's. To guarantee consistency in this operation, we are suggesting two simple means to achieve this:

- Option #1 A timer can be easily purchased at any home center and installed at the indoor light switch that can be programmed to regulate the circuit to go on and off at dusk and dawn.
- Option #2 Light sensors can be easily purchased and installed at the sockets of the existing bulbs in the existing fixtures that will control the lights to regulate on and off as long as circuit (switch) is kept on.

We have contacted a local handyman (for those of you who are familiar with "Tony the Handyman) and he can be available to install your option upon scheduling with him.

We understand this change will be new for us all, but we have given it much consideration and have decided it is the best course of action that will benefit us all, not to mention it has become more the norm in communities similar to ours.

We recognize that we all have busy lives and this may not be high priority for all of us , and with any change that involves 43 different families and homes, it will be a challenge to get this implemented timely. This is where we are asking for your cooperation and timely action to get this new plan implemented. With any change, we need to set some goals and deadlines, and unfortunately, penalties to guarantee its timely implementation. We hope you see the benefit and thus penalties for non-compliance will not be necessary and you will join your community in making it a safer place to live.

Enclosed are a notice of the meeting at which the rule is expected to be approved and a copy of the rule outline the deadlines and penalties for noncompliance.

Your board and neighbors thank you for your cooperation and assistance in making our community a safer and a better place to live.

Sincerely,
Your Board of Directors

Professionally managed by:
Real Estate Investor Service
188 W Industrial Drive • Suite 422 • Elmhurst • IL • 60126
Phone 630.941.0135 • Fax 630.206.1515

Maryknoll Townhome Owners' Association

Glen Ellyn IL 60137

Notice of Board Meeting

May 29, 2018

Dear Home Owner,

Please be advised that the Meeting of the Maryknoll Townhome Owners' Association Board of Directors has been scheduled for June 19, 2018 at 7:00 pm. The meeting will be held at: **Glen Ellyn Police Department, 65 S. Park Blvd., Glen Ellyn, Illinois 60137.**

The purpose of this meeting is to conduct a regular board meeting and approve the below rule for the Association. As per the Illinois Condominium Act the board will be holding a meeting of the unit owners at the start of its board meeting to act as an informational and advisory meeting. This meeting is solely for the purpose of discussing the proposed rules. The unit owners do not vote on the adoption or amendment of the rules and regulations; that is exclusively a board function.

Sincerely,
Your Board of Directors

MARYKNOLL TOWNHOME OWNERS ASSOCIATION RULES AND REGULATIONS

11. Home Owners Garage Lights

Homeowners are required to keep their exterior garage lights lit from dusk to dawn on a daily basis. Homeowners may choose to install a timer or photocell on these lights at their cost and are responsible for the replacement of light bulbs in a timely manner. The Association will fine non-compliant owners' assessment accounts \$5.00 per day of non-compliance as well as take any other action afforded to the association to force compliance. The owner(s) will be responsible for all administrative fees, legal fees, and court costs associated with any legal action required to force compliance and payment of fines.

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Phone 630.941.0135 • Fax 630.206.1515

**RESOLUTION BY FORMAL ACTION OF THE BOARD OF DIRECTORS OF
MARYKNOLL TOWNHOME OWNERS ASSOCIATION TO ADOPT POLICY
PURSUANT TO 765 ILCS 615/35**

WE, THE UNDERSIGNED, being a proper majority of the Board of Directors ("Board") of Maryknoll Townhome Owners Association (the "Association"), at a meeting duly called for such purpose pursuant to the Illinois General Not-For-Profit Corporation Act of 1986, Section 1-40(b) of the Common Interest Community Association Act, and the Association's Declaration and By-laws, and proper notice having been duly served on the members of the Association, do hereby consent to the following resolution:

WHEREAS, the Board, pursuant to its vested authority, wishes to adopt a policy pursuant to Section 35 of the Condominium and Common Interest Community Ombudsperson Act; and

WHEREAS, the Board has determined that the adoption of a policy is required to comply with Section 35 of the Condominium and Common Interest Community Ombudsperson Act and Section 1-90 of the Common Interest Community Association Act; and

NOW THEREFORE, in furtherance of the above stated determinations, objectives and goals, the Board, by resolution, does hereby adopt the following policy related to Section 35 of the Condominium and Common Interest Community Ombudsperson Act:

See EXHIBIT A, attached.

END OF TEXT OF RESOLUTION

This policy shall be effective upon adoption by the Board, after a meeting of the Board and effective notice to the members which conforms to the requirements of the Association's documents and the Common Interest Community Association Act.

Adopted this 13th day of November 2018 in Glen Ellyn, Illinois.

Being a proper majority of the Board of Directors of Maryknoll Townhome Owners Association:

Joe Scola

Ben Silva

Kathy Spalo

Bob Fanella

Cindy Veldman

Emery Ague

CERTIFICATE

I, the undersigned, hereby certify that I am the duly elected, qualified and acting Secretary of Maryknoll Townhome Owners Association, an Illinois Not-For-Profit Corporation; that I am the custodian of the records and seal of the corporation and that the attached is a true, correct, and accurate copy of the Resolution of the Board of Directors.

IN WITNESS WHEREOF, I have hereunto set my hand and affix this corporate seal this 13th day of November, 2018.

MARYKNOLL TOWNHOME OWNERS
ASSOCIATION

Kathleen A. Apalo 11-15-2018
Its Secretary

“Exhibit A”

DISPUTE RESOLUTION BETWEEN OWNERS AND THE ASSOCIATION

EFFECTIVE DATE: 01/01/2019

OBJECTIVE/PURPOSE: This policy is created and in compliance with Section 35 of the Condominium and Common Interest Community Ombudsperson Act (the “Act”) (765 ILCS 615/et. al). This policy is adopted by the Board of Directors of Maryknoll Townhome Owners Association (“Association”) and shall be the policy referred to as the “Internal Dispute Resolution.”

This policy shall provide Owners with the procedure to file disputes against the Association.

This policy is applicable to any and all disputes an Owner may have with the Association. The policy applies to disputes including, but not limited to, (1) violations of governing documents; (2) misconduct regarding duties, powers, and/or authority; (3) failure to satisfy and/or complete responsibilities; and (4) any other reasonable grievances an Owner may have with the Association. This policy shall not apply to disputes between Owners.

This policy is available to all Owners upon request from the Association.

RESPONSIBILITY: Counsel for the Association, at the time of the dispute, shall be responsible for resolving all Owners’ disputes. The Association President shall be responsible for implementing this policy. The Association President, or any other executive Board Member, shall be responsible for forwarding misaddressed disputes to Counsel for the Association in a timely manner.

POLICY:

Unless otherwise defined herein, terms used in the Procedure shall have the meaning as defined in the Amended and Restated Declaration of Covenants, Conditions and Restrictions for Maryknoll Townhome Owners Association, as amended from time to time.

PROCEDURE

Owners who have a dispute with the Association and wish to initiate a formal dispute resolution must prepare a written complaint of the dispute or grievance and submit the complaint to the proper responsible party.

Any Owner who has a dispute with the Association shall do as follows:

1. Fill out the Complaint (attached hereto as Exhibit 1) and provide a detailed description of the dispute and/or grievance.
2. Mail Complaint to the Association at the following address:
KEAY & COSTELLO, P.C.
128 S. County Farm Road
Wheaton, Illinois 60187
3. Provide a return address and/or electronic mailing address to receive Counsel’s final determination of the Complaint.

Once the Complaint has been received by Association’s Counsel, the Complaint will be reviewed. Counsel will investigate the merits of the dispute and/or grievance set forth in the Complaint. Counsel will consult with the Association or other relevant individuals, if necessary. Within one hundred and

eighty (180) days of receiving the Complaint, Counsel will complete its investigation and prepare a written final determination. Counsel's determination shall be marked clearly and conspicuously as "FINAL." Counsel will provide copies of the final determination to the Owner, Association, and all other relevant parties.

Please be advised that if the dispute occurs on or after July 1, 2020, and the Owner disagrees with or finds Counsel's determination unsatisfactory, then the Owner may request assistance from the Ombudsperson, pursuant to Section 40 of the Act, within thirty (30) days of receiving Counsel's final determination. If the Owner fails to receive a determination marked clearly and conspicuously as "FINAL," then after ninety (90) days of filing the original Complaint, the Owner may request assistance, pursuant to Section 40 of the Act, from the Ombudsperson. Assistance is available to Owners only who are current in assessments, fees, or funds to the Association and who have attempted to resolve the dispute through the Association's Procedure described above.

Complaint – Exhibit 1

Unit Owner Name: _____

Unit No. and Address: _____

Phone No. _____

Date of Event: _____

Time of Event: _____

Location of Event: _____

Has the unit owner taken steps to seek a resolution to this issue in the past: Yes / No (*circle one*)

If yes please describe the attempt to seek a resolution: _____

Description of Event: _____

(Use Additional Copies of Form if Necessary)

The following documents are attached concerning the Incident:

Names and Contact Information for Witness(es) to Incident (if applicable)

Unit Owner Signature

Date

RESOLUTION TO ADOPT POLICY
BY
FORMAL ACTION OF THE BOARD OF DIRECTORS
OF
MARYKNOLL TOWNHOME OWNERS ASSOCIATION
REGARDING
ELECTRONIC NOTICE

PREAMBLE

WHEREAS, the meeting of the Board of Directors of the MARYKNOLL TOWNHOME OWNERS ASSOCIATION (the "Association") was duly called and held pursuant to the Illinois General Not-For-Profit Corporation Act of 1986, the Illinois Common Interest Community Association Act ("Act"), and the Association's Declaration and By-Laws, and proper notice was duly served on the members of the Association, a quorum of the Board of Directors being present at the meeting as identified below, and the meeting being properly convened and proceeding with Association business including resolutions and amendments and specifically the amendment set forth herein; and

WHEREAS, the Association is administered by a duly elected Board of Directors (the "Board") in accordance with a certain Amended and Restated Declaration of Covenants, Conditions and Restrictions for Maryknoll Townhome Owners Association ("Declaration"); and

WHEREAS, the Association's management and operation is, in addition to the Declaration, governed by the Amended and Restated By-Laws of the Maryknoll Townhome Owners Association ("By-Laws"); and

WHEREAS, the Board of Directors is charged with the responsibility of maintaining and administering the property and acting in the best interests of the members of the Association; and

WHEREAS, 765 ILCS 160/1-85(a) (Use of technology) of the Act, as amended, permits that any notice required to be sent or received or signature, vote, consent, or approval required to be obtained under any community association instrument or any provision of the Act may be accomplished using technology generally available at that time; and

WHEREAS, the Association's Declaration in Article XVII, Section 17.02, authorizes the use of electronic notices; and,

WHEREAS, the Board of Directors has determined it to be in the best interests of the Association to permit all communications with Members to be accomplished through electronic means provided the individual Member consents to such form of communication.

NOW THEREFORE, in furtherance of the above stated determinations, objectives and goals, the Board, by resolution and on behalf of the Association, does hereby adopt the following Resolution as follows:

I. DEFINITIONS

A. “Acceptable Technological Means” includes, without, limitation, Electronic Transmission over the Internet or other network, whether by direct connection, intranet, telecopier, electronic mail, and any generally available technology that, by rule of the Association, is deemed to provide reasonable security, reliability, identification, and verifiability.

B. “Electronic Transmission” means any form of communication not directly involving the physical transmission of paper, that creates a record that may be retained, retrieved, and reviewed by a recipient and that may be directly reproduced in paper form by the recipient through an automated process.

II. ELECTRONIC NOTICE PROCEDURES

A. The Board of Directors hereby adopts a policy that, notwithstanding any terms and provisions contained in the Declaration, By-Laws or the Act, the Member, as described below, can authorize electronic delivery of notices and other communications required to each Member who provides the Association with written authorization. Each Member shall designate an electronic address or a U.S. Postal Service address, or both, as the Member’s address on any list of Members which the Association is required to maintain.

B. Any electronic address provided by the Member pursuant to this Resolution shall be included in the Association’s records for all other purposes of the Declaration, By-Laws and the Act.

C. Members who consent to receiving notices of meetings of the Association and any other communication from the Association by Electronic Transmission in lieu of mailed or hand-delivered notices shall receive such electronic notice of annual and special meetings of Members. The consent submitted to the Association shall include the following:

1. A verified e-mail address at which the Member shall receive notices;
2. A statement that the Member agrees to accept the communication and notices by Electronic Transmission and that said transmission shall substitute fully for mailed or hand-delivered notices.

D. A Member may revoke his or her consent to electronic notice and any other electronic communication from the Association if the Member provides written notice of

revocation to the Association. It is solely the responsibility of the Member who has given consent to receive electronic notices and electronic communication to ensure that the Association is furnished with any changes to the e-mail address to which notices are delivered. Unless and until the Member furnishes a revocation or amendment regarding said address or number, the Association shall be deemed to have complied with its notice requirement by delivering electronic notice to the last known address or number on file with the Association.

E. Directors may also receive notice of regular or special meetings of the Board by Electronic Transmission upon providing their consent in writing to receive such notice in the consent form described above.

F. If any Member does not provide written authorization to conduct business using Electronic Transmission or other Acceptable Technological Means, the Association, at its expense, shall conduct business with the person without the use of Electronic Transmission or other Acceptable Technological Means.

III. GENERAL

A. The terms used herein, if not otherwise defined, shall have the same meaning described to them in the Declaration or By-Laws.

B. Except as to the extent expressly set forth herein above, and as amended, the Declaration, By-Laws and Rules and Regulations shall continue in full force and effect without change.

C. The Resolution and the procedures and remedies authorized herein shall be effective upon adoption and shall remain in effect until revoked by resolution by the Board.

END OF TEXT OF RESOLUTION

MARYKNOLL TOWNHOME OWNERS ASSOCIATION

Dear Association Member,

Enclosed is a consent form that requires your authorization and signature so that you may receive electronic transmission of notices and other information for MARYKNOLL TOWNHOME OWNERS ASSOCIATION. The Board of Directors has voted to establish this process so that it will be possible to disseminate a wide range of information (i.e. newsletters, bulletins, budgets, proposed amendments, meeting notices, etc.) expediently and securely. This is an e-mail distribution system that will be established and maintained by the Association. Be aware that the Association, its management, if any, and a preferred vendor, if any, chosen by the Board of Directors may use this information to distribute notices. Additionally, in the event another owner requests to review the e-mail addresses of the members, the Association may be required by law to provide this information to the requesting members. Further, this information will not be distributed, sold or transferred to any other third parties except as required by law.

If you wish to be included in this e-mail distribution, please execute the consent form attached to this correspondence. This electronic form of communicating will decrease administrative costs and improve and expedite the dissemination of Association-related information.

The Illinois Common Interest Community Association Act requires that you provide written authorization, consenting to notice by electronic delivery and for the Association to conduct business with you by electronic means. The Board of Directors request that all our members sign up for this process. Co-owners can each have their own individual e-mail address on file if so desired. You can either mail or e-mail (scanned signed copy as an attachment) the signed consent form to **Real Estate Investor Services, Attention Charles Freitag, Jr., 188 W. Industrial Drive, Suite 422, Elmhurst, IL 60126** or by e-mail to cf@REISproperty.com.

Sincerely,

MARYKNOLL TOWNHOME OWNERS ASSOCIATION

Consent Form to Authorize Electronic Delivery of Notices and Conduct Association Business by Electronic Transmission

This form is being provided in accordance with Section 1-85 of the Common Interest Community Association Act (765 ILCS 160/1-85).

Owner Name(s):

Home Address:

Off-site Address (if any):

E-mail Address(s):

The undersigned owner(s) of Maryknoll Townhome Owners Association ("Association") do hereby consent to receive notices of meetings of the Association and any other communication from the Association by electronic mail (e-mail) at the e-mail address(es) listed above instead of via U.S. mail or hand-delivered notices. I agree that transmission of a notice or other communication from the Association to the e-mail address(es) listed above shall substitute fully for any notices required to be sent by U.S. mail or hand-delivery by the Association Declaration or By-Laws or otherwise required by law.

I(we) further understand and acknowledge that it is solely my responsibility to ensure that the Association is furnished with any changes to the e-mail address(es) listed above. I(we) understand and agree that unless and until I(we) provide the Association with a revocation of this consent form or a new e-mail address, the Association shall be deemed to have complied with its notice requirements by delivering electronic notice to the e-mail address(es) listed above.

I(we) understand, acknowledge and agree that by executing this consent form I(we) am agreeing to receive notices and other communications from the Association at the e-mail address(es) listed above and will not be receiving such notices and other communications via U.S. mail or by hand-delivery. I(we) understand that I(we) am not required to execute this consent form, and also understand that if I(we) do execute this consent form I(we) can revoke this consent at any time by providing the Association with a written statement of revocation.

Further, I(we) understand that in the event that the Association receives a written request from another member of the Association to inspect e-mail addresses, as may be required by law the e-mail address(es) listed above may be inspected by a member of the Association.

Owner(s) Signature _____ Date _____

Owner(s) Signature _____ Date _____

Please mail or e-mail form to: Real Estate Investor Services, Attention Charles Freitag, Jr., 188 W. Industrial Drive, Suite 422, Elmhurst, IL 60126 or by e-mail to cf@REISproperty.com