

Winbrook Townhome Owners & Renters Rules & Guidelines

This is a friendly reminder of the rules and guidelines that help keep Winbrook a pleasant place to live. The rules help keep the Association expenses to a minimum and Winbrook looking nice. The Board has the right to make additional rules/guidelines for the Association (see section:16.(a) of the By-laws) as needed. You are encouraged to take responsibility for following the rules below:

Any reported violation will be dealt with in the follow manner:

- 1) Notification via written, email or phone call giving specifics of violation and time allocation to remedy the situation.
- 2) Once the noted time frame has expired and the violation has not been dealt with a \$100.00 fine per violation will be assessed to the owner.

- 1. Pick up any loose paper or trash around your building and unit.**
- 2. All pet owners must clean up after their pets.** Also, pet owners are responsible for repairing any lawn and/or landscape damaged by their pet. Dog waste is a threat to the health of our children, degrades our town and transmits disease. It is not the responsibility of the lawn service or the Association Board to pick up dog waste. **According to the Association bylaws, each unit is allows to have one pet.**
- 3. Water the lawn whenever it is needed.** Each building, except 6, is equipped with an Association water spigot. The Association also provides hose and sprinklers for the purpose of lawn watering. If you need a new water hose or sprinkler, please contact Kingwood or one of the board members. Neglected lawn maintenance can result in an increase in dues.

Those with outside Association water faucets – please make sure the water is shut off for the winter (and your own faucet as well). Make sure to turn on the Association water faucets in the spring so we can use this for Association maintenance throughout the spring/summer/fall. Be careful shutting off water valves (if having work done or fixing a problem), make sure it's not the main line for the entire building. This will shut off water for the whole building. If the need arises to shut off the water, please work the other residence of your build to coordinate the work on the water issue

- 4. Be mindful of the people who do the lawn services.** Have the lawn areas clear of items when they are here to mow and fertilize. Please have water hoses, lawn chairs, children toys, outdoor equipment, etc. out of the yards prior to mowing.
- 5. Do not tie chains or leashes to Association trees/shrubs or outside railings.** The yard areas and railings are owned by the Association and maintenance expenses come out of the dues. Be careful of the railings when decoration for holiday's and summer gardening/flowers. Do not use wire/hooks/etc. that could damage the railings. The railings were expensive and any damage will be charged back to the owner of the unit.
- 6. Siding - there are to be no holes made in siding; no mounted water hose reels, no satellite dishes, no A/C brackets, permanent decorations, etc.** When in question, always ask a Board member for permission before proceeding. You need written permission from the Board or Management Company. For any written permission, contact Kingwood. Be careful when decoration for holidays/summer gardening/flowers not to damage the siding.
- 7. Torn or damage screens, garage doors, windows and front door replacement are the responsibility of the owners.**
- 8. Keep inside and outside noise levels to a minimum.** There are residents that work different shifts and may be home during the daytime hours. Remember, we do share interior walls.

9. Garbage/recycle receptacles, barbeque grills and children's toys must be stored in garages.

- Garbage and recycling bins must be store in the garage 48 hours after garbage day pick up.
 - o A violation can only be reported by any Winbrook owner. The violation of the rules should be reported to Kingwood via phone call/voice mail, e-mail or written letter noting the date, time, owner of the garbage/recycling bin, Unit letter where the garbage/recycling bin owner lives and the specific rule that was broken.
 - o Any violation of the rule, Kingwood will be in contact with the owner. Each violation will result in a \$100.00 assessment to the owner of the Townhome where the garbage/recycling bin owner resides. Assessment(s) must be paid in the same month as the occurrence of the violation.
 - o If assessments are not paid in a timely manner the normal Small Claims process will be used to collect the assessments.
- Temporary Exceptions can be requested
 - o A temporary exception can be request by the Townhome owner or renter to allow the garbage/recycling bin to be left out past the 48 hours in the event of moving, vacation, cleaning/painting/project work being done in the garage or cleaning of the garbage/recycling bin. A new day/time of when the garbage/recycling bin will be stored in the garage must be agreed upon by the Townhome owner/renter and Kingwood/Association Board.
 - o Violation of the agreed upon day/time of the storage of garbage/recycling bin storage in the garage will result in a \$100.00 assessment to the owner of the Townhome where the garbage/recycling bin owner resides. Assessment(s) must be paid in the same month as the occurrence of the violation.
 - o If assessments are not paid in a timely manner the normal Small Claims process will be used to collect the assessments.

10. No dumping of debris/garbage in Winbrook common property areas. This includes ditches and wooded areas.

11. Do not store vehicles, trailers, boats, campers, garbage dumpsters, storage pods, etc. for more than 48 hours in driveways, lawns or common parking areas without permission from Kingwood or the Association Board.

12. Be mindful of parking situations. We need to keep driveways cleared for emergency vehicle access. No parking in the fire lanes for any length of time and they must remain clear of any obstruction at all times in case of an emergency. Fire regulations state that 20 feet is needed for emergency vehicle access.

We have limited parking and do not have enough spaces to everyone to an extra space. Your parking spot is in the garage or right in front of your garage. All other spaces are common areas and open for loading/unloading and visitor parking on a first come first serve basis – NO one is assigned any of these extra spaces.

13. Be respectful of property not belonging to you. This includes air conditioning units, electrical transformers, mailboxes, building and front sign landscaping and Association trees. Do not disturb or alter the landscaping in any way around buildings or front sign without Board approval first. Any changes to landscaping/yard/plant material need to be approved by the Board. Please contact Kingwood or a Board member if you are planning any changes in the area outside your unit. The Association is ultimate responsible for all outside common ground areas – this area is not owned by the home owner.

14. All homeowners should have homeowners insurance for home content and liability within the home. The Association insurance covers the building structures and liability for quests on the common grounds only. If an accident occurs involving a vehicle, the vehicle owner's auto policy would cover liability in that situation.

- 15. The mailboxes are owned by the post office. If you need a replacement key, please contact them.**
- 16. Make sure to maintain furnace, air conditioner and dryer vents** – this is the owner’s responsibility. Make sure there is proper drainage for the air conditioner (to avoid water damage). Make sure dryer vents are cleaned regularly to prevent potential fire situations.
- 17. Monitor children playing outside: please watch for vehicles in the Association driveways and roadways!** There is limited visibility due to sun glare and blind corners around driveways and buildings. Remember to keep driveways and roadways clear of play equipment and do not block garage doors of other residents. Only use sidewalk chalk on your unit’s driveway. Do not dig in the yard, disturb landscape material or play on other unit’s front steps.
- 18. Drivers - Please slow down and watch for children playing in the Association areas! Clean up any oil/grease spots on garage aprons and driveways caused from vehicle or vehicle maintenance – this is common property.**
- 19. Board meeting are held once and month and issues are discussed during that time. Let a board member know if you would like to attend a meeting.**
- 20. Swimming Pools are allowed on Association common property which includes driveways and lawns but with the following conditions:**
 - Allow pools (making sure pool owner is primary insurance coverage and Association insurance secondary coverage).
 - Everyone follow these rules:
 - o Each owner that sets up a pool must provide the Association with proof of Insurance and a valid phone where they can be reached, 48 hours prior to pool usage. note: any neighbors that use the owner's pool become guests of the pool owner and the pool owner's insurance would be primary coverage. We do not need proof of insurance of guests of the pool owner. New declarations page/proof of insurance must be submitted at the annual renewal of the insurance policy of the Townhome owner.
 - o Pools cannot be filled above 16”. Pools over this amount, require fencing per the Village ordinances.
 - o Absolutely no standing water left in a pool that is not supervised for more than 30 minutes.
 - o Pools, while filled, must be supervised by an adult 18 years or older.
 - o Pools can be used between 9:00 am and 8:00 pm CST within the same 24 hour period.
 - o Pools cannot be left up over night; with or without water.
 - o Pools must be stored inside (garage or house) when not in use.
 - o Pool owner’s water must be used (not Association water).
 - o Pools cannot be in the way of lawn maintenance workers - includes but not restricted to lawn mowing, fertilizing and weed control, aeration, over seeding, spring and fall clean ups.
 - o A violation can be reported by any Winbrook owner only. The violation of the rules should be reported to Kingwood via phone call/voice mail, e-mail or written letter noting the date, time, owner of the pool, Unit letter where the pool owner lives and the specific rule that was broken.
 - o The Townhome/pool owner will be notified of the violation. Pool owners has the right to respond to the first violation within five days of the date of notice. The violation will be noted and pool owner (and owner of the Townhome in the case of rentals) warned of the violation. The first violation will result in a \$100.00 assessment to the owner of the Townhome where the pool owner resides and must be paid in the same month as the occurrence of the violation.
 - o Any violation of the rules after the 1st violation, the pool owner will be asked to remove the pool and would not be allowed to use the pool on Association property while in residence at Winbrook. Each violation (after the 1st violation) will result in a \$100.00 assessment to the owner of the Townhome where the pool owner resides. Assessment(s) must be paid in the same month as the occurrence of the violation.
 - o If assessments are not paid in a timely manner the normal Small Claims process will be used to collect the assessments.

- Association assumes liability risk, which could impact Association insurance.

21. Fire pits need to be 30 feet from structures and fire pits must be supervised at all times.

- A fire extinguisher or hose should be available at all times.
- Only paper, wood or charcoal should be used for fuel; no old tires, rubbish, yard waste, etc..
- Make sure the fire is out before you leave the area.
- Freestanding fireplaces must be on a noncombustible surface such as a patio, sidewalk, driveway, etc.. These units should not be used on wooden decks or dry grass.
- These are not only Association rules but also rules of the Village of North Hudson section 38-8 under Fire Prevention and Protection.
- If a fire results in the use of your fire pit, you will be liable for damages.

22. Satellite Dishes - You must have approval and a signed satellite waiver before the installation of a satellite dish. Please be aware that before installation or if you have satellite installed to your home, any damage to the exterior of the unit and roof and subsequent costs to repair, shall be the sole responsibility of the homeowner and not the Association. Satellites need to be installed on the roof and not on the siding. The siding is not structurally sound enough to hold a satellite in its current state. Any siding or roof damage due to satellite installation will be repaired at the cost of the homeowner. **Signed Satellite agreements are NOT transferrable – if there is new tenant, a new contact needs to be signed.**

23. Snow Removal: if we have snow accumulations under 2”, it is the responsibility of the owner to clear it from walkways and driveways. The contact with the snow plowing company states they will clear snow of 2” or more. Anything less than that is the responsibility of the homeowners.

**24. The current monthly dues are \$135.00 and an extra \$25.00 per month will be charged if behind in paying Association dues by more than 1 month. Please send Association fee checks payable to Winbrook Townhouse Association to:
Bordertown Realty, 744 Ryan Drive, Suite #103, Hudson, WI 54016**

25. The Association annual owner meeting is held in December. This is a good time to voice any Winbrook issues/concerns, meet your neighbors and elect Board members. A meeting notice is mailed to owners in November.

Thank You,
The Winbrook Townhouse Association Board