

RIVERWOOD CONDOMINIUM HOMES ASSOCIATION, INC.

The following document was created by the Board and will be enforced as an addition to the governing Riverwood Condominium Declarations and Bylaws

Frequently Asked Questions (FAQ), Rules, and Regulations, Guidelines, and Management Company Information

KEEP A COPY FOR REFERENCE

FAQ/RULES

When are monthly assessments due?

Payments are due on the first (1st) of each month for the current month. If not paid by the 10th of the month, a \$20 late fee is assessed for each month, and the account is considered delinquent. By-Laws Article V, Section 4. Coupon booklets are mailed to you in late December each year. Auto withdrawal forms (ACH) for payment are available. If you are set up for auto withdrawal a coupon booklet will not be mailed to you. Contact WPI at 262-884-9725 or camos@wpiracine.com for an ACH form or any questions.

What does the monthly assessment cover?

Items listed on the annual budget: lawn care service and snow removal, tree care, building/grounds maintenance within the common areas, insurance, exterior area lighting, administrative fees, municipal water and sewer, reserves, etc. A copy of the budget is provided to all owners at the beginning of each year, and six and twelve-month statements are provided to owners each year.

May I plant bushes, and/or flowers in front of my unit?

Any plantings/garden decorations must be made in cultivated areas only, not on the grass. Plants/trees that affect the building's elements are not allowed (e.g., climbing vines, ivy, large trees near the building). Existing sod may not be dug up or disturbed without Board approval. Trees/ bushes may not be planted or removed without Board approval. Homeowners must be willing to pay for and take care of any plantings or removals they make.

What is a Common Area?

Building exterior, land within the condominium complex – roads, driveways, parking areas, grass, wooded area, sump pumps, water, and sewer mains.

What is a Limited Common Area?

Patio, sidewalk, courtyard, and parking space in front of each owner's unit. The surfaces of these areas are to be maintained by the unit owner. The Association is responsible for any necessary replacements in these areas.

What does Riverwood Insurance cover?

Provides fire and extended damage coverage for the common areas. The Riverwood policy does not include personal content within the unit. Owners are advised to carry personal property insurance for this reason. Please ask for an electronic copy of the bylaws for your insurance company's review so they can provide you with adequate insurance for your unit and personal items.

Can I attach or do anything outside of my unit?

Modifications to the exterior of any unit are prohibited. Proposed alterations/additions/attachments, such as fireplaces, skylights, or vents, must be approved by the Board, according to By-Laws Article V, Sections 12 and 14. The owner is responsible for any damage incurred from such additions, at the time of installation, and thereafter (maintenance/replacement).

Can I do anything inside my unit?

Any contractor hired by a homeowner to perform in-home renovations shall be licensed and insured with \$1 million in liability coverage. Owners shall obtain a certificate of insurance and any other credentials necessary to ensure that the contractor performs work up to code and is held responsible for any damage that may occur during renovations. If this protocol is not followed, the homeowner will be responsible for any damage to their unit or surrounding units.

Who is responsible for plumbing?

The homeowner is responsible. Inside plumbing serves two units (back-to-back). Backup from garbage disposals can be caused by either owner. Any cleaning costs should be shared between the two owners.

May I install a satellite dish/antenna?

Satellite dishes are not allowed. Units are wired for cable access in each unit's attic.

RULES AND REGULATIONS**Dog/Cat & Clean-up and Attendance:**

Dogs and cats are not allowed to run freely and/or relieve themselves on patios, backyards, and/or roadways. The owner must remove feces from all areas of the property, including the roadway, in keeping with Racine City Ordinances. Dogs and cats may not be tied out in the limited common area or the common area at any time. If an animal is outside, it must be on a leash under the owner's control. Each owner may keep one dog or cat.

Garage Usage:

The garage shall not be used for any purpose other than as a garage. (Garage: building or part used for storage of a motor vehicle.). The one-car garage is not intended for use of excess furniture, boxes, or household goods), By-Laws Article V, Section 12 (a). The parking space directly behind each garage should be used to park a second vehicle, per Declaration 5. (c). Guest parking spaces are for guests.

Garbage / Recycle pickup:

Bins should not be stored outside and should only be placed out on the pick-up morning. Crows, raccoons, and other wildlife can cause problems and create an unhealthy environment, and leaving the bins out is aesthetically unpleasant. Bins shall be returned to storage upon pickup.

Noise Disturbances:

Noise carries easily between units (power tools, loud sound systems, and TV, barking dogs, slamming of exterior & interior doors. Please be aware of the noise you may be creating within your unit, so you are courteous to your neighbor as you would want them to be to YOU.

Sales:

The Board of Directors shall be informed of any garage sales, estate sales, or other sales of that nature before the sale takes place. The sponsor of any type of sale must meet with the Board of Directors no less than ten (10) days before the sale. The Board of Directors will determine if an adequate number of people are available to handle all aspects and concerns related to such a sale. The sponsor is responsible for ensuring that the assistants are available on each day of the sale. Failure to do so will result in the sale being canceled.

Wildlife & Birds:

TRUST US when we say, do NOT feed the chipmunks, squirrels, turkeys, or raccoons. They can damage the siding and enter your unit. Bird feeders should be kept at a distance from the building to prevent spillage onto the ground and to avoid attracting animals. The animals in the area can forage for their own food and should not become dependent on a temporary food source. Wildlife concerns will be addressed and managed on a case-by-case basis when reported to the office. If wildlife is causing damage to the building or common areas, the association will address the situation and any associated expenses. If wildlife is injured or dying, the Association will not be responsible for its removal unless it poses a threat to human or pet health.

Noncompliance penalty:

The Board may impose a \$50 penalty fee, per incident, if owners are not in compliance with the Riverwood Declaration, Bylaws, Rules, and/or Guidelines. Late fees will apply to unpaid penalties.

Property Transfer Fee:

Effective 9/1/2021. Each time ownership of a home is transferred from one party to another, in whole or in part, including purchase, sale, foreclosure, tax foreclosure, land contract, or the taking of a deed in lieu of foreclosure, the transferee of the property shall pay a reserve contribution transfer fee **equal to one month** of the current monthly dues for the Riverwood Condominium Homes Association, Inc. Payment to be made to Riverwood Condominium Homes Association, Inc. Each transfer fee shall be deposited by Riverwood Condominiums into the Riverwood Condominium Homes Association reserve account. Notwithstanding anything herein to the contrary, the following transfers are exempt from paying the fee; (a) when the transfer is to or from a trust where the sole beneficiary is the donor and owner, or (b) when the transfer is solely between a legally married couple, or (c) when the transfer is solely between a parent and his, her, or their child or (d) when a current Riverwood homeowner moves to another home within Riverwood.

GUIDELINES

Garbage Disposal Use & Care: Do not turn the disposal on with a full sink of water...drain first. Turn on the COLD water; turn on the disposal; *let the disposal run for at least 30 seconds*. Turn off the disposal; continue running cold water for another 30 seconds.

Refrain from disposing of leafy greens, cabbage, celery, hard vegetables, coffee grinds, grease, seeds, eggshells, and thick rinds (watermelon, cantaloupe), as these will clog the laterals between units. BIO-CLEAN is an environmentally safe product and should be used monthly to prevent future backups.

Use washers and dryers only when someone is present in the home. (Racine Fire Dept.)

Use caution when using outdoor grills, keeping them far away from the building; never leave them unattended.

Outdoor fires are prohibited (NOT ALLOWED) due to our wooded environment and Racine City Ordinance Sec 18-369, and the fact that another fire in Riverwood would cause the Association to become self-insured.

Install smoke detectors and carbon monoxide detectors on various levels within your unit and secure a fire extinguisher.

When displaying outdoor lights for Christmas, Halloween, etc., they should not be lit unless the owner is home, per safety recommendations from the Racine City Fire Department.

Please complete an Annual Ownership Registration Form, including your phone and email address for communication purposes. It may be necessary to access your unit in case of an emergency. List an emergency contact person, including contact information, who holds a key or garage code. Please send this information to the management office.

WASHINGTON PROPERTIES, INC. (WPI)

Declaration and Bylaws:

Review your copy. If you have questions, contact the office. A copy should remain in your unit. If you do not have a copy, contact the office.

Any/All Concerns for Property Issues/Disturbances/Questions:

Contact Washington Properties, Inc, 6939 Mariner Drive, Racine, WI 53406, Direct line 262-884-9725, camos@wpiracine.com. Main Line 262-886-1333. After-Hours Emergency Answering Service: 262-631-1129.