

HARTFORD SQUARE II GENERAL INFORMATION

Clubhouse

- The clubhouse is open to all residents and is used for a variety of activities including meetings, parties and events.
- The front lobby entrance, side entrance, as well as the door on the lower level have keypad locks. To unlock those doors, use the code **1352** on the lock.
- There are two information boards located in the front door lobby. Check for association-related information such as upcoming events, sign up notices etc. on the south board and local community information such as a local organization like the Hartford Rotary, Interfaith etc. on the north board. The community board is not a selling board therefore no rummage sales, estate sales or individual items for sale can be posted on that board.

Renting the Clubhouse

- As a resident of HSII, you can host a private party at the clubhouse. Contact Linda Schultz for more information and availability. In addition, you must fill out a "Reserving the Clubhouse" form. The form can be found in Condo Control or in the forms file rack at the front entrance of the Clubhouse. You can rent the upper level including kitchen and dining area with seating for approximately 60 people depending on how the tables and chairs are

laid out. You can also rent the lower-level kitchen and dining combination room with seating for approximately 25.

- As the resident, you are the responsible party for setup, damage and clean up. A walk through before and after your event is part of the process of using the clubhouse for a private event. There are rental fees to use the clubhouse for a private party. In addition, you will need to pay a deposit to hold your reservation which will be returned to you if the area was properly cleaned and showed no signs of damage.
- If you do not leave the clubhouse clean and in the same condition that you found it, you will forfeit your deposit. In addition to forfeiting your deposit, you will be subject to Association guidelines for non-compliance. Repeated violations will result in the resident not being able to rent the clubhouse.
- Children must be supervised at all times. While outdoor games can be brought in, large items such as bounce houses may not be used. Note: some drivers use the clubhouse parking lot as a cut through.
- There are two kitchens in the clubhouse. Each kitchen is stocked with an assortment of utensils, dishes, appliances, and supplies for use at HSII events and parties. You will need to provide your own paper plates, silverware, napkins, table coverings, and party items. You may use the vacuum, broom, Swiffer and cleaning supplies to clean up after your party. When using the clubhouse, please make sure that items are returned to the proper location.
- If hosting a party, meeting, or event at the clubhouse, please take any trash with you as there is no trash pickup at the clubhouse.
- You can move the tables and chairs to any configuration that works for your event, however please return them to the original layout when done.

Library

- The library, located on the lower level of the clubhouse, is open to all residents and includes hardcover, paperback and reference books. In addition, the monthly book club meets in the library on the first Monday of each month. The library operates on the honor system which means there

is no need to sign out or sign in any materials. There are no due dates, simply return all borrowed items to the basket in the library.
- Questions about library operation should be directed to Joan Hansen at 262-707-6655.
- You may donate books to the library, contact Joan for details.

Additional Clubhouse space

- The hobby room on the lower level can be used for group or individual craft-related projects. It must be supervised by a resident.
- Supplies in the hobby room are used for event projects, games or charitable donations. If you use any of the hobby room supplies, please replace them or better bring in your own supplies.
- You may donate craft supplies, paper, yarn etc. to the hobby room if you are no longer using them.
- The office is used by the Board of Directors for meetings and to store association information. The Office is locked.

Lawn Maintenance

- Residents are responsible for watering all grass and shrubbery on their property including the trees along the road. You are also responsible for watering your own plants, hanging baskets etc.
- New grass plantings and new shrubbery must be watered by the residents.
- In the spring, completing a HSII work order, you must inform the Building and Grounds committee of any lawn damage due to snow removal or salt application.
- Cleaning out gutters is the responsibility of the condo association. Please submit a work request through Control.
- HSII hires a lawn maintenance service to cut the grass, trim and clean up every week during the summer. While grass cutting is planned for Wednesday, lawn care is subject to weather conditions. The lawn service applies fertilizer and does weed control each year.

- No items including hoses, outdoor games, grills, plant hangers, flowerpots etc. can be left in the grass as this will interfere with weekly grass cutting and lawn maintenance.
- You are expected to clean up any waste from your pet.
- All grills, charcoal, gas or electric, must be used at a minimum of 10' from any building per association insurance policies.
- HSII provides snow removal and salt applications on driveways and sidewalks done by our lawn maintenance service. Any emergency issues with snow removal or salt application must be reported to Jim Lengling, Chair of the building and grounds committee or to Rich Zoladkiewicz, Board president. For non-emergency issues, please complete a work order.
- Residents can plant flowers, grasses and shrubbery in the stone areas on sides and back of their property. Keep all plantings at least 18" from the condo outside walls.
- Nothing can be planted or placed in the grass areas. No plantings are allowed in stones around the tree plantings adjacent to the street.
- Any major additions, alterations or enhancements to the planting areas must have Board approval before beginning the project.

Repairs and Maintenance

- Please inform HSII by completing a work order form available online through Condo Control or in the clubhouse lobby and giving it to the Building and Grounds committee.
- The preferred and most often checked method to turn in a work order is through Condo Control though you may leave your completed work order form inside the clubhouse lobby in the folder marked Building & Grounds Work Requests.
- Any additions, alterations, or enhancements to the exterior of your condo unit must have preapproval from the Board. Submit your request in writing to the Board where it will be reviewed and acted upon at their regular monthly meeting. Do not proceed until you have written approval from the Board.

- HSII can provide help with outside maintenance. Submit a work order describing the project to the Building and Grounds committee for review. This form is used for issues on lawn care, snow removal etc. that HSII is directly responsible for.
- HSII has a designated handyman who can assist a resident with projects, repairs, updates or maintenance of their home. Residents are responsible for all costs related to a handyman project. Contact our handyman, Brian Holtz, 262-518-8517.
- There is a list of recommended contractors available in the front lobby of the clubhouse. Recommendations come from other residents who have used a contractor or from CDI as a construction contractor.

Finances

- HSII Association fee/dues are established annually and presented at the Annual Meeting.
- All residents after January 1, 2020, must sign up for automatic withdrawal and pay their monthly fee by automatic withdrawal. (ACH)
- A form for automatic withdrawal is available in the clubhouse lobby or on the Condo Control website. Contact the Treasurer for additional information.

Communication

- The HSII Association maintains a complete phone list for all residents. A hard copy of the phone list is distributed once a year.
- The phone list is maintained by John Caruso. You can update your information by contacting John.
- Please include all cell phone numbers and / or land lines on the telephone list. Unlisted numbers will be held in complete confidence.
- A monthly newsletter is published each month by Sue Szecsy. She, along with the Clubhouse Committee, will determine what will be communicated in the newsletter. Sue is available at 414-581-4321.

- All residents are encouraged to provide the association with a current email address as email is the quickest and most efficient way to communicate what is happening at HSII.
- Newsletters, HSII information, announcements, social events etc. will be sent out via Condo Control. Email blasts are sent out regarding meeting changes, updates on lawn care or snow removal, or any topic that the residents need to know about. The goal is to keep everyone informed.
- If a resident does not have Internet access, they will receive a hard copy of the newsletter in their mailbox courtesy of the Neighbor-to-Neighbor program. Other HSII information such as social events reminders, maintenance alerts, grass cutting, or snow removal issues will receive a call through the Neighbor-to-Neighbor program for information or alerts that were distributed digitally.
- Hartford Square II uses Condo Control in operating its website. The website is open only to residents of HSII and is best used as an app on your desktop, laptop, tablet, or smart phone. On Condo Control you can complete and send a Work Request to Building and Grounds committee, check on upcoming events, announcements, find the phone directory and locate other HSII forms just to name some of the features. John Caruso is the Condo Control administrator, and he can get you set up and answer your questions. Condo Control is an excellent source of information about happenings at HSII.
- Extra copies of the monthly newsletter will be available in the clubhouse lobby.
- If you are going to be away from your condo for an extended vacation, 30 days or more, please inform the Board President or a Board Member of any local contact information.
- Though not required, please provide the Association with a local emergency contact name and phone number such as a family member, close friend, neighbor etc. This information is under lock and key in the office and used only in an emergency such as a police/rescue wellness check.

- In addition to the emergency name and number, The Board also keeps a spare key for each condo that is locked in the condo association office. It would be used for emergencies like locking yourself out, wellness checks, etc.
- To keep our records accurate, you must inform the President when you have listed your unit for sale or will be moving out of your unit for more than 30 days including winters in warm climates. This applies if you sell your unit privately or through a realtor.

Activities

- There are a variety of activities planned throughout the year with new opportunities and ideas always welcome. Some events/parties are strictly potluck dinners with no charge while others are catered meals which come with a charge.

    - **Coffee and donuts** - Held on the second Saturday of each month. Meet new friends, check in with neighbors, find out what is going on at HSII over a cup of coffee and a donut. Each monthly event is hosted by several volunteers. Coffee and donuts begin at 9:00 am at the clubhouse and goes on to about 10:30 am. There is a $1.50 donation per person for the donuts and coffee. A sign-up sheet is available on the clubhouse bulletin board if you wish to host a coffee and donut event.
    - **Wednesday Night Summer Social –** Held on Wednesday nights from 3 to? during the summer months. Weather permitting, residents meet on the lower-level patio for food and fun. Bring your own liquid refreshments and a dish or appetizer to pass (optional). This is an informal gathering that does not send out flyers. Just come and enjoy.
    - **Potluck Dinners –** Held during the in the upper level of the clubhouse starting at 5:00 pm. Potluck dinners are usually held each month or may be replaced by a themed dinner. Check the monthly newsletter for more specific information such as RSVP contact person, dinner themes, activities, or date changes.

- **Thanksgiving celebration –** A complete catered turkey dinner with all the trimmings enjoyed by the residents of HSII. Held in mid-November. Check the newsletter for more information.
- **Christmas celebration –** Held in mid-December, the evening is a wonderful way to share the joy of the season. Bring an appetizer to pass. Check the newsletter for more information.
- **Valentine's Day celebration -** Held in February, Singles and couples are encouraged to attend. Check the newsletter for more details.
- **Luncheons TBD**
- **Socials –** Fun social gatherings open to all residents. Past events have included 50's 60's music party, caramel apple fest, corn roast, and casino night. Check the monthly newsletter for upcoming events. The clubhouse committee is always open to new suggestions.
- **Sheepshead -** Have fun and join the game every Monday afternoon from 1 to 3. Sue Lengling coordinates the group efforts.
- **Needlework –** Bring your own project, knitting, crochet, hand quilting etc. and join the group. Needlework is on the third Tuesday of the month from 1 to 3. Sue Zoladkiewicz is the contact person for the group.
- **Bible Study Group –** Join an informal group discussing the Bible and related issues. The study group is open to everyone. The Bible study group meets on the first and third Fridays at 1 pm each month.
- **Board Games and Card Games –** Meets on the 2nd and 4th Monday from 1 to 3 at the clubhouse. Learn new games or play favorites, Donna Schneider coordinates the group.
- **Hartford Shoebox Project** – Meets on the last Thursday of each month in the lower level of the clubhouse at 10:00 am. Volunteers work on projects that support this local charity provide shoes boxes full of school supplies, hygiene items, toys, and books to underprivileged children around the world. The Hartford School box project partners with Samaritan's Purse.
- **HSII Golfers Group –** Contact Marty Kult for updated information as to tee times, etc.
- **Annual Board Meeting-held the 3rd Wednesday in July**

- **Listening sessions with the Board President -** Are held twice a year to give the residents an opportunity to share their concerns and learn what is new here at HSII.

Hartford Square II Condo Community Rules and Regulations

- HSII is a self-policed condo community. Accordingly, we ask the residents to follow the established rules and regulations of this association on their own instead of waiting for another resident to bring an issue in need of correction to their attention.
- We also ask that if you see a potential problem, have a safety concern or an issue with a resident, that you first approach the resident in a courteous and constructive manner and talk through the issue. Often times, a lack of information causes the problem. If a resident does not have a current list of HSII rules and regulations or the Association By-Laws they can check Condo Control or reach out to the Board of Directors.
- If a resolution cannot be found, contact the Board of Directors and the following guidelines for non-compliance will be activated.
    - Verbal warning from the Board of Directors with documentation
    - Written warning from the Board of Directors
    - $25 fine with documentation
    - $50 fine with documentation
    - Loss of association privileges until corrected
- If a resident has a dispute with the violation, the resident can come before the Board of Directors at a regularly scheduled meeting for a hearing.