

WOODLAND TRAILS CONDOMINIUM ASSOCIATION, INC.

DISCLOSURE MATERIALS

SECTION G

RULES AND REGULATIONS

Woodland Trails General Information, Rules and Regulations

INTRODUCTION

The Board of Directors and Management would like to welcome you to Woodland Trails Condominium Association. We are pleased that you have chosen to reside at Woodland Trails Condominium Association and hope that you will enjoy your home.

Condominium living is very different than living in a private residence and the changes may require adjustment for some individuals. Rules governing the day-to-day use of the property have been adopted by the Board of Directors as detailed in this document. All residents are subject to all provisions of the Condominium Declaration, Bylaws, and these Rules. At times, these documents or actions taken by the Board might not be in direct accord with actions that an Owner might take for a private residence. However, as in any group enterprise, condominium living requires a degree of compromise for the benefit of all. It is essential for all Residents to demonstrate an attitude of courtesy, responsibility and community involvement.

Owners at Woodland Trails Condominium Association pay a monthly assessment to cover the expense of major functions that are performed for the benefit of all Owners and Residents. The fee includes such things as lawn care, snow removal, pool maintenance, exterior building maintenance and professional management services. Whenever work is done by volunteers, the Association saves money. Although we pay a manager to coordinate daily operations and financial matters, the overall responsibility of the property still belongs with the unit Owners. Woodland Trails Condominium Association thrives on the help of volunteers. Members of the Board of Directors and committees all work without compensation. Their reward is the satisfaction of helping to maintain an attractive, pleasant place to live. All Owners should be aware of their responsibility to volunteer some of their time and talent to the Association.

If you would like to volunteer to help or have any questions/concerns regarding the quality of the lawn care, snow removal, pool maintenance service or any other property management problem please contact the Property Manager at the Management Office.

ASSOCIATION MANAGEMENT COMPANY

Hunt Management, Inc.

Office Hours: M-Th. 7:30 a.m. to 5:00 p.m. Fri 8:30 a.m. to 12:00 p.m.

Email: clientservices@huntmanagement.com

Telephone: {262} 238-1480

I. LOCAL SERVICES

Emergency (Police, Fire, Rescue)	911
Non-Emergency Police 9455 W. Loomis Road	(414) 425-2522
City of Franklin Utilities	(414) 421-2613
Franklin City Hall 9229 W Loomis Road	(414) 425-7500
Franklin Library 9151 W Loomis Road	(414) 425-8214
Franklin Parks and Recreation	(414) 425-7500
Franklin Fire Department 8717 N. 43 rd Street	(414) 421-2420

II. UTILITIES

WE Energies (Gas & Electric)	(800) 242-9137
Spectrum Cable/ TV	(855) 448-1192
AT&T Cable/TV	(855) 637-9526

III. CONDOMINIUM DOCUMENTS

Each Owner should receive a copy of the condominium documents from the previous Owner. There is a \$25 charge for replacement documents.

Each Resident is responsible for obtaining a copy of the Association rules from the Management Company within 7 days of residency.

WOODLAND TRAILS CONDOMINIUM ASSOCIATION RULES AND REGULATIONS

These Rules and Regulations are established pursuant to Article 15 of the Declaration for Woodland Trails Condominium. The purpose of the Rules and Regulations is to provide for the common benefit and enjoyment of the Condominium. Common Elements and Limited Common Elements. These Rules and Regulations may be changed or clarified in the future pursuant to Article 15.

1. Signs

No signs of any kind shall be erected within the property without the written consent of the Board of Directors (including for sale or for rent signs but excluding "open house" signs during an open house. Open house signs shall only be erected one hour before the advertised open house hours and must be removed immediately after the open house. In no event, shall an open house sign remain up for more than six hours on any given day or for more than twelve hours' total during a calendar week.) No signs shall be placed inside the Unit to make them visible from the exterior.

2. Vehicles

a) Vehicles shall be parked only in garages, driveways immediately in front of the garage serving the Unit or other spaces specifically assigned by the Association. No commercial vehicles, larger than what may fit in the owner's garage, equipment, trailers, or inoperable vehicles may be parked outside the garage. Boats and camper/trailers may be parked in the driveway for loading and unloading. No car repairs may be made outside the garage except for minor emergency repairs (for example, jumping the battery), and then only for the purposes of immediately rendering the car drivable.

b) Vehicles parked in unauthorized spaces may be ticketed by the Franklin Police Department.

c) No vehicles or trailers may be driven or parked upon any surface area other than the legal parking areas and roadways.

d) Driveways with turnaround spaces, walkway extensions, gravel areas and/or areas with additional driveway space utilized for vehicles to safely enter/exit the driveway, are not to be used as parking spaces. If any of these areas are damaged, the owner of the unit is responsible for the cost.

e) Moving trucks are not permitted without prior written consent of the Board.

f) Parking for unit owners is as follows:

Those units with a single-car garage (Exception 9301/9411 Main Cobblestone) have 3 parking spaces deeded. One inside the Garage, and one directly in front of their garage. The lower units have a third space in front of the walkway to their unit. The upper units have a unit-labeled third space next to the garbage corrals. The exception to this is 9301 and 9411 who have their second and third spots in front of the garage. Those unit owners with a double-car garage have two spaces inside the garage and the two spaces directly in front of the garage. You MAY NOT park cars so that they are wider than your garage doors.

g) Any Owner, guest or tenant of any owner who violates any parking restriction, the Association may-at any time thereafter and without further notice-make arrangements to tow, or transport, the vehicle to a storage facility. In such event, the towing charges and storage expenses incurred by the Association shall constitute an assessment or charge against any unit owned by the offending Owner, even if the vehicle belonged to a guest or tenant of the owner.

3. Garages

Overhead garage doors shall be closed when not in use to maintain a consistent appearance to the property and maintain interior temperatures.

4. Pets

No more than two (2) pets are allowed per unit, including any combination of dog or cat. Usual and common household pets including aquarium fish and caged birds are also permitted. No livestock or animal may be kept on the property. No breeding or commercial use is permitted. All pets must be on leashes and accompanied by a responsible person when outdoors. All fecal matter must be picked up and disposed of properly and immediately. Fines will be imposed for lack of compliance. No dog runs or outside fencing are permitted. The Unit Owner, as well as the animal owner, is responsible and liable for any damage to property or injury caused by a pet (this includes any repairs needed for burnout spots).

5. Grills/Fires Pits

- a) Per the City of Franklin Fire Code, the use of gas grills or charcoal grills or portable fire pits is not allowed on a combustible porch or balcony. The use of electric grills can be used on balcony porches.
- b) Charcoal and gas grilling may be done on the ground level provided the grill is a minimum of ten feet from all buildings while in use. Grills may be covered and stored on a masonry pad in a mulched area unobstructed from shrubs/bushes, ground level patio areas or stored in the owner's garage when not in use.
- c) No fire pits are allowed on the property.
- d) Please follow the signage instructions for grilling at the club house.

6. Landscaping

- a) Planting Flowers outside the unit must be natural.
- b) Flowerpots/boxes or baskets may be placed or mounted on a self-standing pole, black shepherds hook in the mulched area around an owner's unit
- c) Decorative brick or trim around flower or tree mulching areas may be allowed pending board association approval
- d) Drainage swales and ditches cannot be modified. All landscaping maintenance must be completed at the direction of the Association.

7. Architectural Control, Alterations, Appearance

ANY EXTERIOR ALTERATIONS, ADDITIONS OR MODIFICATIONS REQUIRE BOARD APPROVAL

- a) No nameplates are permitted anywhere on the exterior of the building or on the interior of a Unit in such a way as to be visible from the outside.
- b) No birdbaths, bird feeders or bird houses.
- c) Storm doors and screen doors are not permitted on the exterior doors.
- d) Hoses must be stored where not visible from the street
- e) Only an American Flag not to exceed 3 feet by 5 feet may be displayed at all times so long as it is not permanently attached (permanently attached refers to penetrating the exterior) Please contact the management if there are any further questions regarding this rule.
- f) No hanging of laundry outside is permitted. The overhead garage door must be kept closed if hanging laundry in the garage.
- g) Window air conditioning units are not permitted.
- h) No overhead utility lines.
- i) Window treatments shall be light/neutral in color from the outside to maintain a consistent appearance of the property.

8. Satellite Dishes/Antennas

Satellite dishes and Antennas may only be installed with prior written approval of the Association Board, and then, only in locations and manner as specified by the Association Board in writing.

9. Rental/Timesharing

Notice of any transfer of lease shall be given to Management within five (5) days following consummation of such transfer (lease). No Unit, or interest there-in, shall be leased by a Unit Owner for a term less than 6 months. A copy of every such lease, as and when executed, shall be furnished to Management. The lessee under every such lease shall be bound by and subject to all of the obligations under the Declaration, By-laws and Rules and Regulations of the Unit Owner making such lease and the lease shall expressly so provide. The Unit Owner making such lease shall not be relieved thereby from any of said obligations. Every such lease shall also expressly provide that the Association may exercise against the lessee thereunder any and all remedies available to the Association against the Unit Owner. The Unit Owner is responsible and liable for the conduct and actions of his or her tenants. Failure for owner to comply with providing lease agreements to the Association will result in a fine.

10. Noise

Unreasonable noise and disturbances are prohibited. Owners and Residents shall exercise extreme care not to disturb other Residents with excessive noise or voices, or the unreasonable use of radios, televisions, musical instruments, telephones, amplifiers, or other similar devices. In cases where such unreasonable noise or disturbances is acute enough for a police report to be filed, then the Unit responsible for the noise or disturbance will subject the Unit Owner to a \$500 fine.

11. Snow Removal

The Association shall make a reasonable effort to remove snow from the driveway and parking areas in front of the Unit garage up to where it connects with the main drive. If the Unit Owner has a vehicle in the space at the time of plowing, the area may not get plowed and the Unit Owner will be responsible for snow removal in these areas. The Association will not provide supplemental plowing or shoveling after the standard service. The Association will make a reasonable effort to shovel the sidewalk directly serving the Unit; however, the Association makes no representation as to the timing of such shoveling. Unit Owners, particularly those who must leave their Units early in the morning, are asked to assist by shoveling walks to provide temporary access until crews can get to the areas for final clean-up. If the snow removal service has not made a reasonable effort to plow and/or salt an area of the sidewalk or drive ways as designated to be serviced, please call the management company at your earliest convenience.

12. Garbage/Recycle

- a) Trash and recycling cans may not be kept outdoors or on patios or balconies at any time. The Dumpsters are intended for the inner circle units only that do not receive curbside garbage and recycling service. Unit owners that have the curbside garbage and recycling pick up service are expected to use good judgment in your occasional use of dumpsters.
- b) All household trash/recycling are to be placed in the dumpsters/cans and are not to be placed next to the receptacles.
- c) Removal of items appliances, tires etc. found in the dumpster areas are an added costly expense to the Association. Please help us identify any unit owner responsible for this activity so we take the necessary steps to fine and educate them. Residents should contact a bulk item removal company to dispose of non-household trash/recycling. Service providers such as Johns Disposal (262-473-4700) and 1-800-GOT-JUNK can assist with the removal of bulk items. The removal of bulk items is a resident's responsibility to have removed from the property at their expense.

13. Maintenance, Repairs, Replacements

Please refer to the "WOODLAND TRAILS MAINTENANCE RESPONSIBILITIES CHECKLIST"

14. Miscellaneous

- a) It is the owner's responsibility to keep a working light bulb in the fixtures located outside the Unit's main entry door and the garage door
- b) Owners may conduct business activity so long as the activity (a) is not detectable by sight, sound, or smell from outside the unit, (b) conforms with zoning, (c) does not create any safety threat, (d) does not involve non-residents coming to the property (rummage sales included) and (e) does not disrupt other unit owners as may be determined in the sole discretion of the Board of Directors
- c) Upon request of any unit owner the Board of Directors may approve an annual Association "rummage sale" that complies with city and state ordinances.
- d) No guns may be discharged or displayed outside a Unit, including "B-B" guns and pellet guns, regardless of size.
- e) No items can be stored outside the unit that is considered unclean, untidy or unsightly.
- f) Ponds and creeks are not to be used for swimming, fishing, boating, ice-skating or any other use. It is the sole responsibility of a responsible adult, relative or otherwise, to keep children away from the water. By purchasing a Unit, buyer indemnifies and holds harmless the Association and all other third parties with respect to any damage or injury incurred resulting from the ponds and creeks on the Property.
- g) No garbage cans, tanks, pools, play equipment, or toys may be left or installed outside. Except Portable Basketball hoops may be left outside between April 1st and October 31st. Hoops must be in good condition and may not block any garage or parking space.
- h) Patio furniture may be kept on the balcony or patio provided it is kept in good repair and is not unsightly.
- i) Absolutely no feeding of wild animals, this includes deer corn and human food.

15. Fine and Enforcement Policy

- a) Any complaint which alleges a violation of the Act, the Declaration, By-Laws or Rules and Regulations must be made in writing (or email) to the Management Agent.
- b) When a Complaint is received by the Management Agent, the offending Unit Owners (and/or Unit Tenants) will be notified as a warning notice by email or standard mail of the violation by the Management Agent to rectify the situation. In addition to all other remedies available to the Association or to other Unit owners under the Declaration, the Bylaws or applicable law, the Association shall have the right, following delivery of notice of violation and expiration of any cure period required under the Declaration, to impose

against any Unit owner in violation of the Declaration, the Bylaws, or these Rules and Regulations, a fine against such Unit owner according to the following schedule:

1. For the first offense: \$50.00
 2. For the second offence: \$125.00
 3. For the third offense: \$300.00
- c) In addition to violation fines, the following items will be imposed:
1. Loss of use of the Association recreational facilities
 2. See Pool Rules #7 for written violation and fine details.
- d) Fines are to be paid immediately to the Association. Any fine not paid within ten days after billing therefore by the Association shall accrue a 10% interest charge every month the By the Association removing or correcting the violation, the cost of which, including reasonable attorney fees, shall be borne by the Unit Owner.
- e) Each day a violation remains uncured shall be deemed a new violation and subject to a fine.
- f) If the Unit Owner or Tenant charged with a violation either believes that no violation has occurred or that they have been wrongfully or unjustly charged, they are to contact the Management Agent. The Management Agent will notify the Association Board for a final decision.
- g) The Unit Owner or tenant charged with a fine shall pay all charges imposed that include any resultant damages to buildings and/or grounds. If these fines are not paid within 30 days as stated in the written notice, the unit owners Key Fob to the pool will be de-activated until such payment has been made. The fine will be added to the Unit Owner's monthly assessment account in accordance with the Association Declaration and By-Laws. Failure to make such payments will subject the Unit Owners to all legal or equitable remedies available to the Association necessary for the collection.
- h) The Board may impose a larger fine, up to \$500.00, if the offense involves or affects special projects, the safety and soundness of the Association and its' residents, causes damage to any portions of the Association and/or if the Board deems the violation to be intentional in nature.
- i) In some cases, the Management Company, at the direction of the Board, may issue a fine without first sending a warning letter, which would occur in circumstances such as those items stated herein or where there has been a history of similar complaints against the alleged violation Unit Owner or Resident.

Late Monthly HOA Assessment Fee

Each owner is assessed a Monthly HOA monthly fee. The Association depends on timely receipt of these assessments to function properly. Late payments or non-payment of assessments can be a serious problem for the Association.

Monthly HOA assessments are due on the first of each month, unless there is something in writing from the Association setting a different due date. Any assessment not paid within ten (10) days of the due date will be charged a 10% late fee of the unit owner's Monthly HOA assessment. Key Fob's to the pool will be de-activated for Monthly HOA assessment's that has not been paid within 30 days. Once the Monthly HOA assessment has been paid the Key Fob will be re-activated. Any Monthly HOA assessment over 90 days late will be sent to collections. The unit owner will be responsible for all the expenses and attorney fees associated with the collection costs to the association. **IF A UNIT MEMBER IS HAVING A PAYMENT PROBLEM INVOLVING A "HARDSHIP" SITUATION, PLEASE CONTACT THE MANAGEMENT COMPANY FOR A CONFIDENTIAL DISCUSSION TO AVOID A COLLECTION PROBLEM.**

Woodland Trails Condominium Association

Swimming Pool Rules & Regulations

A person using the pool or pool area does so at his/her own risk and sole responsibility. The Management Company and the Woodland Trails Board of Directors assume no responsibility for any accident or injury in connection with such use

1. Pool Hours and Dates of Operation

8:00 a.m. to 9:00 p.m. daily, weather permitting, from Memorial Day through Labor Day. The pool will be scheduled to close following the Labor Day Holiday. Pool Season may be extended a week before Memorial Day or a week or two after Labor Day weekend depending on weather and availability of pool maintenance resources.

2. Guests

- a) A "Guest" is anyone who is not a resident of Woodland Trails.
- b) Residents, who can produce verification of residency upon request, are required to accompany guests to the pool and acquaint their Guests with ALL applicable pool rules. Unit Owners are responsible for all actions of their Guests/Tenants.
- c) All Residents and Guests must abide by pool rules.
- d) A maximum total of (3) three Guests are permitted use of the pool area at any given time on weekdays, weekends, and/or holidays.

3. Children and Infants

- a) An adult must accompany children under 16 years of age.
- b) Infant/Diaper-age children must wear a swimsuit over rubber pants or a swim diaper.
- c) Floatation devices for infant/children can be used at all times

4. Food, Drink, Pool Property

- a) ALL PERSONS are responsible for removing litter and personal items from the pool area when leaving. All food and drink must be kept on the deck furniture and is prohibited in the pool. NO GLASS CONTAINERS are allowed in the pool area.
- b) The cost of replacement or repair of any damaged property will be charged to the responsible Unit Owner. Management will not be responsible for loss or damage to any personal property brought to the pool or pool area.

5. Health, Cleanliness and Safety

- a) Persons having any infections or sores or inflamed eyes, colds, nasal or ear discharge, or any communicable disease shall not use the pool. Persons with open sores or bandages of any kind shall not use the pool.

b) There is no smoking or vaping in the pool area or anywhere inside of the clubhouse building.

c) Running, jumping, pushing, wrestling, ball playing, or causing undue disturbance in or about the pool area will not be permitted. Spouting of water and similar unhygienic actions will not be permitted in the pool. **NO DIVING!!**

d) No animals are allowed in the pool or pool area at any time.

e) Floatation devises (**except for infant/children**) and small play equipment may be used only during non-peak times or when 10 or less people are present. No wheeled vehicles are allowed in the pool area.

f) The pool may be closed at any time due to either breakdown or other operational difficulties or at the discretion of the Management Agent and the Board of Directors. The swimming pool gates must be locked at all times, as specified by the Wisconsin Health Department. At no time will the gate be obstructed so as to prevent it from closing, and access to the pool area shall be through the gate only.

g) Only proper swimming attire is allowed.

h) The swimming pool cannot be reserved for private functions.

i) No abusive or profane language or breach of the peace will be tolerated.

6. Pool Key Fobs and Waiver Form

a) Each year residents of the association will be provided with "Release of Liability Waiver Form" to sign.

b) Each unit will be supplied with one (1) key fob. In the event you sell your unit, it is the responsibility of the unit owner to provide the key fob to the new owner. In the event you lose or misplace your unit's key fob, the cost for a replacement key fob is \$200.

Violation of the swimming pool rules will result in fine(s) and/or revocation of pool privileges.

Woodland Trails Maintenance Responsibility Checklist

Key:

X = Maintenance, Repair, and Replacement

S = Shared maintenance to keep area clean and free of clutter

<u>Item</u>	<u>Association Responsibility</u>	<u>Owner Responsibility</u>	<u>Document Reference</u>
Air conditioner:		X	Declaration §§ 4.2(c), 21.2
Balcony:	X	S	Declaration §§ 12, 21.2
Club House:	X		Declaration § 21.1
Ceiling Fans:		X	Declaration § 21.2
Dishwasher:		X	Declaration § 21.2
Doors Attached to Unit:		X	Declaration §§ 4.2(c), 21.2
Doors - Front Entry Door		X	Declaration §§ 4.2(c), 21.2
Driveway:	X	S	Declaration §§ 12, 21.1
Dryer Vents		X	Declaration §§ 4.2(c), 21.2
Dumpster Corrals	X		Declaration § 21.1
Floor Coverings of Unit		X	Declaration § 21.2
Foundation	X		Declaration § 21.1
Electrical System of Unit		X	Declaration § 21.2
Electrical Serving Common Areas	X		Declaration § 21.1
Furnace		X	Declaration § 4.2(c)
Garage Door - Mechanics and Operation		X	Declaration §§ 4.2(c), 21.2
Garage Door - Door and Paint	X		Declaration § 21.1
Garbage Disposal		X	Declaration § 21.2
Gutters and Downspouts	X		Declaration § 21.1
Lawn	X		Declaration §§ 12, 21.1
Light Fixtures and Bulbs - Unit		X	Declaration § 21.2
Light Fixtures - Common Areas	X		Declaration § 21.1
Light Bulbs - exterior of unit's main entry and garage door		X	Rules & Regulations 13(a)
Maintenance Rooms	X		Declaration § 21.1
Mailboxes	X		Declaration § 21.1

Item	Association Responsibility	Owner Responsibility	Document Reference
Mailbox Keys and Lock Replacement		X	Declaration §§ 2, 21.2
Painting - Exterior	X		Declaration § 21.1
*Painting - Interior of Unit		X	Declaration § 21.2
Parking Areas - Common	X		Declaration § 21.1
Patio	X	S	Declaration §§ 12, 21.1
Patio / Balcony Doors		X	Declaration §§ 4.2(c), 21.2
Plugged Drains of Unit		X	Declaration § 21.2
Roof	X		Declaration § 21.1
Sewer and Water	X		Declaration §§ 21.1, 21.5
Sewer Lateral Pumps	X		Declaration §§ 21.1, 21.5
Shrubs and Trees	X		Declaration §§ 12, 21.1
Sidewalks	X		Declaration § 21.1
Siding	X		Declaration § 21.1
Sinks in Unit		X	Declaration § 21.2
Smoke Detectors		X	Declaration § 21.2
Snow Removal - Driveways	X		Declaration §§ 12, 21.1
Sump Pumps		X	Declaration § 4.2(c)
Swimming Pool	X		Declaration § 21.1
Water Supply and Plumbing		X	Declaration §§ 4.2(c), 21.2
Water Valve Into Unit		X	Declaration § 21.2
Washer and Dryer		X	Declaration § 21.2
Water Heater		X	Declaration §§ 4.2(c), 21.2
Windows and Screens of Unit		X	Declaration §§ 4.2(c), 21.1, 21.2

*** Contact Association Property Manager for paint color of entry doors**