

BYLAWS OF BRIARWOOD OWNERS ASSOCIATION, INC.
(Revised 6/29/21)

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BYLAWS OF BRIARWOOD OWNERS ASSOCIATION, INC.

ARTICLE I - PLAN OF UNIT OWNERSHIP

Section 1. Condominium Unit Ownership

Certain property located in the Village of Caledonia, Racine County, State of Wisconsin, ("Property") known as Briarwood, a Condominium, has been submitted to the provisions of the Wisconsin Condominium Ownership Act ("Act") by a Declaration of Condominium ("Declaration") recorded in the office of the Register of Deeds for Racine County, Wisconsin on the 28TH day of FEBRUARY 2022, as Document No. 2622087.

Section 2. Adoption of Bylaws / Definitions

These Bylaws are adopted as the Bylaws of Briarwood Owners Association, Inc. ("Association"), a Wisconsin Corporation organized under the Wisconsin Nonstock Corporation Law to serve as an association of unit owners under the Act. The provisions of these Bylaws apply to the Property and to the use and occupancy of this Property. The terms used in these Bylaws shall, unless the context or the Declaration requires otherwise, have the same meaning as the definitions contained in section 703.02 of the Act.

Section 3. Office and Mailing Address

The office and mailing address of the Association and of the Board of Directors of the Association ("Board of Directors") shall be located at 8338 Corporate Drive #300, Mount Pleasant, Wisconsin 53406.

ARTICLE II - BOARD OF DIRECTORS

Section 1. Number and Qualification

Until election of a new Board of Directors by unit owners, pursuant to Section 1 (c), Article III of these Bylaws, the Board of Directors shall consist of those persons named as directors in the Articles of Incorporation, or such other persons as the Declarant shall name to replace them, or those persons elected as provided in Section 1 (b), Article II of these Bylaws. Thereafter the Board of Directors shall be composed of three persons, each of whom shall be owners of units, fiduciary owners, members or employees of partnership owners, or officers, stockholders or employees of corporate owners, and one of whom may be the spouse of a unit owner or a mortgagee of a unit, a fiduciary mortgagee, a member or employee of a partnership mortgagee or an officer, stockholder or employee of a corporate mortgagee.

Section 2. Powers and Duties

The affairs of the Association and of the Property shall be governed by the Board of Directors. The Board of Directors shall have the powers and duties necessary for the administration

of the affairs of the Association and of the Property, except those powers and duties as by law or by the Declaration or by these Bylaws may not be delegated to the Board of Directors by the unit owners or have been specifically reserved by or to the unit owners. The Board of Directors shall have full powers and authority necessary for or desirable for the complete enforcement and administration of the Property and the provisions of the Act, the Declaration, these Bylaws, and the rules and regulations.

Section 3. Managing Agent and Manager

The Board of Directors may employ for the Property a managing agent at a compensation established by the Board of Directors to perform the duties and services as the Board of Directors shall authorize.

Section 4. Election and Term of Office

At the first annual meeting of the unit owners, the term of office of one member of the Board of Directors shall be fixed at three years, the term of office of one member of the Board of Directors shall be fixed at two years, and the term of office of one member of the Board of Directors shall be fixed at one year. At the expiration of the initial term of office of each member of the Board of Directors, a successor shall be elected to serve for a term of three years. The members of the Board of Directors shall hold office until their respective successors shall have been elected by the unit owners.

Section 5. Removal of Board Members

At any regular or special meeting of unit owners, any one or more of the members of the Board of Directors may be removed with or without cause by a majority of the authorized votes of all unit owners, and a successor may be elected to fill the vacancy created. Any member of the Board of Directors whose removal has been proposed by the unit owners shall be given an opportunity to be heard at the meeting.

Section 6. Vacancies

Vacancies in the Board of Directors caused by any reason other than the removal of a member by a vote of the unit owners, shall be filled by a vote of a majority of the remaining members at a special meeting of the Board of Directors held for the purpose promptly after the occurrence of the vacancy even though the members present at the meeting may be less than a quorum, and each person so elected shall be a member of the Board of Directors for the remainder of the term of the member so removed and until a successor is elected at the next annual meeting of the unit owners.

Section 7. Organizational Meeting

The first meeting of the members of the Board of Directors following the first annual meeting of the unit owners shall be held within ten days after the annual meeting, at a time and place fixed

by the unit owners at the meeting at which the Board of Directors has been elected, and no notice shall be necessary to the newly elected members of the Board of Directors in order legally to constitute the meeting, providing a majority of the whole Board of Directors shall be present at the meeting.

Section 8. Regular Meetings

Regular meetings of the Board of Directors may be held at the time and place as determined from time to time by a majority of the members of the Board of Directors. Notice of regular meetings of the Board Directors shall be given to each member of the Board of Directors, by mail, at least 48 hours prior to the time of the meeting.

Section 9. Special Meetings

Special meetings of the Board of Directors may be called by the President on 48 hours notice to each member of the Board of Directors, given by mail, and the notice shall state the time, place and purpose of the meeting. Special meetings of the Board of Directors shall be called by the President or Secretary in like manner and on like notice on the written request of at least one member of the Board of Directors.

Section 10. Waiver of Notice

Any member of the Board of Directors may, at any time, waive notice of any meeting of the Board of Directors in writing, and the waiver shall be deemed equivalent to the giving of the notice. Attendance by a member of the Board of Directors at any meeting of the Board shall be a waiver of notice of the time and place of the meeting. If all the members of the Board of Directors are present at any meeting of the Board, no notice shall be required and any business may be transacted at the meeting.

Section 11. Quorum of Board of Directors

At all meetings of the Board of Directors, a majority of the members shall constitute a quorum for the transaction of business, and the votes of a majority of the members of the Board of Directors present at a meeting at which a quorum is present shall constitute the decision of the Board of Directors. If at any meeting of the Board of Directors there shall be less than a quorum present, a majority of those present may adjourn the meeting from time to time. At any adjourned meeting at which a quorum is present, any business which might have been transacted at the meeting originally called may be transacted without further notice.

Section 12. Fidelity Bonds

The Board of Directors shall obtain fidelity bonds for all officers and employees of the Association handling or responsible for funds. All premiums shall constitute a common expense.

Section 13. Compensation

No member of the Board of Directors shall receive any compensation from the Association for acting as a Director.

Section 14. Liability of the Board of Directors

The members of the Board of Directors shall not be liable to the unit owners for any mistake of judgment, failure to adhere to the provisions of the Declaration or these Bylaws, negligence or otherwise, except for their own individual willful misconduct or bad faith. The unit owners shall indemnify and hold harmless each member of the Board of Directors against all contractual liability to others arising out of contracts made by the Board of Directors on behalf of the Association unless any contract shall have been made in bad faith. It is intended that the members of the Board of Directors shall have no personal liability with respect to any contract made by them on behalf of the Association. It is also intended that the liability of the unit owners arising out of any contract made by the Board of Directors or out of the indemnity in favor of the members of the Board of Directors shall be shared equally by all of the unit owners, and the liability of any single unit owner shall be limited to an equal proportionate share of the total liability. At the option of the Board of Directors, Directors liability insurance may be obtained and shall be paid for as a common expense.

Section 15. Informal Action

Any action which is required to be taken at a meeting of the Board of Directors or which may be taken at a meeting, may be taken without a meeting if a consent in writing setting forth the action so taken shall be signed by all of the Directors entitled to vote with respect to the subject matter. The consent shall have the same force and effect as a unanimous vote.

ARTICLE III - UNIT OWNERS

Section 1. Annual Meetings

(a) Until the first annual meeting of the unit owners as described below, until the declarant designates otherwise, or until the unit owners elect a member of the Board of Directors pursuant to this section prior to the first annual meeting of the unit owners, the initial Board of Directors named in the Articles of Incorporation of the Association shall serve as the Board of Directors.

(b) Prior to the conveyance of 25% of the undivided percentage interest in the common elements, the declarant shall call a meeting of the unit owners. At such meeting one of the designees of the declarant on the Board of Directors shall resign, and the unit owners other than the declarant shall elect a successor by vote of a majority of those unit owners. Prior to the conveyance of 50% of the undivided percentage interest in the common elements, the declarant shall call a similar meeting, if necessary, to provide for any additional resignations and elections required in order that unit owners other than the declarant shall have elected one-third of the total directors. Any successor shall serve until the first annual meeting of the unit owners. If the successor shall resign prior to the first annual meeting of the unit owners, a successor shall be elected in the same manner.

(c) Thirty days after 75% of the undivided percentage interest in the common elements shall have been sold and conveyed by the declarant or such earlier time as determined by the declarant, the declarant shall call the first annual meeting of the unit owners. At this meeting the designees of the declarant and any other members of the Board of Directors elected by the unit owners shall resign as members of the Board of Directors, and all the unit owners, including the declarant, shall elect a new Board of Directors. Thereafter the annual meeting of the unit owners shall be held on the second Monday of January of each succeeding year. At such meetings the Board of Directors shall be elected by ballot of the unit owners in accordance with the requirements of Section 4 of Article II of these Bylaws. The unit owners may transact other business at the meetings as may properly come before them.

Section 2. Place of Meetings

Meetings of the unit owners shall be held at the principal office of the Association or at any other suitable place convenient to the unit owners as may be designated by the Board of Directors.

Section 3. Special Meetings

It shall be the duty of the President to call a special meeting of the unit owners if so directed by resolution of the Board of Directors or upon a petition signed and presented to the Secretary by unit owners having 25% of the total authorized votes of all owners. The notice of any special meeting shall state the time, place and purpose of the meeting. No business shall be transacted at a special meeting except as stated in the notice.

Section 4. Notice of Meetings

The Secretary shall mail to each unit owner of record or cause to be delivered to each unit owner a notice of each annual or special meeting of the unit owners, at least 10 but not more than 20 days prior to the meeting, stating the purpose of the meeting as well as the time and place where it is to be held.

Section 5. Adjournment of Meetings

Any meeting of unit owners at which a quorum has or has not attended may be adjourned at the option of the unit owners by vote of a majority of the authorized votes of the unit owners who are present, either in person or by proxy, at the meeting.

Section 6. Title to Units

Title in units may be taken in the name of an individual or in the names of two or more persons in any form recognized by the Statutes of the State of Wisconsin, in the name of a corporation, partnership, limited liability company, limited liability partnership or in the name of a fiduciary.

Section 7. Voting

Each residential unit owner shall furnish the Association with the owner's name and current mailing address. No residential unit owner may vote at meetings of the Association until this information is furnished. The owner or owners of each residential unit, or some person designated by the owner or owners to act as proxy and who need not be an owner, shall be entitled to cast the vote belonging to the unit at all meetings of unit owners. The designation of any proxy shall be made in writing to the Secretary, and shall be revocable at any time by written notice to the Secretary by the owner or owners so designating. Any proxy shall be effective only for a maximum period of 180 days following its issuance unless granted to a mortgagee, land contract vendor or lessee of a unit. Each residential unit owner (including the declarant and the Board of Directors, if the declarant, or the Board of Directors or its designee, shall then hold title to one or more units) shall be entitled to cast at all meetings of the unit owners the vote belonging to each unit owned. Where ownership is in the name of two or more persons, the vote may be cast by any one joint owner; provided, however, that if any joint owner protests promptly the casting of the vote to the person presiding over the meeting or files a written statement with the Secretary stating that thereafter the vote must be cast prorata in accordance with each joint owner's interest in the unit, then the vote shall thereafter be cast prorata by all joint owners in accordance with their interests in the unit. Where a unit is leased the lessor shall be entitled to vote the vote belonging to the unit (where there are two or more lessors, they shall be considered joint owners). Where the unit is sold under a land contract, the land contract vendee shall be entitled to vote the vote for that unit (where there are two or more vendees, they shall be considered joint owners.) Notwithstanding the provisions of this section, if the Association has recorded a statement of condominium lien on a unit and the amount necessary to release the lien has not been paid at the time of the meeting, this unit owner may not vote at the meeting.

Section 8. Majority of Unit Owners

As used in these Bylaws, the term "majority of unit owners" shall mean those residential unit owners having more than 50% of the authorized votes of all residential unit owners present in person or by proxy and voting at any meeting of the unit owners, determined in accordance with the provisions of Section 7 of this Article III.

Section 9. Quorum

Except as otherwise provided in these Bylaws, the presence in person or by proxy of unit owners having 33-1/3% of the total authorized votes of all unit owners shall constitute a quorum at all meetings of the unit owners.

Section 10. Majority Vote

The vote of a majority of residential unit owners at a meeting at which a quorum shall be present shall be binding upon all unit owners for all purposes except where a higher percentage vote is required by law, by the Declaration or by these Bylaws.

Section 11. Action by Unanimous Consent

Any action required to be taken or which may be taken at a meeting of unit owners may be taken without a meeting if a consent in writing setting forth the action taken shall be signed by all unit owners entitled to vote. The signature required in each instance shall be that person who is then entitled to cast the vote for a unit. All such consent resolutions shall have the same force and effect as a unanimous vote.

Section 12. Membership

(a) All unit owners shall be members of the Association. This is not intended to include persons who hold an interest in a unit merely as security for the performance of an obligation. Land contract vendors shall not be members; land contract vendees shall be members. Membership shall belong to and may not be separated from ownership of any unit.

(b) Initial membership in the Association shall be established by the recording of the Declaration in the office of the Register of Deeds for Racine County, Wisconsin. Transfer of membership in the Association shall be established by the recording in the office of the Register of Deeds for Racine County, Wisconsin of a deed or other instrument establishing a change of record title to a unit or the recording in that office of a land contract. A certified copy of the instrument of conveyance or the land contract shall be delivered to the Association by the transferee or vendee. The transferee or vendee designated by the instrument or land contract shall then become a member of the Association, and the membership of the prior owner or vendor shall then be terminated. Until delivery, the transferee or vendee shall not be entitled to vote as a member of the Association and shall not be entitled to notice of meetings of unit owners. The Association shall maintain a current roster of names and addresses of every unit owner to whom notice of meetings of the Association must be sent.

ARTICLE IV - OFFICERS

Section 1. Designation, Election and Removal

The principal officers of the Association shall be the President, the Vice President, the Secretary and the Treasurer, all of whom shall be elected annually by the Board of Directors. The Board of Directors may appoint such other officers as in its judgment may be necessary. The President and Vice President must be members of the Board of Directors. Any two or more offices may be held by the same person, except the offices of President and Secretary and President and Vice President. Any officer may with or without cause, be removed by the Board of Directors, and a successor selected, by majority vote of the members of the Board of Directors, at any regular meeting of the Board of Directors, or at any special meeting called for that purpose.

Section 2. President

The President shall be the chief executive officer of the Association. He shall preside at all meetings of the unit owners and of the Board of Directors. He shall have all of the general powers

and duties of the President of a stock corporation organized under the Wisconsin Business Corporation Law, including, but not limited to, the power to appoint unit owners to any committee which is established under these Bylaws.

Section 3. Vice President

The Vice President shall take the place of, and perform the duties of, the President whenever the President shall be absent or unable to act. If neither the President nor the Vice President is able to act, the Board of Directors shall appoint some other member of the Board of Directors to act in the place of the President on an interim basis. The Vice President shall also perform such other duties as shall from time to time be requested by the Board of Directors or by the President.

Section 4. Secretary

The Secretary shall keep the minutes of all meetings of the unit owners and of the Board of Directors, have charge of such books and papers as the Board of Directors may direct, and shall, in general, perform all the duties of the Secretary of a stock corporation organized under the Wisconsin Business Corporation Law. The Secretary shall count the votes at meetings of the Association.

Section 5. Treasurer

The Treasurer shall be responsible for Association funds and securities and for keeping full and accurate financial records and books of account showing all receipts and disbursements and for the preparation of all required financial statements. The Treasurer shall be responsible for the deposit of all monies and other valuable effects in the name of the Association in such depositories as may from time to time be designated by the Board of Directors, and shall, in general, perform all the duties of Treasurer of a stock corporation organized under the Wisconsin Business Corporation Law.

Section 6. Agreements, Contracts, Deeds, Checks

All agreements, contracts, deeds, leases, checks and other instruments of the Association may be executed by any two officers or by such other person or persons as may be designated by the Board of Directors.

Section 7. Compensation of Officers

No officer shall receive any compensation from the Association for acting as an officer.

ARTICLE V - OPERATION OF THE PROPERTY

Section 1. Determination of Common Expenses

The Board of Directors shall, at least annually, prepare a budget for the Property, determine the amount of the common expenses for the forthcoming year and allocate and assess the common expenses against the unit owners according to their respective undivided percentage interests in the

common elements as described in the Declaration. The assessment for common expenses for the entire year shall be effective as of January 1 of each year but shall be payable at such time or times as the Board of Directors shall determine. The common expenses shall include, among other things, the cost of all insurance premiums on all policies of insurance required to be or which have been obtained by the Board of Directors pursuant to the provisions of Section 2 of this Article V. The common expenses may also include such amounts as the Board of Directors may deem proper for the operation and maintenance of the Property, including without limitation, an amount for working capital, for a general operating reserve, for a reserve fund for replacement, and for making up any deficit in the common expenses for any prior year. The initial contribution to the working capital fund is not refundable to, or assignable by, the unit owner. The common expenses may also include such amounts as may be required for the purchase or lease by the Board of Directors or its designee, corporate or otherwise, on behalf of all unit owners, of any unit whose owner has contracted to sell or lease such unit to the Board of Directors, or of a unit which is being sold at a foreclosure or other judicial sale. The Board of Directors shall advise each unit owner in writing of the amount of common expenses payable by the unit owner, and shall furnish to all unit owners a copy of each budget on which the common expenses are based.

Section 2. Insurance

The Board of Directors shall obtain and maintain, to the extent obtainable, fire insurance with extended coverage, vandalism and malicious mischief endorsements, insuring all buildings (including all of the units and the bathroom and kitchen cabinets and fixtures initially installed by the declarant, but not including furniture, furnishings or other personal property supplied or installed by unit owners), together with all heating and air-conditioning equipment and other service machinery contained in the units, and all limited common elements. The insurance shall cover the Property and shall name as insureds the Association, and all unit owners and their mortgagees, as their interests may appear, in an amount equal to not less than the replacement value of the buildings and other improvements, without deduction for depreciation. Each policy shall provide that proceeds shall be payable to the Association or the insurance trustee as provided in these Bylaws as trustee for all unit owners and their mortgagees or land contract vendors as their interests may appear. All such policies shall provide that adjustment of loss shall be made by the Association, and that the net insurance proceeds, if \$10,000.00 or less, shall be payable to the Association, and if more than \$10,000.00, shall be payable to the insurance trustee. All policies of physical damage insurance shall contain waivers of subrogation and waivers of any defense based on co-insurance or of invalidity arising from any acts of the insured, and shall provide that the policies may not be canceled or substantially modified without at least ten days prior written notice to all of the insureds. Prior to obtaining any policy of fire insurance or any renewal of the policy, the Association shall obtain an appraisal from a fire insurance company or otherwise of the full replacement value of the buildings including all of the units and all of the common and limited common elements without deduction for depreciation, for the purpose of determining the amount of fire insurance to be purchased. The Board of Directors shall also obtain and maintain, to the extent obtainable, public liability insurance in such limits as the Association may from time to time determine, covering each member of the Board of Directors, the managing agent, the manager, and each unit owner, and appropriate fidelity bond coverage for any person handling Association funds. The public liability coverage shall also cover cross liability claims of one insured against another. The Board of Directors shall review the insurance limits at least once each year. Until the first meeting of the Board of Directors following

the first annual meeting of the unit owners, the public liability insurance shall be in a single limit of at least \$500,000.00 covering all claims for bodily injury or property damage arising out of one occurrence. The Association may obtain and maintain workers' compensation insurance to the extent necessary to comply with any applicable laws. Unit owners or their mortgagees or land contract vendors shall not be prohibited from carrying other insurance for their own benefit provided that all policies shall contain waivers of subrogation, and that the liability of the carriers issuing insurance obtained by the Association shall not be affected or diminished by reason of any additional insurance. The insurance obtained by the Association will not cover the contents of units or public liability claims arising out of occurrences happening within the boundaries of the units. In the event that any unit owner enters a claim under the Association fire insurance policy with respect to damage to any part of that owner's unit, the affected unit owner shall be liable for the deductible portion of the claim and shall reimburse the Association for the same.

Section 3. Repair and Reconstruction After Damage

(a) In the event of any damage to or destruction of the property in the amount of \$10,000.00 or less whether or not the insurance proceeds, if any, are sufficient to complete repair or reconstruction, the Board of Directors is authorized to and shall arrange for the prompt repair and reconstruction (including any damaged units, and any kitchen or bathroom cabinets or fixtures initially installed by the declarant, but not including any wall, ceiling or floor decorations or coverings or other furniture, furnishings, fixtures, interior walls and/or partitions or equipment installed by unit owners in the units), and the Board of Directors shall disburse any insurance proceeds to the contractors engaged in the repair and reconstruction in appropriate progress payments. Any cost of repair and reconstruction in excess of the insurance proceeds shall be a common expense, and the Board of Directors may assess all the unit owners for the deficit as part of the common expenses. By acceptance of the deed to a unit, each unit owner shall be deemed to have consented to this authorization and direction for repair and reconstruction. The authorization and direction shall be deemed continuous action by the Association by unanimous consent pursuant to Section 11, Article III of these Bylaws and shall constitute the determination by the unit owners and the Association to repair or reconstruct as required by the Act. If, notwithstanding the foregoing provisions, a determination to repair and reconstruct is submitted to the vote of the unit owners, then the affirmative vote of one unit owner shall be sufficient to determine to repair or reconstruct.

(b) In the event the Property is destroyed or damaged in an amount in excess of \$10,000.00 and the insurance proceeds, if any, together with an amount not exceeding \$10,000.00 are insufficient to complete repair or reconstruction, the Association by vote of a majority of unit owners shall determine within 90 days after the damage or destruction whether to proceed with repair, reconstruction or sale. If the Association determines to repair or reconstruct, the Board of Directors shall arrange for the repair or reconstruction in accordance with the preceding paragraph of this section. If the Association, within 90 days after such damage or destruction in excess of \$10,000.00 fails to make a determination of whether to repair, reconstruct or sell, the Property shall be deemed to be owned in common by the unit owners in the same percentages as previously owned by each unit owner in the common elements and be subject to an action for partition at the suit of any unit owner. In the event of a partition action, the net proceeds of sale, together with the net insurance proceeds, shall be divided by the Board of Directors, or the insurance trustee, as the case may be, among all the unit owners in proportion to their respective interests in common elements, after first

paying out of the share of each unit owner, to the extent sufficient for the purpose, all liens on the undivided interest in the property owned by each unit owner.

(c) In the event the Property is destroyed or damaged in an amount in excess of \$10,000.00 and the insurance proceeds together with an amount not exceeding \$10,000.00, are sufficient to complete repair or reconstruction, the Board of Directors is authorized and shall arrange for the repair or reconstruction in accordance with paragraph (a) of Section 3, Article V. By acceptance of the deed to a unit, each unit owner shall be deemed to have consented to this authorization and direction for repair and reconstruction. The authorization and direction shall be deemed continuous action by the Association by unanimous consent pursuant to Section 11, Article III of these Bylaws and shall constitute the determination by the unit owners and the Association to repair or reconstruct as required by the Act. If, notwithstanding the foregoing provisions, a determination is submitted to the vote of the unit owners, then the affirmative vote of one unit owner shall be sufficient to determine to repair or reconstruct.

Section 4. Payment of Common Expenses

All owners shall pay the common expenses assessed by the Board of Directors pursuant to the provisions of Section 1 of this Article at such times as the Board of Directors shall determine. A late charge of up to \$20.00 may be imposed by the Board of Directors against a unit owner if any balance in common expenses remains unpaid by the 10th day of the month when due. In addition to any late charge, unpaid common expenses shall accrue interest at the rate of one and one-half percent (1-1/2%) per month until paid. No unit owner shall be liable for the payment of any part of the common expenses assessed against the unit after a sale, transfer or other conveyance of the unit by the owner (made in accordance with the provisions of Section 1, Article VII of these Bylaws). A purchaser of a unit shall be liable for the payment of common expenses assessed against the unit before the acquisition by the purchaser of the unit, except that if the Association or Board of Directors furnishes a statement pursuant to the Act, the liability shall be limited to the amount set forth in the statement. Each unit owner shall be obligated to pay common expenses under these Bylaws notwithstanding the fact that the unit owner may have a pending dispute with the Association or the Board of Directors on any matter.

Section 5. Collection of Assessments

The Board of Directors shall assess common expenses against the unit owners from time to time and at least annually and shall take prompt action to collect from a unit owner any assessment due which remains unpaid by the unit owner for more than 30 days from the due date for its payment.

Section 6. Default in Payment of Common Expenses

In the event of default by any unit owner in paying to the Board of Directors the assessed common expenses, the unit owner shall be obligated to pay interest at the highest rate permitted by law per year on the common expenses from the due date, together with all expenses, including attorney's fees, incurred by the Board of Directors in any proceeding brought to collect the unpaid common expenses. The Board of Directors shall have the right and duty to attempt to recover the common expenses, together with interest, and the expenses of the proceedings, including attorney's

fees, in an action brought against the unit owner, or by foreclosure of the lien on the unit granted by the Act. The Board of Directors shall also have the right to prohibit a unit owner from voting at a meeting of the Association if the Association has recorded a statement of condominium lien on the unit, and the amount necessary to release the lien has not been paid at the time of the meeting.

Section 7. Foreclosure of Liens / Collection of Delinquent Fees

The Board of Directors, acting on behalf of all unit owners, shall have power to purchase the unit at the foreclosure sale and to acquire, hold, lease, mortgage, vote the votes belonging to, convey or otherwise deal with the unit after purchase. A suit to recover a money judgment for unpaid common expenses shall be maintainable without foreclosing or waiving the lien securing the amount due.

Section 8. Statement of Common Expenses

Upon receipt of a written request from a unit owner or his agent, the Board of Directors shall provide a written statement of the unit owner's unpaid common expenses within a reasonable time.

Section 9. Abatement and Enjoining of Violations

The violation of any rule or regulation adopted by the Board of Directors, or the breach of any Bylaw, or the breach of any provision of the Declaration, shall give the Board of Directors the right, in addition to any other rights set forth in these Bylaws: (a) to enter the unit in which the violation or breach exists and to abate and remove, at the expense of the defaulting unit owner, any structure, thing or condition that may exist in the unit contrary to the intent and meaning of the provisions of this Section. The Board of Directors shall not be deemed guilty in any manner of trespass in so acting; or (b) to enjoin, abate or remedy the thing or condition by appropriate legal proceedings.

Section 10. Reserved For Future Use

Section 11. Maintenance and Repair

(a) Subject to the limitations in Section 13 of this Article V, all maintenance and repairs to any unit and the components of the unit (including replacement of window panes and glass doors, if any), structural or nonstructural, ordinary or extraordinary shall be made by the owner of the unit. All plumbing fixtures shall be maintained by the unit owner making use of such fixtures and each unit owner shall be responsible for removal of blockages in the sewer pipes which serve that owner's unit. Each unit owner shall be responsible for all damages to any other unit and to the common and limited common elements resulting from the unit owner's negligence, misuse or misconduct.

(b) All maintenance, repairs and replacements to the common and limited common elements, other than the plumbing maintenance specifically referred to in Section 11(a), shall be made by the Board of Directors and be charged to all the unit owners as a common expense. In the event that

maintenance, repairs or replacements are necessitated by the negligence, misuse or misconduct of a unit owner, all such expenses shall be charged to that unit owner.

Section 12. Use of Property

In order to provide for congenial occupancy of the Property and for the protection of the values of the units, the use of the property shall be subject to the following limitations:

(a) The residential units shall be used for residential purposes only. The garages shall not be used for any purpose other than as a garage.

(b) The common and limited common elements shall be used only for the purposes for which they are reasonably suited and which are incidental to the use and occupancy of units provided, however, that one or more unit owners may reserve the common elements for a temporary special use with the permission of the Board of Directors.

(c) No nuisances shall be allowed on the Property, nor shall any use or practice be allowed which is a source of annoyance to its residents or which interferes with the peaceful possession or proper use of the Property by its residents.

(d) No immoral, improper, offensive or unlawful use shall be made of the Property, and all valid laws, zoning ordinances and regulations of all governmental bodies having jurisdiction over the Property shall be followed. Compliance shall be accomplished at the sole expense of the unit owners or the Board of Directors, whichever shall have the obligation to maintain or repair the affected portion of the Property.

(e) A unit owner shall not place any furniture or other personal property in the common elements unless permitted by the Board of Directors. A unit owner shall place only those items on the patio, balcony, or parking space assigned to the unit as approved by the rules and regulations adopted by the Board of Directors. The unit owner shall not park or store any vehicle, other than vehicles which may be licensed as automobiles in the State of Wisconsin, or perform any repair work of any sort upon any type of vehicles (except in the case of an emergency) on any part of the common elements or limited common elements, including but not limited to outside parking areas.

(f) No animals, livestock or poultry of any kind used or intended to be used for commercial purposes shall be raised, bred, or kept on the property. Dogs, cats and other household pets may be kept by the unit owners in the living area of their respective units, limitations on the size of pets may be imposed by the Board of Directors. All pets shall be carried or kept on a leash at all times when not in the units. No pets shall be permitted to cause a nuisance or unreasonable disturbance. Any pet which causes such a nuisance or disturbance to a unit owner shall be permanently removed from the unit at the order of the Board of Directors. All unit owners and occupants shall promptly and regularly clean up the excrement of their pets.

(g) No signs, including but not limited to signs advertising sale or rental of units, shall be allowed in the common elements, limited common elements, or units, except as specifically authorized by the Board of Directors and except as provided in Section 11B of the Declaration.

Section 13. Additions, Alterations or Improvements by the Board of Directors

Whenever in the judgment of the Board of Directors the common and limited common elements require additions, alterations or improvements costing in excess of \$10,000.00 and the making of the additions, alterations or improvements have been approved by a majority of unit owners, the Board of Directors shall proceed with the additions, alterations or improvements and shall assess all unit owners for the cost as a common expense. Any additions, alterations or improvements costing \$10,000.00 or less may be made by the Board of Directors without approval of the unit owners, and the cost shall constitute a common expense.

Section 14. Additions, Alterations or Improvements by Unit Owners

A unit owner may make additions, improvements or alterations within the unit which do not impair the structural integrity or lessen the support of any portion of the Property. No unit owner shall make any change in, nor affix anything to, the exterior of the building containing the unit or of any portion of the Property. No unit owner may alter any exterior door, window or exterior light fixture without the prior written consent of the Board of Directors. The Board of Directors shall not be liable to any contractor, subcontractor or materialman or to any person sustaining personal injury or property damage, for any claim arising in connection with the additions, alterations or improvements. The provisions of this section shall not apply to units owned by the Declarant until such units have been conveyed by the Declarant.

Section 15. Rules of Conduct

Rules and regulations concerning the use of the units and the common and limited common elements may be made and amended by the Declarant for periods prior to the first meeting of members, and thereafter by the Board of Directors with the approval of a majority of residential unit owners. Copies of the rules and regulations shall be furnished by the Board of Directors to each unit owner prior to their effective date.

Section 16. Water and Sewer Charges

Municipal sanitary sewer service and water service will be supplied to all of the units. Charges for sanitary sewer service and water charges will be separately metered for each Unit.

Section 17. Electricity

Electricity required to service the units and the common elements is supplied by the public utility companies serving the area. The Board of Directors shall pay the bills for all electricity consumed or used in or for the common elements as a common expense. Electricity is separately

metered for each unit. Each unit owner shall pay the bills for electricity consumed or used in or for that owner's unit including electricity used in conjunction with the limited common element(s) associated with the unit.

Section 18. Right of Access

Each unit owner shall grant a right of access to the unit to the manager, the managing agent and any other person authorized by the Board of Directors, the manager or the managing agent to make inspections, to correct any condition originating in the unit and threatening another unit or the common or limited common elements, to install, alter or repair mechanical or electrical services or other common or limited common elements in the unit or elsewhere in the building. Requests for entry shall be made in advance, and entry shall be scheduled for a time reasonably convenient to the unit owner. Provided, in case of an emergency, the right of entry shall be immediate, whether the unit owner is present at the time or not.

ARTICLE VI - MORTGAGES

Section 1. Mortgage of Units

Each unit may be separately mortgaged.

Section 2. Notice to Board of Directors

A unit owner who mortgages a unit shall notify the Board of Directors of the name and address of the mortgagee.

Section 3. Notice of Unpaid Common Expenses

The Board of Directors, whenever so requested in writing by a mortgagee of a unit, shall promptly report any unpaid common expenses or other default by the owner of the mortgaged unit.

Section 4. Notice of Default

The Board of Directors, when giving notice to a unit owner of a default in paying common expenses or other default, shall send a copy of the notice to each holder of a mortgage covering the unit whose name and address have previously been furnished to the Board of Directors.

Section 5. Examination of Books

Each unit owner and each mortgagee of a unit shall be permitted to examine the books of account of the Association at reasonable times, on business days, but not more often than once a month.

Section 6. Land Contracts

For purposes of these Bylaws, land contract vendors and vendees shall have the same rights as mortgagees and mortgagors, respectively.

ARTICLE VII - SALES AND LEASES OF UNITS

Section 1. Sales and Leases

Unit owners may sell or lease their units or any interest in the units provided the provisions of this Article are followed. A unit owner's sale of the unit shall include the sale of (a) the undivided percentage interest in the common and limited common elements belonging to the unit; (b) the interest of the unit owner in any units previously acquired by the Association, or its designee, on behalf of all unit owners, or the proceeds of the sale or lease of those units, if any; and (c) the interest of the unit owner in any other assets of the Association.

Section 2. No Severance of Ownership

No unit owner shall execute any deed, mortgage or other instrument conveying or mortgaging title to a unit without including the interests described in Section 1 of this Article VII and the garage space associated with the unit; it being the intention to prevent any severance of the combined ownership. Any deed, mortgage or other instrument purporting to affect one or more of these interests, without including all interests, shall be deemed and taken to include the interest or interests so omitted, even though the latter shall not be expressly mentioned or described. No part of these interests of any unit may be sold, transferred or otherwise disposed of, except as a part of a sale, transfer or other disposition of the unit to which the interests belong, or as part of a sale, transfer or other disposition of that part of these interests belonging to all units.

Section 3. Financing of Purchase of Units by Association

Acquisition of units by the Association or its designee, on behalf of all unit owners, may be made from the working capital and assessments for common expenses possessed by the Board of Directors, or if those funds are insufficient, the Association may borrow money to finance the acquisition of the unit; provided, however, that no financing may be secured by an encumbrance or hypothecation of any property other than the unit so to be acquired by the Association. Title to any real or personal property acquired by the Association shall be taken in the name of the Association. The Association shall borrow money, and acquire and convey property in the same manner as corporations formed under Chapter 181, Wisconsin Statutes.

Section 4. Waiver of Right of Partition With Respect to Units Acquired by Association

In the event that a unit shall be acquired by the Association or its designee, on behalf of all unit owners as tenants in common, all unit owners shall be deemed to have waived all rights of partition with respect to the unit.

Section 5. Rental

Unit owners may rent their units by written lease to whomever and on whatever terms and conditions as they so desire provided the Association is given notice of the name and permanent address of the tenants and of the unit owner and further provided that the lease specifically obligates the tenants to abide by the Declaration, these Bylaws and the rules and regulations.

Section 6. Payment of Assessments

No unit owner shall be permitted to convey, mortgage, pledge, hypothecate, sell or lease a unit unless and until the unit owner shall have paid in full to the Association all unpaid common expenses previously assessed by the Board of Directors against the unit.

ARTICLE VIII - CONDEMNATION

Section 1. Common Elements

In the event of a taking in condemnation or by eminent domain of part or all of the common elements of the Property, the award made for the taking shall be payable to the Association if the award amounts to \$10,000.00 or less, otherwise it shall be payable to the insurance trustee. The Association shall promptly undertake to restore the common elements. The proceeds of the award shall be disbursed to effect the restoration, and any costs in excess of the award shall be a common expense. The Board of Directors shall effect the restoration in accordance with paragraph (a) of Section 3, Article V of these Bylaws.

Section 2. Units

In the event of a taking in condemnation or by eminent domain of any of the units, the Association by vote of a majority of unit owners of the Condominium within 90 days of payment of the award (or other payment if conveyed in lieu of the taking) shall determine whether to proceed with repair or reconstruction. If the Association determines to repair or reconstruct, the Board of Directors shall effect the repair or reconstruction in accordance with paragraph (a) of Section 3, Article V of these Bylaws. Any cost of repair or reconstruction in excess of the award shall be a common expense. If the Association determines not to repair or reconstruct or fails to vote within the 90 day period, the entire net proceeds shall be disbursed to those unit owners whose units have been taken in proportion to the percentage of interest in the common elements belonging to their respective units. If any unit owner is in default in paying common expenses, the amount of the common expenses shall be deducted from that owner's share of the proceeds. Upon receipt of the share of the proceeds, each unit owner shall execute a release, in form satisfactory to the Association, of that owner's undivided percentage interest in the common elements and shall thereafter no longer be considered a unit owner. The interests of the remaining unit owners in the common elements shall be recomputed by the Board of Directors, whose decision shall be final, to reflect the releases. The unit owner's rights to a share of the proceeds shall be subject to rights of all holders of liens on the unit.

ARTICLE IX - RECORDS

Section 1. Records and Reports

The Board of Directors shall keep detailed records of the actions of the Association and the Board of Directors, minutes of the meetings of the Board of Directors, minutes of the meetings of the unit owners, and financial records, and books of account of the Association. A written report summarizing all receipts and expenditures of the Association shall be rendered by the Board of Directors to all unit owners at least semiannually. In addition, an annual report of the receipts and expenditures of the Association, prepared by an independent certified public accountant (which report need not be certified), shall be rendered by the Board of Directors to all unit owners and to all mortgagees of units who have requested it within a reasonable time after the end of each fiscal year.

ARTICLE X - MISCELLANEOUS

Section 1. Notices

All notices to the Board of Directors or the Association shall be sent by registered or certified mail to the office of the Board of Directors or to such other address as the Board of Directors may hereafter designate from time to time. Except when delivered in person, all notices to any unit owner shall be mailed or hand delivered to the unit or to such other address as may have been designated by the owner from time to time, in writing, to the Board of Directors. All notices to mortgagees of units shall be mailed or hand delivered to their respective addresses, as designated by the unit owners to the Board of Directors. All notices shall be deemed to have been given when mailed, except notices of change of address which shall be deemed to have been given when received. Notices to the unit owners or their mortgagees need not be mailed by registered or certified mail.

Section 2. Invalidity

The invalidity of any part of these Bylaws shall not impair or affect in any manner the validity, enforceability or effect of the balance of these Bylaws.

Section 3. Captions

The captions in these Bylaws are inserted only as a matter of convenience and for reference, and in no way define, limit or describe the scope of these Bylaws or the intent of any provision of these Bylaws.

Section 4. Singular - Plural

The use of the singular in these Bylaws shall be deemed to include the plural, whenever the context so requires.

Section 5. Waiver

No restriction, condition, obligation or provision contained in these Bylaws shall be deemed to have been abrogated or waived by reason of any failure of enforcement, regardless of the number of violations or breaches which may occur.

Section 6. Insurance Trustee

The insurance trustee shall be a bank in the State of Wisconsin, designated by the Board of Directors and have a capital, surplus and undivided profits of \$500,000.00 or more. The Board of Directors shall pay the fees and disbursements of any insurance trustee, and the fees and disbursements shall constitute a common expense.

Section 7. Limitation on Enforcement

No bylaw or rule adopted under a bylaw and no covenant, condition or restriction set forth in the Declaration or deed to any unit may be applied to discriminate against any individual in a manner described in s. 101.22, Wis. Stats. as amended.

ARTICLE XI - CONFLICTS

Section 1. Control of Conflicts

These Bylaws are set forth to comply with the requirements of the Act. In case any of these Bylaws conflict with the provisions of the Act, the provisions of the Act shall control. In case any of these Bylaws conflict with the provisions of the Declaration or Articles of Incorporation, the Declaration or Articles of Incorporation, as applicable, shall control.

ARTICLE XII - FISCAL YEAR

Section 1. Adoption of Fiscal Year

The fiscal year of the Association shall begin on the first day of January and end on the last day of December in each year.

ARTICLE XIII - AMENDMENTS TO BYLAWS

Section 1. Amendments to Bylaws

These Bylaws may be modified or amended by vote of at least 67% of the authorized votes of all unit owners, which vote shall be taken at a meeting of unit owners duly held for that purpose.

Section 2. Rights of Declarant

No amendment of these Bylaws shall alter or abrogate the rights of Declarant as contained in these Bylaws. Notwithstanding the provisions of Article V - Section I of these Bylaws, or any other provision contained herein with respect to the assessment or collection of assessments or fees by the Association, the Declarant's liability with respect to payment of common expenses shall be limited as specified in the Declaration.

BRIARWOOD OWNERS' ASSOCIATION, INC.

RULES AND REGULATIONS

The Board of Directors would like to welcome you to Briarwood Owners Association.

Living in a condominium can feel quite different from living in a private residence, and it may take some time for individuals to adjust to the changes. The governing documents (Declaration and Amendments, Bylaws, Rules and Regulations) as well as decisions made by the Board of Directors, might occasionally differ from the choices an Owner would make for a private home. That said, condominium living, like any shared community, often involves a spirit of compromise for the greater good. Residents are encouraged to embrace an attitude of courtesy, responsibility, and active participation in fostering a harmonious community environment.

As an owner of a condominium at Briarwood in Caledonia, Wisconsin, you are automatically a member of the Briarwood Owners Association and are required to comply with the Association's governing documents. This compliance extends to any member of your household, family member, tenant, visitors or guests. The Board of Directors has promulgated the following Rules and Regulations to establish a standard code of conduct throughout our community for the enjoyment of all the residents. These Rules and Regulations supplement other governing documents, including the Declaration of Condominium for Briarwood and its amendments, and the Bylaws of Briarwood Owners Association, Inc. and do not supersede or override the other governing documents.

Owners pay a monthly fee/assessment to cover shared expenses that benefit the entire community, such as maintenance and repairs of common areas, snow removal, lawn care, landscaping and common area insurance. While the Board of Directors oversees daily operations and financial matters, the ultimate responsibility for the property lies with the Owners. The Board and committee members volunteer their time without compensation, driven by the satisfaction of maintaining a welcoming and attractive community. All Owners are encouraged to actively contribute their time and skills to support the Association.

These Rules and Regulations will be voted on as per Article V, Section 15 of the Bylaws.

SECTION A. COMMUNICATIONS

Email will be the official means of communication for notices, meeting agendas, meeting documents, etc. If a Unit Owner does not have access to email, they will need to inform the Board of Directors so an alternate form of delivery can be used.

Late payment notices, fines or other monetary or legal type documents will be emailed and either hand delivered or sent via the US Postal Service.

SECTION B. GENERAL REGULATIONS

1. ACCESSORY BUILDINGS/FENCES

There shall be no accessory buildings or fences allowed.

2. ADDITIONAL TREES, SHRUBBERY AND PLANTINGS IN COMMON AREAS

The Board of Directors has a long-range plan for additional trees and shrubbery to be implemented as funding permits. Requests for additional trees, shrubs, hedges, and bushes in the Common and Limited Common Elements must be requested of the Board of Directors in writing via the request form. Please include a detailed sketch of placement in relation to your unit.

If a Unit Owner does not desire to wait until the Board can fund Unit Owner requests, the Board may approve the plantings and the Unit Owner would be charged for the plantings, materials and labor.

Newly planted trees, shrubs and plants need extra watering during their first two years. It is the owner's responsibility to water them to keep them alive. If they die due to lack of water, the owner will be required to cover the cost of replacement(s).

3. BIRD FEEDERS

Hummingbird feeders (up to two (2) feeders per unit) are allowed to be placed within the mulched area directly adjacent to each unit.

All other types of bird feeders are not permitted due to the mess and pests/rodents that are attracted.

4. BUILDING PERMITS and STRUCTURAL MODIFICATIONS (Declaration 4,5)

Building permits are required as per the Village of Caledonia Building Code, Title 15 – Building Code. If a Unit Owner intends to make any modification, addition, alteration or repair to their unit for which a permit is required by the provisions of the Village of Caledonia Building Code, the owner shall deliver a copy of such permit to the Board within 14 days of its issuance by the Village.

Any structural modification to the unit or the adjacent common elements shall not be permitted if the change will affect the structural integrity of the building or interfere with the rights of other Unit Owners. Unit Owners making modifications to their Unit shall be liable for any damage to the common elements which results from such modification. It is understood that any contractors hired for such modifications should be bonded and insured, and carry the appropriate Wisconsin licensure.

5. DECKS

The decks, as installed by the builder, are considered complete and as a limited common element will be maintained by the Association. There is no requirement that they be stained.

If a Unit Owner desires to have their deck stained or sealed, they may do so, at the Unit Owner's initial, and ongoing expense, using the stain color choice as provided by the Board of Directors. It is the expectation that the deck surfaces be properly prepared by cleaning and sanding prior to any stain being applied. Additionally, care must be taken to keep stain off the siding and patio door framing.

6. DOORBELL SECURITY CAMERAS

Doorbell security cameras are permitted. Any camera installed must be used in a professional, ethical and legal manner consistent with all existing applicable laws.

7. DRIVEWAY "SALT"

As many salt products damage either the cement or the environment, please limit the quantity of any ice melt used. Using sand may be the best option.

8. DRONES

Drones may not be used by owners/occupants/visitors on any condominium property unless prior approval has been sought and obtained from the Board of Directors for a specific limited purpose; the appropriate permissions have been obtained from the FAA to fly a drone within 5 miles of the John H. Batten Airport; and the operator complies with the Village of Caledonia drone laws. The Board of Directors retains the right to allow contractors to use drones to perform services for the Association such as roof, gutter or pond inspections as long as the contractor has the appropriate FAA permissions and complies with the Village of Caledonia drone laws.

9. EXTERIOR DECORATIONS

It is not the intent of the Board of Directors to prohibit anyone from enjoying their condominium. That being said, it should be pointed out that there shall be some conditions or restrictions on exterior decorations.

There shall be no exterior decorations that require fastening to the building itself with the exception of an American Flag holder on the garage.

All exterior seasonal (fall, winter, spring, summer) decorations must be confined to the unit's limited common area of patio/deck and entrance, or the mulched area surrounding the unit, and are not to be displayed for an unreasonable length of time. Such decorations must be in good taste, good repair and not offensive.

Thanksgiving, Christmas, Hanukkah and Kwanzaa decorations may not be put up until one week prior to Thanksgiving, and must be removed no later than January 10th.

Other holidays: decorations may be displayed one week prior to the holiday to one week after the holiday.

Any holiday light display must not be so bright as to interfere with or shine into your neighbors' unit(s) or in any way disturb your neighbors.

Any damage resulting from the installation of decorations will be the responsibility of the Unit Owner.

Neither the Owners Association nor the lawn care provider shall be responsible for any damage or destruction of any yard decoration unless such damage or destruction is proven to be deliberate on behalf of the Association or the lawn care provider.

- 10. EXTERIOR LIGHTING** (Reference: Bylaws Article 5, Section 14; Declaration #4C)
Any change to exterior lighting shall be pre-approved by the Board of Directors including color and intensity of lightbulbs and replacement of fixtures.

Low voltage lighting is permitted but can only be placed in the mulched area of the unit, may not interfere with lawn mowing or yard maintenance, and must be properly maintained. Any damage resulting from the installation of the low voltage lighting will be the responsibility of the Unit Owner.

No decorative or any kind of item may be placed over any outside lighting fixture(s) at any time.

11. FIREWORKS

Fireworks of any kind are prohibited due to noise and liability.

12. FLAGS (EXTERIOR)

One official United States of America flag may be displayed on the front of the unit. The flag is not to exceed 3 feet by 5 feet in size. The flagpole must be attached to the garage only.

There shall be no sports flags, political flags, activist flags, etc.

Only one small decorative garden-type flag per unit, placed in the mulched area, is permitted.

13. GARBAGE AND RECYCLING BINS

Garbage and recycling bins must be stored inside each unit's garage and shall be returned to the garage within 24 hours of trash collection.

Due to our wild animal activity, it is highly recommended that on garbage/recycling pickup days, bins not be put out until morning by 7:00 a.m. If the Unit Owner needs to put them out the night before, and they are knocked over by animals or snow plows, please ensure that any mess is cleaned up promptly.

All bins are to be placed at the end of each Unit Owner's driveway, within two feet of the street (not on the street). Bins must be at least six feet apart and away from any vehicle parked on the street. Do not place bins on grassy areas as the sprinkler heads may be damaged.

Special pre-arranged garbage pickup may be placed on the owner's driveway for no more than 48 hours.

14. GUTTER CLEANING

The Association will pay for one gutter cleaning per year for those Units that the Board has determined need to be cleaned. The sole purpose of this visit will be to clear the gutter of any obstacles (leaves, tree branches and twigs, bird nests) to insure the efficient and quick run off of water.

15. HOT TUBS, SPAS, and SWIMMING POOLS

Hot tubs, spas and swimming pools are prohibited within the owner's domicile, on any Limited Common Element or on any Common Element. This is due to liability, increased insurance costs and water costs being paid for by the Association.

16. MOTORIZED VEHICLES and STREET PARKING (Reference: Bylaws Article V, Section 12e)

No motor vehicle shall be parked within the community without valid state license plates and a current state tab. Inoperable vehicles (flat tires, no battery, no engine, etc.) are prohibited. No commercial/work vehicle shall regularly be parked in the community.

No outdoor storage of any commercial vehicle, boat, camper, trailer, snowmobile, motorized scooter, recreational vehicle, motorhome, all-terrain vehicle or motorcycle is permitted.

With twenty-four-hour (24) advance notice to the Board of Directors, a unit owners' boat, camper, trailer or RV may be parked overnight in the driveway (preferred) or on the street only for purposes of loading or unloading prior to or returning from being used. Any damage resulting from the boat, camper, trailer or RV being on the driveway or street is the responsibility of the owner.

Outdoor storage of any vehicle with advertising of any type (other than car dealer emblems) is prohibited. Any such vehicle must be enclosed within the unit's garage. Due to the narrowness of the Briarwood Circle Street, owners should park vehicles in their garage and driveway.

Overnight parking on the street is prohibited during the winter months from November 1st through March 31st. Owners are expected to move any vehicle parked in the driveway so the contractor can easily remove snow.

17. MULCHED AREA SURROUNDING UNITS

The Association will hire a vendor each year to weed the mulched areas surrounding each unit, trim the shrubbery, and refresh mulch as needed.

In addition to the plants that were planted by the builder or association, owners may plant bulbs, annuals or perennial flowers within the mulched areas adjacent to their unit and under their deck as long as their height does not exceed 4 feet. They must be cared for and maintained by the owner (not the vendor contracted to weed and trim shrubbery) with dead or dying flowers promptly removed, and the plantings must not interfere with lawn mowing or snow removal activities. When a unit is listed for sale, these owner-added items must be noted in Real Estate Condition Report as an exception under the Rules and Regulations of the Briarwood Owner Association. The buyer must either accept these plantings before the final sale or the seller must remove them before the sale is completed. The Association Board of Directors must receive a copy of this agreement at the time of the property transaction.

If a Unit Owner desires to plant shrubbery, they must request permission from the Board of Directors via the request form.

Vines, trellises and other items that attach to the building unit are not permitted. Natural brown wood mulch only may be used around units and trees/shrubbery.

18. NOISE

Each resident is entitled to the quiet enjoyment of his/her home. The sound level of radios, stereos, TVs, wind chimes, motorized equipment, etc. should be governed by common courtesy and consideration for one's neighbors. Please bear in mind that noises may be objectionable to your neighbors. If your neighbor(s) are bothered by the noise-making item, the expectation is that a solution will be found among/between neighbors. If a solution cannot be agreed to, please send an email to the Board of Directors as per Section D. of this document.

19. NOXIOUS ACTIVITY (Reference: Bylaws Article V, Section 12 (c), (d))

No noxious, offensive or dangerous activity of any kind may be conducted upon any part of the property; nor may any trade, business or profession be carried on; and generally, no activities may be conducted which would constitute a nuisance to other owners.

20. OUTDOOR GRILLS/SMOKERS

One outdoor gas or charcoal grill/smoker per unit is allowed on the unit's limited common area of patio, deck or driveway. It may not be placed near the siding, under the overhang, or next to the wood railings when it is hot. When in use on the patio or deck it must be placed at the farthest point away from the unit.

It is highly recommended when using a charcoal grill to use an ash bucket to safely dispose of hot coals and ashes.

A working fire extinguisher must be nearby when the grill is in use.

21. OUTDOOR HEATERS, FIRE PITS, etc.

No open flame wood burning fire pits/tables are allowed.

Propane outdoor fire tables are allowed on the unit's limited common area of patio/deck/driveway, but must be used away from the unit overhang, away from the siding, and away from wood railings.

A working fire extinguisher must be nearby when the fire table is in use.

22. PATIO/DECK AWNINGS, UMBRELLAS, SCREEN/SUN CANOPY or TENTS:

Patio/deck awnings which attach to the building/overhang or any Common or Limited Common Element are prohibited.

Free-standing weighted umbrellas or umbrellas attached to a table are permitted on decks and patios. When not in use the umbrella must be closed. Umbrellas must be closed and/or laid flat during wind storms and other inclement weather.

Screen Canopy/Tents may be used on decks and patios, but they:

- may not be attached to the deck/patio
- must be collapsed daily
- must be collapsed and/or stored in garage during high wind days and inclement weather
- may not be faded or torn.

No other type of tent or covering may be used on a deck or patio.

Any damage to Common Elements or Limited Common Elements caused by the personal property of an owner/family member, visitors, guests or tenants shall be the sole responsibility of the unit owner.

23. PETS (Reference: Bylaws Article V, Section 12 F)

Only household pets are allowed (dogs, cats or small household pets such as fish or small birds). No reptiles or uncaged birds are permitted. No breeding or commercial activity involving animals is permitted.

Pets must be kept under the immediate control of the owner and must comply with the Bylaws of Briarwood Owners Association and the Village of Caledonia Ordinance regarding pets. Pet owners shall maintain all required pet licenses and shots.

Additionally, the Briarwood Owners' Association insurance does not allow/cover the following dog breeds: Doberman, Pit Bull, Rottweiler, Chow Chow, Wolf dogs and Wolf hybrids, Presa Canario, Akita and German Shepherd. Any dog that has had a previous history of attacking or biting would be included in this ban.

Exceptions may be made for dogs that have proof of completion of specialized training (primarily for German Shepherds).

Pets may not be staked or chained in a Common Element (see Declaration of Condominium, Section 5 – Description of Common Elements) or Limited Common Element.

All Unit Owners and occupants shall immediately clean up the excrement of their pets.

Pets (including service animals) are limited to two per unit.

24. POND

The pond is *not* to be used for swimming, fishing, boating, ice-skating or any other use. It is the sole responsibility of the responsible adult, relative or otherwise to keep children away from the water. By purchasing a unit, buyer indemnifies and holds harmless the Briarwood Owners Association, Declarant and all other third parties with respect to any damage or injury resulting from the pond on the property.

25. RENTAL by LEASING OF UNITS

In addition to information in the Bylaws Article VII – Sales and Leases of Units, Sections 1 & 5, no more than 20% of the units may be leased at one time. This is due to the restrictions outlined in some types of mortgage loans.

No unit may be rented or leased for a term of fewer than six (6) consecutive months. A unit owner may request an exception from the Board of Directors by submitting a written letter detailing the reasons for the request. The written decision of the Board will be final and binding.

26. SALES – ESTATE, MOVING OR YARD

One estate or moving sale per current property owner is permitted. Renter/lessees are not eligible to have estate or moving sales. The sale must be for one day only, and must be approved in advance by the Board of Directors.

Owner/Renter/Lessee yard sales are prohibited except for the one annual Briarwood Circle community yard/garage sale each year with a date to be set by the Board of Directors. If an Owner/Renter/Lessee decides to participate in this community yard/garage sale, they may place a temporary sign advertising the yard/garage sale in the Common area in front of their unit for up to forty-eight (48) hours prior to the yard sale. The sign must be removed immediately upon completion of the sale. Placement of the sign should not interfere with lawn sprinkling or damage the sprinkler system.

27. SATELLITE DISHES AND ANTENNA

Any type of exterior antenna is prohibited.

Satellite dishes must be pre-approved by the Board of Directors and Unit Owners must comply with the Declaration Section 15 – Satellite Dishes.

28. SIGNAGE (Reference: Bylaws Article V, Section 12(g))

No signs, including but not limited to signs advertising sale or rental of units, shall be allowed in the common elements, limited common elements or units, except as specifically authorized by the Board of Directors. The only exception to this is that as long as the Developer still owns property in Briarwood, the Developer may display signs as needed to market the property.

29. SNOW REMOVAL

The Board of Directors will contract with a snow removal company for the clearing of snow and ice from the driveways and service walks (the vendors normally remove snow at about the two-inch (2) snowfall level). Snow removal will not be done on patios/decks. Unit Owners shall be responsible for ensuring their vehicles are removed from the driveway to allow the snow removal company to perform their duties. In the event vehicles are left in place resulting in the snow removal company being unable to remove snow from the driveway, the Unit Owner shall be responsible for any additional cost charged by the snow removal company to return and clear the driveway after the removal of the vehicle(s).

The Condominium contains a Private Drive as the main thoroughfare within the Condominium. As such, the Private Drive is the responsibility of the Owners

Association for maintenance, including snow removal. Every time the snow plow has to come through to clear the road because of cars parked on the road is an additional charge to the Owners Association. In any given year it is, at best, an estimated budget amount for snow removal due to the uncertainty of how much snow will be received. That estimated budget amount line item is what is used for the calculation of the monthly association dues each year. Please be considerate and park in the garage when snow is expected.

30. UNATTACHED ARTICLES

No unsecured tanks, basketball hoops, bicycles or play equipment/toys may be left outside. No recreational equipment may be installed on the Common Elements or the Limited Common Elements.

Nothing may be stored under the decks.

31. VARMINTS, CRITTERS AND INSECTS

It is the homeowner's responsibility to deal with any insects, varmints or critters surrounding their unit that they feel are bothersome such as bees, wasps, mice, etc.

The egress windows as installed by the builder are considered complete/finished by the Association. If a homeowner is bothered by frogs/toads residing in their window well or the occasional rodent who falls into the window well, the Board of Directors has previously authorized homeowners to either cover their window well with:

- a. a pre-made cover that fits the window well without damaging the vinyl siding, or
- b. screening under/over the grate as long as it does not interfere with lawn mowing.

The ability to use the egress in the event of an emergency must be maintained.

32. WINDOW AIR CONDITIONING

No window air conditioning units are permitted.

SECTION C. COLLECTION POLICY/PROCEDURES (Reference: Bylaws, Article V, Sections 4, 5, 6)

1. Monthly dues for common expenses are due on the first day of each month. A late charge of \$20.00 may be imposed by the Board of Directors against a unit owner if any balance in common expenses remain unpaid by the 10th day of the month when due. In addition to any late charge, unpaid common expenses shall accrue interest at the rate of one and one-half percent (1-1/2%) per month until paid.
2. Special assessments, as may be levied from time to time by the Board of Directors, and/or any installment thereof, shall be due on or before the date or dates stated in the Board's notice to the Unit Owners informing them of the special assessment.
3. Any fines, penalties or other charges assessed against a Unit Owner shall be due on or before the date or dates stated in the Board's notice to the Unit Owner informing them of the fines, penalties or other charges.

4. All payments received will be applied to the oldest amounts due on record. Payments tendered for current amounts due will not be accepted by the Association if the instrument of payment is drafted with a future date (i.e., a postdated check).
5. The actual date of the Association's receipt of a payment, as reflected on the ledger of the Association, shall control as to the date that payment was made.
6. In the event a Unit Owner ever submits a payment which is thereafter returned for any reason (e.g., insufficient funds or account closed), the Unit Owner shall be automatically assessed \$50.00 or the actual costs incurred by the Association as a result of the return of the payment, whichever is greater.
7. No statement of "payment in full," "accord and satisfaction," or other similar notation on or accompanying any payment shall be binding on the association unless the check or payment instrument is mailed to the attention of the Board of Directors and the reduced payment amount is accepted by motion of the Board of Directors.
8. The basic collection timeline of the Board is:
 - a. At 10 days past due, a board member may contact the delinquent owner
 - b. At 15 days or less past due, a written past due notice may be sent to owner
 - c. At 30 days past due, a second past due notice may be sent to owner
 - d. At 60 days past due, the matter may be referred to legal counsel or the Board may take the matter to small claims court
9. An administrative fee of \$100.00 shall be assessed against a Unit Owner when a matter is turned over to legal counsel for collection. The Unit Owner will also be responsible for all costs and actual attorneys' fees incurred by the Association in connection with collecting the Unit Owner's past due balance.

All dues and assessments must be paid in full before the unit owner may sell, lease, convey, mortgage, pledge, or hypothecate the unit. (Declaration, Article VII, Section 6)

SECTION D. VIOLATIONS OF THE CONDOMINIUM DOCUMENTS

Noncompliance with the law, the Declaration and its Amendments, the Bylaws, and the Rules and Regulations (herein collectively "Condominium Documents") will be addressed as follows.

(A) The Board may investigate any violation of the Condominium Documents which it believes has occurred. In addition, if an Owner believes that another Owner is in violation of any of the Condominium Documents and wishes the Association to take action, such owner may submit a written complaint to the Board of Directors. The Board will not take action on anonymous or unwritten complaints. If upon investigation the Board believes that there is sufficient evidence that a violation has occurred, it will give written notice of the alleged violation to the Owner. If the Owner disputes the violation in writing delivered to the Board within ten (10) business days, the Board shall schedule a hearing and give written notice thereof to the Owner at least twenty (20) business days prior to such hearing. If the alleged violator fails to dispute the violation, or if, after a hearing, the Board concludes that a violation has occurred, the Board shall make such a finding and may impose a fine as provided in this

section. The Board shall determine whether to impose a fine immediately, to allow correction of the violation without a fine, or to impose a fine if the violation is not remedied within a specified number of days.

(B) Notwithstanding the provisions and procedure of Section (A) above which are intended to provide for the resolution of alleged violations without the commencement of judicial action, all claims by the Association or an Owner relating to a dispute shall be subject to the provisions of Sec. 703.245, Wis. Stats.

(C) Owners found to be in violation of the Condominium Documents may be charged up to fifty dollars (\$50.00) for a single infraction or ten dollars (\$10.00) per day for violations of a continuing nature.

(D) If, in the sole opinion of the Board of Directors, the violation meets one or more of the following criteria, the Board may assess up to \$500 for each violation of the Condominium Documents:

1. The violation is in direct defiance of a previous mandate from the Board of Directors.
2. The violation was malicious in its intent.
3. The violation is evidence of a pattern of the resident's or Unit Owner's non-compliance with the Condominium Documents.
4. The violation is of such a nature that the violation cannot be corrected and/or that direct monetary restitution cannot be determined (i.e. if alterations are made that cannot be restored to their original state).

(E) Attorney Fees

1. The board may also assess a unit owner who has violated the Condominium Documents for the actual attorney fees incurred associated with reviewing the facts and the Condominium Documents and advising the Board.
2. In the event that the Association retains an attorney to collect any funds due, enforce any rule within its governing documents, bring any claim against a unit owner or defend any claim or allegation by a unit owner, including any counterclaim, the Association shall, if it is the prevailing party in the claim or defense, be entitled to collect from the unit owner all of its costs and expenses, including reasonable attorney fees. In the event that the Association retains an attorney to represent the Association's interest in a suit filed by the unit owner's mortgage company in which the Association is a named defendant, the Association shall be entitled to collect from the unit owner all of its costs and expenses, including reasonable attorney fees.

SECTION E. POLICY ON REIMBURSEMENT OF WATER FOR IN-GROUND SPRINKLER SYSTEM

Owners whose building's in-ground sprinkler system is connected to their individual water meter will be reimbursed annually by the Association. The reimbursement will cover excess water usage attributed to the sprinkler system during active quarters. This amount will be calculated based on the owner's average water usage during quarters when the sprinkler system is not in operation.

United States of America

State of Wisconsin

DEPARTMENT OF FINANCIAL INSTITUTIONS

To All to Whom These Presents Shall Come, Greeting:

I, Craig Heilman, Administrator, Division of Corporate and Consumer Services, Department of Financial Institutions, do hereby certify that the annexed copy has been compared by me with the record on file in the Corporation Section of the Division of Corporate & Consumer Services of this department and that the same is a true copy thereof and that I am the legal custodian of said record, and that this certification is in due form.



IN TESTIMONY WHEREOF, I have
hereunto set my hand and affixed the official seal
of the Department.

CRAIG HEILMAN, Administrator
Division of Corporate and Consumer Services
Department of Financial Institutions

DATE: 02/08/2024

BY: Summer Rawfert



Corporations Bureau

Form 102-Nonstock Corporation Articles of Incorporation

Name of Corporation

Name of Corporation: Briarwood Owners Association, Inc.

Principal Office

Mailing Address: 8338 Corporate Drive Ste 300

City: Mt Pleasant

State: WI

Zip Code: 53406

Registered Agent

Registered Agent Individual: Raymond C Leffler

Name of Entity:

Street Address: 8338 Corporate Drive Ste 300

City: Mt Pleasant

State: WI

Zip Code: 53406

Select Statement

Select one statement: The corporation will have members

Is this corporation authorized to make distributions under the statute?: No

This document was drafted by: RAYMOND C LEFFLER

Incorporator

Name: Raymond C Leffler

Street Address: 8338 Corporate Drive Ste 300

City: Mt Pleasant

State: WI

Zip Code: 53406

Incorporator Signature

I understand that checking this box constitutes a legal signature: Yes

Incorporator Signature: Raymond C Leffler

Optional Articles

The purpose(s) for which the corporation is incorporated: Homeowners association for new condominium

Delayed Effective date: 10/05/2022

Directors

Name: RAYMOND C LEFFLER
Street Address: 8338 Corporate Drive
City: Mt Pleasant
State: WI
Zip Code: 53406-3774

Name: Heidi S. Tremmel
Street Address: 8338 Corporate Drive
City: Mt Pleasant
State: WI
Zip Code: 53406

Name: Kurt J. Kamm
Street Address: 8338 Corporate Drive Ste 300
City: Mt Pleasant
State: WI
Zip Code: 53406

Optional Contact Information

Name: RAYMOND C LEFFLER
Address: 8338 Corporate Drive, Suite 300
City: Mt Pleasant
State: WI
Zip Code: 53406-3774
Phone Number: 2628987777
Email Address: rayleffler@hotmail.com

Endorsement

Received Date: FILED
10/05/2022

BRIARWOOD OWNER ASSOCIATION
as of 11-22-25

OPERATING BUDGET 2026

2026
Budget

INCOME

Monthly HOA Fees	\$ 345.00	\$ 124,200.00
Interest on Checking Account		\$ 100.00
Miscellaneous Income		\$ 20.00
		<u>\$ 124,320.00</u>

TOTAL INCOME

EXPENSES

Building Maintenance & Repairs	\$ 5,000.00
Grounds Maintenance - Contracted	\$ 28,000.00
Grounds Maintenance - Miscellaneous	\$ 5,000.00
Gutter Cleaning	\$ 5,000.00
Snow Plowing/Snow Removal	\$ 15,000.00
Sprinkler System Maint. & Repair	\$ 3,500.00
Sprinkler System Water Reimbursements	\$ 4,750.00
Tree/Shrub Replacement	\$ 3,000.00
Insurance	\$ 28,200.00
Legal/Accounting	\$ 4,500.00
Office Supplies/HOA Meetings, etc.	\$ 250.00
Allocation to Reserve Account	<u>\$ 22,000.00</u>

TOTAL EXPENSES \$ 124,200.00

NOTE:

1. Grounds maintenance includes Lawn mowing, weeding, fall cleanup, four weed & feed applications; mulch and edging for 1/3 of units each year
2. Sprinkler System Water Reimbursements are the reimbursements to owners who have sprinkler system water running through their meter
3. Insurance - estimated 20% increase

RESERVE BUDGET 2026

2026
Budget

INCOME

Allocation from Operating Expenses	\$ 22,000.00
Interest on Savings Account	\$ 6.00
	<u>\$ 22,006.00</u>

EXPENDITURES

None planned	\$0.00
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