River Pines

OWNERS' ASSOCIATION RULES & GUIDELINES

As of

October 2025

TABLE OF CONTENTS

FORWARD	3
GLOSSARY	4
IDENTIFICATION TAGS & FOBS	4
ENFORCEMENT/CHANGING OF THE RULES	5
INITIATION OR TRANSFER FEE	5
INSURANCE	6
DECORATIONS	7
LIGHTING	8
GARBAGE	9
LAKES	9
LANDSCAPE	10
USE OF COMMON AREAS	11
LEASE/RENT	11
RECREATIONAL FIRES	11
MISCELLANEOUS	12
NUISANCES	12
PARKING & ROADS	13
PETS	13
STRUCTURAL CHANGES/MODIFICATIONS	14
CLUBHOUSE	14
SECURITY (Clubhouse)	14
FITNESS CENTER (Clubhouse)	15
POOL AND SPA (Clubhouse)	15
CLUBHOUSE RESERVATIONS	15
CLUBHOUSE LIGHTS/THERMOSTATS/AUDIO VISUAL EQUIPMENT	16
CLUBHOUSE PARKING	16
TENNIS/PICKLEBALL/BASKETBALL COURTS	16
CLUBHOUSE GENERAL	17
GOLF COURSE OVERVIEW	17
GOLF COURSE USE/OUTINGS	17
GOLF CART USE	18
GOLF COURSE DRESS CODE	18
GOLF COURSE GENERAL RULES & ETIQUETTE	18
HOLE IN ONE	19
EXHIBIT 1 EXAMPLE LANDSCAPE MAP	20
EXHIBIT 2 GENERAL RESPONSIBILITY LIST	21

FORWARD

The Association, through the Board of Directors, shall from time to time adopt rules and guidelines governing the operation, maintenance and use of the units, common areas and facilities by owners/renters/guests.

The River Pines community has been established for the privilege and enjoyment of its owners. As owners, each of us must take the responsibility to ensure that the rules and guidelines set forth are adhered to and enforced. To ignore them will not only place a burden upon the entire community but will be considered an act of violation and privileges may be lost and fines assessed. Our intent is to provide rules and guidelines that are fair for everyone, so that the amenities may be enjoyed to their fullest.

We expect one another to respect the privacy of our neighbors, to be considerate to all, and caring of all our common property and amenities.

Any owner, renter, guest or other person who in any manner makes use of or accepts the use of any apparatus, appliance, equipment, facility, including but not limited to, the pool, spa, work-out room, lockers, clubhouse, patio, golf course, courts, roads, grounds, etc., or service whatsoever owned or operated by the River Pines Owners Association, or who engages in any activity operated, organized, arranged or sponsored by the Association, either on or off the Association's premises, shall do so at his or her own risk, and shall hold the Association, it's owners, representatives and agents harmless from any loss, cost, claim, injury, damage, all liability, sustained or incurred by him or her resulting therefrom, and/or resulting from any act of any owner, representative or agent of the Association. The Association, its owners, representatives, or agents of the Association are also not responsible for the loss of personal belongings or valuables.

These rules and guidelines apply to all current and future owners/renters.

Any previously approved variances from these approved rules and guidelines are null and void effective October 2025.

GLOSSARY

OWNERS/RENTERS/GUESTS:

- Owners are defined as adults who own a unit.
- Renters are defined as adults who rent a unit under a valid lease in the absence of the owners. Owners, who have other individuals residing in their unit under a valid lease, forfeit their rights to use the amenities during that time.
- Guests are defined as visiting family members and/or friends who are invited to visit the home of or take part in a function organized by the owner/renter or adults residing in a unit, or whether they are staying in a unit for period of time with or without the actual owners being present.
- Regardless of who resides in the unit, the owners of the unit are responsible for all damage or rule violations and associated fines. All fines and fees must be current to use the amenities.

OWNER COMMON AREAS: That portion of the area that includes the sidewalks and driveways adjacent to and having direct access to each unit, and the patio(s) and garden area behind each unit. These areas are reserved for the exclusive use of owners/renters of the unit and are subject to all Rules of the Association. (Please refer to Exhibit 1.) All other areas are considered Association Common Areas.

MAINTENANCE OF OWNER AREAS: The Association is responsible for the maintenance of the following Owner Areas: sidewalks, driveways and one (1) patio. The Association is not responsible for snow removal from the patio.

IDENTIFICATION TAGS, AND FOBS – PURPOSE AND USE:

1. Two red tags and two fobs will be issued to each unit. Owners may purchase one additional fob.
2. Do not give your tags or fobs to anyone to use except visiting guests or someone designated to pick up mail or check your condo.
3. Owners/renters must be on the premises when their visiting guests use the amenities.
4. Owners/renters and visiting guests may use ALL amenities.
5. Tags must be visibly displayed by owners/renters/guests when using the amenities.
6. Children under the age of 16 may not use the amenities without direct adult supervision.
7. Owners are responsible for all damage or rule violations and fines resulting from the misuse of the amenities by a renter and/or any visiting guest.

LOST TAGS, AND FOBS: A fee will be charged for the replacement of any lost tags, and or fobs.

ENFORCEMENT/CHANGING OF THE RULES:

1 **NOTIFICATION:** Owners/renters should report rule violations to the Management Company by way of a written, signed notice or by e-mail with a typed name at the end of the e-mail indicating the type of violation, when it occurred and who caused the violation. The person who notifies will be kept confidential or anonymous.

2 **ENFORCEMENT**: The Management Company, under the direction of the Board, will be authorized to enforce the rules. The following procedures will be followed:

a. At the first violation of a rule, the owners will receive a telephone call and follow-up an email/letter notifying them of the rule violation and requesting them to correct the violation within a specific time, if applicable.

b. Owners may, if they so choose, request to appear before the Board to contest the rule violation.

c. A fine may be assessed at the discretion of the Board. The Board of Directors has the right to add Attorney's fees to any rule violation disputes if necessary. The Board may also remove fob and amenity rights at its discretion.

d. If the violation is not corrected within the time frame, a minimum $50 fine may be assessed at the Board's discretion. With subsequent violations, the owners may be requested to appear before the Board and a minimum fine of not less than $100 may be assessed at the Board's discretion. The owners/renters may lose the privilege of the use of the amenities at the discretion of the Board of Directors.

e. An exception shall be made in dealing with violations regarding short term rentals as follows: Notice of violation may be made by phone call and or email or text to the last known address and or phone number of the owner, fine(s) is/are set as follows; a fine of $500 per day for each day that the unit is occupied by a short-term renter up to and including the first 5 days of the violation. Any day beyond 5, the owner shall be subject to a fine of $1000 per day.

3 **CHANGING OF THE RULES:** Only owners may request rule changes. Owners wishing to change or add a specific rule should make their request in writing to the Board. The Board may adopt such change or request a vote of the owners. Owners have the right to appeal the Board's decision at the next Board Meeting.

INITIATION or TRANSFER FEE

1. An Initiation or Transfer Fee shall be due and payable by the buyer to the River Pines Owners Association upon completion of a sale or transfer of title for any property within River Pines Condominiums. Said fee shall be twenty-four times the regular monthly reserve contribution of existing owners at the time of said sale or transfer. Said fee is non-refundable.
2. This fee shall be exempted for the following: 1. Transfers of trustees within an existing trust ownership, or for transfers within immediate family members of the owner. Immediate family being mother, father, brothers, sisters, spouses and children. 2. When the buyer is a current owner and member of the River Pines Homeowners Association.

3. All fees collected shall be immediately deposited into the River Pines Owners Association reserve fund and an accounting of such deposit shall be made to the River Pines Board of Directors at their next regular meeting.

INSURANCE:

1. Pursuant to clauses contained in the Restated Condominium Declaration of Conditions, Covenants, Restrictions and Easements for River Pines Condominium, Section 15, and the Amended and Restated Bylaws of River Pines Owners Association, Inc., general property, and liability insurance shall be obtained by the association on an annual basis commencing in July of each fiscal year. The cost for this policy shall be divided over the general ownership based upon valuation as determined by the current property tax rolls of Brown County Wisconsin.

2. **River Pines Flood Damage Mitigation Fund** is as follows:

   Purpose: Mitigation of owners' exposure for damage caused by a flood incident as defined by the Federal Emergency Management Agency (FEMA) which is as follows:

   A general and temporary condition of partial or complete inundation of 2 or more acres of normally dry land area or of 2 or more properties (at least 1 of which is the policyholder's property) from:

   - *Overflow of inland or tidal waters; or*
   - *Unusual and rapid accumulation or runoff of surface waters from any source; or*
   - *Mudslides (i.e., mudflows) which are proximately caused by flooding and are akin to a river of liquid and flowing mud on the surfaces of normally dry land areas, as when earth is carried by a current of water and deposited along the path of the current.; or*
   - *Collapse or subsidence of land along the shore of a lake or similar body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels that result in a flood as defined above.*

   Administered By: River Pines Board of Directors in conjunction with its property management firm.

   Funded by: Annual assessment to owners in January of each calendar year.

   Amount Assessed: $400 per unit/annually equaling $50,000, with a contribution cap of $1,000,000.

Use of Fund: Monies shall be held in a separate account and may be invested pursuant to WI State Statutes. Monies from this fund may only be used for flood damage mitigation resulting from floods as defined above. A report on the status of these funds shall be made to the Board of Directors on monthly basis.

Coverage: Only covers Association responsibilities and/or liabilities resulting from a flood event as defined above (limited to monies available in the fund). Any excess amounts of liability would follow regular "loss assessment" procedures.

Deductible: Affected individual owners would be responsible for the first $5,000 of each claim.

Dissolution of Fund: Should the need for this fund cease to exist, or the board of directors decide to go in a different direction, the fund shall be dissolved, and monies shall be returned to the current individual owners within the association in equal shares.

DECORATIONS:

1. A seasonal display may be placed on the front door, the glass portion of the storm door or glass portion of the front window, if attached by a magnet or suction cup only.
2. Decorations, during the lawn-mowing season, are permissible only in the mulch areas in front of the unit and contiguous with the sidewalk.
3. Decorations include planters. Planters may be placed on the ground, not buried in the ground.
4. A shepherd's hook is considered a single decoration and may only have 2 items hanging from it.
5. Shepherd hooks are limited to 2 in the front mulch area and 2 in the back.
6. A shepherd hook with a bird feeder (other than in the owners garden) is only permitted in the mulch area immediately in front of the sunroom.
7. A set of solar lights (up to 6 pieces) will be considered a single decoration.
8. A maximum of four decorative pieces are permitted in the front (street side) mulch area.
9. A maximum of four decorative pieces are permitted in the back mulch area. (In front of patio, or along front of sunroom.)
10. Items in the back or front cannot interfere with routine lawn maintenance, obstruct a neighbor's view, or disrupt a neighbor's space.
11. No decorative pieces are allowed on the side of a unit.
12. In addition, one decorative item may be placed on the concrete by the front door (in front of the side window) and on either side of the garage door from April 1 to November 1.
13. Items may not obstruct the address numbers.
14. For emergency purposes, no decorative item may impede any access to the unit.

15. Artificial plants are not permitted in any area.
16. Inflatable decorations are not allowed anywhere on the premises.
17. Maintenance is not responsible for any damage to decorative items.
18. Do not attach anything to the brick, siding, privacy fences, eave troughs, or over the light fixtures.
19. An American Flag may be displayed on the front of a unit, using a board approved and installed bracket. Owners may request a bracket to be installed by using the existing work order system. Only association staff may install the bracket in a pre-determined location on the unit. Owners are responsible for the cost of the bracket and installation. Said installation shall be billed on a time and material basis. Owners are also responsible for purchasing both the flag and the pole. The flag must be a standard American Flag (no artistic variations allowed) and can be no larger than 3' by 5' with the pole being no longer than 6' in length. Owners are required to follow federal law outlining flag etiquette. The section of federal law dealing with American Flag etiquette is generally referred to as the Flag Code.
20. Holiday lights may be put up before inclement weather but can only be turned on from November 15 to January 15. All electrical cords must be UL approved for outdoor use and grounded properly. Electrical cords may not be placed on or across sidewalks or driveways or in any way hamper snow removal. (Extension cords, corded or uncorded decorations, including solar lights, should be at least 12 inches away from areas that are regularly cleared of snow)
21. Holiday decorations may be placed in the mulch area and on the lawn during the period from November 15 to January 15.
22. Other holiday decorations, in the mulch areas, are limited to 4 weeks before and 2 weeks after the holiday.
23. The following items are not permitted on lawns, porches, driveways, or common areas or limited common areas:
    ~~a.~~ Statues, sculptures, or decorations that portray human figures in culturally stereotypical, inappropriate, or insensitive ways.
    b. Decorations or displays that are offensive, or otherwise disruptive to community harmony.
    c. Oversized or excessive decorative items that detract from the visual uniformity of the property.

LIGHTING:

1. Outdoor lighting fixtures and bulbs may not be changed by owners/renters. Only the maintenance staff is responsible for changing the light bulbs in the exterior fixtures. No colored bulbs or bulbs above the recommended wattage are allowed.
2. Owners/renters are responsible for changing their own interior light bulbs.

GARBAGE:

1. Garbage/recycling containers must be kept in the garage.
2. Packing materials must be bagged before being placed in garbage or recycling containers.
3. No garbage may be placed out prior to 4:00 PM the day before pickup and containers must be returned to the garage the same day after garbage pickup.
4. Disposal of oversize material is handled by calling the garbage collection company and requesting a special pickup. Contact the Village of Bellevue Offices at 468-5225 for the name and telephone number of the garbage collection company. Large items may not be placed out until the day of pickup.
5. The dumpster by the maintenance building may be used by owners for garbage only if they will be out of town on pickup day. Recycling and other items may not be placed in the dumpster.

LAKES:

1. Fishing is allowed on all lakes.
2. Licenses are not needed to fish on our lakes.
3. No swimming is allowed in any lakes.
4. No owner/renter/guests are allowed on the ice of any lake.
5. Feeding of any type of fish, wildlife or waterfowl is prohibited anywhere on our premises.
6. No children under 16 are allowed near the lakes without direct adult supervision.
7. Owners/renters/guests shall not deposit the following in any lake: any water, fish, turtles, minnows or vegetation from any location outside of our complex; any water, fish, turtles and vegetation from aquariums or contents of a terrarium.
8. Throwing stones into the lakes is not permitted.
9. Worms, grubs, leeches and artificial lures are the only permitted items to be used when fishing. Minnows and/or crayfish may not be used as bait in any lakes.
10. Scare guns may only be used for nuisance bird control from 8AM to 8PM.
11. If fishing for the fun of it, we strongly encourage catch and release practices using barbless hooks. If the hook is swallowed, cut the line and carefully return the fish to the water. Do not return a dying fish to the water. If you intend on keeping your catch, please keep only those fish you intend on eating. If you question whether the fish is large enough, it's probably not, gently return it to the water.
12. Only watercraft owned by the Association are permitted on Sunrise Lake, subject to the rules posted in the mailroom and or clubhouse. Privately owned watercraft are not permitted. All state and federal rules pertaining to the use of watercraft apply.

LANDSCAPE:

1. Owners/Renters may not change any of the Association Common Area except as otherwise provided for. This includes, but is not limited to, the hanging of potted plants or birdhouses from trees, planting of flowers, trees, or shrubs, etc.
2. Owners/Renters may add plants in the Pink area designated on the attached Landscape Map (exhibit 1) and may add annuals to the mulched area immediately in front of their patio. Any added annual plants become the responsibility of the owner and the owner shall remove the plants at the end of the growing season. Owners/Renters will be responsible for the maintenance of all plants in the pink area if they do any planting in this area.
3. No tree or shrub that grows taller than the roof line is allowed in a private garden.
4. No exotic, high maintenance or ground cover plants will be allowed.
5. Stones may not be used in lieu of mulch.
6. Stepping-stones or larger rocks are permitted, as a part of the landscaping in the mulched area.
7. Owners are responsible for weed control or mulch maintenance under their bird feeders. Birdseed has been known to attract rodents; any owner with a birdfeeder is responsible for their own rodent control.
8. Owners (if doing their own gardening) must maintain the Owner Area (Garden) next to their unit in a clean and proper condition. If the Board, in its sole discretion, determines, the area is not being maintained properly, the owners must (within 14 days of notification) correct the condition or the Association will perform the work or contract for the work to be done and charge the owners.
9. Owners may hire an outside licensed contractor for landscaping in the Owner's garden area.
10. Owners may request landscaping in the common areas immediately around their unit. Such a request shall be filed using the Architectural Review process in AppFolio and must meet the requirements of the adopted landscape plan for the common areas. If the requesting owner wants the landscaping done sooner than the Association's budget allows, the owner may expedite the process by agreeing to pay for the materials themselves and/or may hire a licensed contractor to complete the work as approved by the on-site manager.
11. All other landscape requests go directly to the on-site manager.
12. Owner's yard waste disposal may be accomplished by putting such waste out to the curb at the end of the owner's driveway subject to the following criteria:
    a. No garbage, recycling or household items.
    b. Organic yard waste only (in a container or on a small tarp with said containers or tarps returned to the owner).
    c. Must be of a manageable size (be able to be lifted by a single person by hand).
    d. No contractor waste (if a private landscaper is hired, that waste must be removed by the contractor).

USE OF COMMON AREAS:

1. Only storage units (not to exceed 36" in height) of a type approved by the Board are allowed on the patio.
2. No permanent structures, gazebos or golf carts are allowed on the private patio.
3. No personal items may be kept on the Association Common Areas, except those allowed under the Decorations definition.
4. Nothing shall be done or kept in any unit or in any Common Areas, which will increase the rate of insurance.
5. No garden hoses or other obstacles may remain across any sidewalk or driveway after use.
6. No garage or yard sales are allowed in the complex. Professionally conducted estate sales are allowed with prior Board approval.
7. Flagpoles may not be placed on the lawn areas or attached to the building except for those referenced under **Decorations**, Item #**19**.
8. Snowshoeing and cross-country skiing are allowed on all Association Common Areas except the lakes and golf course greens.
9. Decorative fencing is allowed with prior Board approval.

LEASE/RENT:

1. Each unit is to be used for residential purposes only. A unit may not be occupied by more than two unrelated persons. No trade or business of any kind that involves on-site sales or visitation by third parties on more than an occasional basis may be carried on therein. The unit located at 1500 River Pines Drive may be used for the types of commercial businesses allowed by the Village of Bellevue.
2. Owners who wish to lease/rent their unit should reference the Association's By-Laws, Section 6.1(h) for requirements for leasing/renting.
3. No lease/rental arrangement less than a duration of 1 year is permitted, this includes Airbnb's, VRBO, personal rentals or any other rental agreements or arrangements.

RECREATIONAL FIRES:

Equipment used on the patio for heating, cooking, lighting, and enjoyment is to be kept safely away from combustible structures. Open flame, wood fueled equipment is prohibited, i.e., fire pits, etc.

MISCELLANEOUS:

1. Owners may, either by themselves or through a real estate agent, hold an open house at any time the Allouez Ave. gate is open and on any Sunday from 1:00 PM to 3:00 PM. During home Packer game weekends, open houses may be held on the Saturday before the Packer game. Only the Association open house sign may be placed at the front entrance and one realtor open house sign may be placed in front of the unit. Owners are responsible to inform their real estate agent of this provision and compliance with it.
2. Owners/renters must file an emergency call list for their unit with the management company and inform management of any changes.
3. River Pines Owners Association strongly encourages owners whose units will be unoccupied for an extended period to arrange for weekly house checks of their units to help mitigate problems in their absence. The Association also encourages owners to install smart thermostats as well as other monitoring devices which are designed to immediately notify of potential problems (i.e., water sensors, etc.). The Association also encourages owners to install whole house water shut off valves which can be used to protect a unit from potential water damage should a leak or breach occur during their absence.
4. A late fee of $25 per month may be charged for any Association charge, special assessment fee or rule violation fine that is past due 10 or more days. This late fee is cumulative and will be charged for every month the payment is past due. Use of amenity privileges may be suspended until payment is made.
5. Owners are responsible to maintain all items identified as owner responsibilities on the Responsibility List and any future additions to the list.
   (Please refer to Exhibit 2.)
6. A construction dumpster/pod/storage item may be placed in a unit's driveway for a maximum of 60 days during renovations.
7. No signs (inside or outside of the unit), except for medical alert or security, are allowed.
8. Owners are required to inform the Management Company when they change the locks on their units and provide a key to the Management Company.

NUISANCES:

1. Owners/renters must refrain from any activity that creates a nuisance to neighboring residents, including barking dogs, the use of musical instruments, televisions, radios, or other sound systems, at such times or at such volumes as is objectionable.
2. No owner/renter may permit any condition, which induces, breeds, or harbors infectious diseases or various insects or animals to exist.
3. Anyone, on or using the premises, should try to maintain a reasonable distance from residences, whether on foot, on a golf cart, or fishing on a lake.
4. No feeding of wildlife on the premises, except for bird feeders in approved areas (see Decorations item #6).

PARKING & ROADS:

1. River Pines has approximately .9 of a mile of private roadway. The speed limit for all roads within River Pines is set at 15 mph for the safety of our residents and guests. Please drive within the limits.
2. No Parking is allowed on any street between the hours of 12:00 AM and 6:00 AM.
3. During the winter months, if the Village of Bellevue declares a snow emergency, we will also enforce no parking on our streets during the snow emergency period.
4. Recreational vehicles, trailers, unlicensed and unused vehicles, and construction vehicles may not be parked in the driveway or overflow areas overnight. They may be parked in the maintenance lot for a short period of time (not more than 4 days in a row or 28 total days per year) with the prior approval of the Management Company.
5. All vehicles must be legally parked on the correct side of the street and kept off the lawn.

PETS:

1. We understand the companionship and love that pets provide their owners. While River Pines encourages owners who want a pet to have one, we ask that all residents respect the privacy and well being of their neighbors, in particular, curbing any excessive barking and picking up after your pet.
2. Owners/renters may not have more than one domestic pet in any unit, except if the owners/renters have two domestic pets when they move in, they may keep both. If the second pet passes away or is removed from the unit, it may not be replaced with another pet.
3. No domestic pet, which is not owned by the owners/renters, may remain in the unit more than seven days and no domestic pet may be kept or housed for commercial purposes. Prior Board approval is necessary to care for the pet longer than 7 days.
4. No structure for housing or confinement of any pet may be maintained outside the unit.
5. Owners/renters may walk their pet on the paved streets and the immediately adjacent grass areas.
6. Pets must be on a leash and under the control of the owners/renters at all times.
7. Owners/renters must pick up after their pets.
8. Owners/renters are responsible to control the excessive barking of their dog(s).
9. Owners/renters shall not allow any of the following dogs to be in their unit or on any Common Areas at any time: Akita, Pit Bull, Chow, Doberman Pincher, Presa Canario, Rottweiler, Shar Pei, German Shepard, Huskie and Alaskan Malamute.

STRUCTURAL CHANGES/MODIFICATIONS:

1. Owners may not make any structural modification or changes to any unit including joining two units or subdividing units.
2. No antennas for televisions, radios or satellite dishes may be installed on any unit or Common Area without the prior approval of the Association. The Association reserves the right to limit the location of the installation.
3. Owners, who wish to modify, penetrate or otherwise change any of the Common Areas, must first submit a request for architectural review and obtain written permission from the Board. If approved, an Architectural Modification Agreement must be fully completed and signed before any work is started.
4. Owners may request a flag bracket be installed on their unit. Please refer to **Decorations**, Item **#19**, found earlier in this document.
5. Any existing non-standard structural feature (such as but not limited to, solar tubes, glass block windows, skylights, etc.) which are not covered by an existing modification agreement, shall, upon needing repair or replacement, and at the discretion of the Board and the expense of the Association, be replaced or removed. The Board shall make a good faith effort to work with the owner in determining the course of action. Should the decision be made to replace the feature, a new modification agreement must be fully completed, signed and recorded, transferring responsibility for maintenance and or replacement costs to the owner from that date forward. If the decision is to remove the feature, the premise shall be returned to what would be considered standard, matching the existing unit, such as plaster, paint, etc.

CLUBHOUSE:

1. The Clubhouse consists of the following areas: clubroom (kitchen/TV/eating area), pool area, and exercise room, bathrooms, patio and tennis courts.

Clubhouse hours are:	5:00 AM -- Midnight
Court hours are:	8:00 AM – 9:00 PM

SECURITY(Clubhouse):

1. Do not give your key fob to anyone to use except visiting guests with a red tag.
2. The glass doors to the pool patio and the door to the tennis courts must not be propped open.
3. Owners/renters are responsible to re-lock the doors after use.

FITNESS CENTER(Clubhouse):

1. No one under the age of 16 is permitted in the fitness room.
2. Water bottles are allowed. No other drinks or food are allowed in the room and no glass containers.
3. Owners/renters/guests are responsible to turn off and wipe down all equipment after use and turn off all lights.
4. Street shoes may not be used on any equipment. Street shoes are to be changed in the locker area and not in the Fitness Center. All personal items, clothing and outerwear is to be put in the lockers or hung in the coat area.

POOL AND SPA(Clubhouse):

1. Pursuant to the administrative code and rules of the Wisconsin Department of Agriculture, Trade, and Consumer Protection (ATCP); Chapter 76.29 (1)(a)3; All persons are required to shower before entering the pool and after use of toilet facilities. This may be accomplished either by showering at home or by using the showers in the clubhouse.
2. An adult must always be in the pool area when children under 16 are present.
3. Young children and babies must wear a special diaper designed for pools or be completely potty-trained. If the pool must be chemically treated after an incident, the owners will be charged a minimum of $150 for the chemical treatment, plus a per hour rate for cleanup.
4. No roughhousing, running, or diving is permitted. Be respectful of other people using the pool.
5. Take all personal pool items and water toys with you after each visit.
6. Do not leave personal items in the restroom/shower when using the pool/spa.
7. Do not place personal locks on lockers overnight or leave items in the lockers overnight.
8. Glass containers and food are not allowed in the pool area.
9. No professional swim lessons are allowed.
10. No oil or lotion on anyone using the pool/spa.
11. Wet swimsuits are not allowed in the clubroom.

CLUBROOM RESERVATIONS:

1. Owners/renters only may make reservations for the clubroom for social gatherings through the management company on a “first come” basis up to one year in advance. Only the clubroom and/or patio area may be reserved. All other areas of the clubhouse remain open for use by other owners/renters.
2. Owners/renters may reserve the clubroom and/or patio area two times per year with reservations up to one year in advance. Each additional reservation, after two per year, may be made no more than three weeks in advance and a fee of $35 will be charged for each reservation over two per year.

3. Reservations on consecutive days are considered as individual days. After 2 days, a fee of $35 will be billed for each day. These will be allowed only if no one has reserved a conflicting day. There are no consecutive day reservations during any holiday season.
4. Owners/renters must sign a Reservation Agreement, which details all policies for use. These forms are available from the Management Company.
5. A minimum charge of $75 will be assessed if it is determined that additional cleanup is required after an owner/renter function.
6. If the gates are closed, owners/renters should instruct their guests to dial 1502 on the gate keypad. This will allow the gate to be opened from the clubroom by pressing 6 on the telephone dial.
7. No business or for-profit meetings are allowed in the clubroom and/or patio.

CLUBHOUSE LIGHTS/THERMOSTATS/AUDIO VISUAL EQUIPMENT:

1. All lights are on a programmable timer for automatic turn off and on at approximately 12:00 AM until 4:00 AM.
2. Turn off all lights when leaving the pool, clubroom, bathrooms, or fitness center.
3. There are two thermostats for the clubroom which are programable by the on-site manager. They are not programable or adjustable from the touchscreen.
4. Instructions can be found in a binder on the console. (It is strongly recommended that you familiarize yourself with the equipment prior to your event)
5. Some events may require certain equipment to be checked out with the on-site manager.
6. Questions should be directed to the on-site manager.

CLUBHOUSE PARKING:

1. When the regular parking lot and street parking is full, guests should park in the lot across the street next to the maintenance building.
2. Parking of motor vehicles is not allowed on the concrete drive in front of the clubhouse/patio or gravel area leading to the golf course, with the exception of a single row of golf cart parking. This area must remain clear for emergency vehicles. Only short-term drop off and pickup parking is allowed.

TENNIS/PICKLEBALL/BASKETBALL COURTS:

1. Court hours are from 8:00 AM to 9:00 PM.
2. Usage is on a “first come” basis.
3. Always wear appropriate attire on the courts, including court shoes or soft soled shoes. Make sure that your shoes are clean and rock free before entering the courts.
4. No food or glass containers are allowed on the courts.
5. Pets and any wheeled vehicles (bikes, skateboards, or scooters) are not permitted on the courts.

6. Do not smash your paddle/racket into the court, fencing or any other property. If you break or damage something, you are required to report it and repair or replace it.
7. Players waiting to use occupied courts shall establish their "first come, first serve" priority by placing a racket in the holder and remain courtside until the court becomes available.
8. Do not prop open the door to the tennis courts. A key fob is needed to open the door to the clubhouse. If using the clubhouse door, please make sure that it shuts tight after opening.
9. If lights are needed, the light switch is found on the pole located to the left of the gate when going onto the courts. Turn off all lights when leaving the courts.

CLUBHOUSE GENERAL:

1. Pets are not allowed on the clubhouse property.
2. Report any damage or non-working items to the Property Manager or Management Company (with photo documentation if possible).
3. Owners are responsible for anything they or their guest's damage.
4. Place lost and found items in the "Lost & Found" box across from the men's restroom.
5. Grills are permitted on the concrete drive or patio area at least 10 feet from the building

GOLF COURSE OVERVIEW:

The River Pines Golf Club is a private golf facility. Members of the River Pines Homeowners Association are automatically members of the River Pines Golf Club. The course is open to residents and their guests. The golf course is a member of the Wisconsin State Golf Association (WSGA) and as such has a course rating and slope developed under USGA rules.

GOLF COURSE USE/OUTINGS:

1. River Pines Golf Course is for the use of owners/renters and their visiting guests.
2. Owners/renters are responsible for informing guests of the rules.
3. Owners/renters are responsible for any resulting rule infractions and/or problems.
4. Guests are permitted to play unescorted. (Owners/renters must be on the premises) They are required to display a red tag.
5. Owners/renters are allowed to use the red tag with two foursomes with only one owner/renter present. Foursomes should be consecutive, fivesomes are permissible. If possible, allow faster golfers to play through. Six or more playing as a group must be split into two groups.
6. More than two foursomes by any owner/renter will be considered an outing.

7. Group Golf Outing Request Forms are available from the Property Manager and are issued on a "first come" basis after May 15th. (Only one outing per day is allowed.) The completed request form must be submitted to the management company seven days prior to the outing date. A $5 fee will be charged to owners/renters for each player in the outing that exceeds two foursomes (8 players) and must accompany each request form. Group outings should not exceed six foursomes (24 people).
8. Owners/renters will be notified by email prior to any outing, outings will be listed on the AppFolio calendar.
9. Owners/renters may be allowed to host two group outings per year.
10. The golf course will not be available for group outings on league days.

GOLF CART USE:

1. Do not drive within 20 feet of any putting surface.
2. Golfers with physical handicaps or disabilities may drive their cart closer to the green to enable them better access.
3. Children under the age of 16 are not allowed to drive carts alone on any areas within the complex including the golf course. They may only drive with an adult, who is in the cart.
4. Drive only in the rough during wet weather to preserve the fairways.

GOLF COURSE DRESS CODE:

1. No metal spikes are allowed.
2. Appropriate golf attire is required.

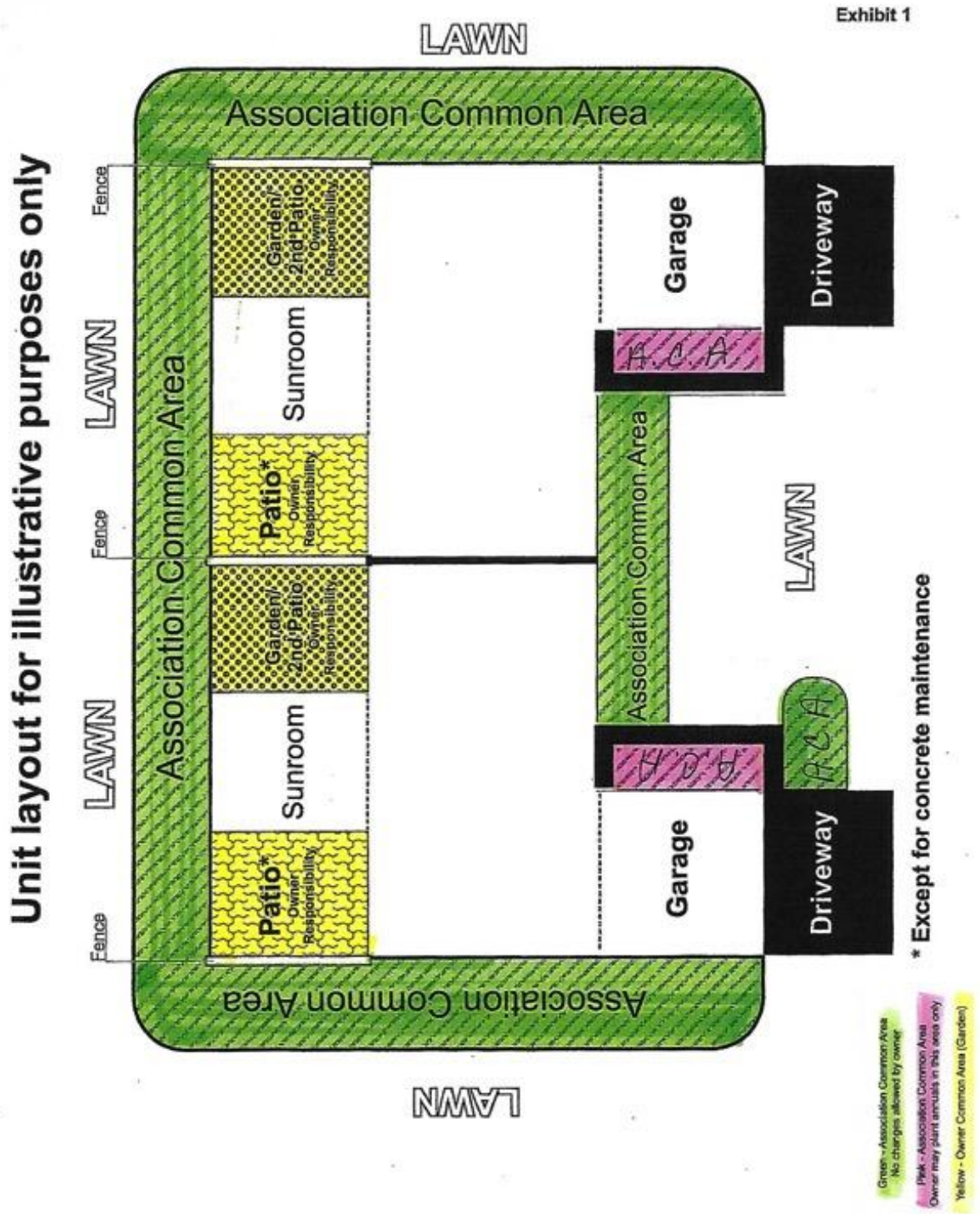
GOLF COURSE GENERAL RULES AND ETIQUETTE:

1. Owners/renters are personally responsible for any damage to buildings, windows, fences, golf course and common areas caused by them or visiting guests.
2. Children under the age of 16 must be accompanied by an adult.
3. Allow faster players to play through.
4. Tees are required on all tee boxes.
5. Golf bags or pull carts should never be placed on the greens or tee box.
6. Fix your ball marks plus any others found on the greens and replace your divots.
7. Play may start on any hole providing the preceding hole is vacant.
8. After raking your footsteps upon leaving the bunkers, leave the rake in the bunker with the handle pointed toward the edge of the bunker
9. When the golf course is closed to golf carts, signs to that effect will be posted at Holes #1, #6 and #10. Management will also send out and email indicating such. If in doubt, check with the Management Office.
10. Damage to the golf course, complaints regarding the golf course maintenance, or suggestions for improvements should be reported to the Management Company.

HOLE IN ONE:

1. A hole in one plaque, in the clubhouse, lists those owners/renters who have achieved this honor.
2. If you have a hole in one, report it to any Golf Committee member. It must be witnessed and your scorecard signed by another golfer in your party. You are eligible to be recognized for a hole in one if you have completed at least 9 holes.

Exhibit 1


Exhibit 1
Unit layout for illustrative purposes only
LAWN
Association Common Area
Fence
Garden/ 2nd Patio Owner Responsibility
Sunroom
Patio* Owner Responsibility
Garage
Driveway
R.C.A.
Association Common Area
LAWN
Fence
Fence
Fence
Garden/ 2nd Patio Owner Responsibility
Sunroom
Patio* Owner Responsibility
Association Common Area
Garage
Driveway
R.C.A.
R.C.A.
LAWN
LAWN
* Except for concrete maintenance
Green – Association Common Area No changes allowed by owner
Pink - Association Common Area Owner may plant annuals in this area only
Yellow - Owner Common Area (Garden)

General Maintenance Responsibility List (Exhibit 2)			
Item	Assoc.	Owner	Comments
Air Conditioner(s)		X	Recommend Annual Maintenance
Appliances (range, refrigerator, etc.)		X	
Bee/Wasp Exterior Nest Removal	X		
Exterior Brick/Siding Issues/Repairs	X		
Cable Wiring (interior)		X	
Cable Wiring (exterior)			Cable Company
Cameras (non-doorbell surveillance)		X	Permissible on Interior only
Carbon Monoxide Detector		X	Per code
Caulking Exterior	X		
Caulking Interior		X	
Chimney (including cap, furnace & fireplace)		X	
Clothes Dryer Vent Cleaning		X	Mandatory Every 3 Years
Doors (all interior)		X	
Doors (all exterior entry doors)	X		Must match existing color scheme
Door Locks Exterior (original)	X		
Door Locks Exterior (smart/modified)		X	
Doorbell	X		Standard (exterior only)
Smart/Camera Doorbell		X	Owner Modified from original
Doorbell Chime		X	
Driveways - Maintenance/Repair	X		Annual Inspections by Association
Eavestrough – Maintenance/Repair	X		
Electrical – interior		X	Includes fixtures, bulbs, sockets...
Exterior HVAC vents		X	
Exterior electrical outlets	X		
Exterior lighting	X		Fixtures & bulbs
Faucet (garage)		X	
Faucet (outside)	X		Handle, backflow valve, and stem assembly only.
Floor coverings		X	
Foundation (including concrete floor)	X		
Framing (weight bearing walls)	X		
Furnace Maintenance/Replacement		X	Recommend Annual Maintenance
Garage Door Openers		X	
Garage Doors (springs, panels, etc)	X		
Gas Line (from meter in)		X	
Gas Fireplace		X	
Grass Cutting/Trimming	X		
Gutters/downspouts	X		
Insulation (repair/maintenance)		X	
Key fobs, gate remotes	X		
Landscaping Common Areas	X		
Landscaping Private Garden(s)		X	
Leveling of A/C pads		X	
Mailroom	X		
Mold Remediation (Interior)		X	
Mulching Common Areas	X		
Mulching/Weeding Private Gardens		X	

General Maintenance Responsibility List (Exhibit 2 Continued)			
Item	Assoc.	Owner	Comments
Painting Exterior	X		All exterior colors must match existing color scheme (doors, windows, trim, etc.)
Patio Slab	X		
Patio Slab (Surface owner modified)		X	
Pests (interior)		X	
Plumbing (interior)		X	
Privacy Fencing	X		Cleaning fence is owner responsibility
Pressure Washing Exterior		X	With on-site manager approval
Road, parking lots, curbing	X		
Roofs/Shingles/Soffits	X		
Sidewalks Maintenance/Repair	X		
Smoke Detectors		X	Per code
Snow Removal	X		
Spider Spraying		X	voluntary
Sprinklers Maintenance/Repair	X		
Street Lighting	X		
Telephone wiring (interior)		X	
Trash/Recycling Bins		X	
Trees/Shrubs/Flowers-Common	X		
Trees/Shrubs/Flowers-Private		X	Owner's private garden
Water Heater		X	
Water Softener/Conditioner/Filtration		X	
Window Washing Exterior	X		Once annually in spring
Windows (interior painting)		X	
Window Maintenance/Repair	X		
Yard Waste	X		Refer to Landscape Item 12
Please Note: This is a general listing of responsibilities, more detail may be found in the by-laws and declaration documents. The association is not responsible for any damage caused by owner negligence or for lost items.			