RIVER BLUFF CONDOMINIUM ASSOCIATION, INC.

DISCLOSURE MATERIALS

SECTION H

RULES AND REGULATIONS

River Bluff

SECURITY For your own security, and that of your neighbor, please do not buzz the foyer door open to strangers. No soliciting is allowed in the building and no one needs to be in the building unless the respective owner is present.

KEYS The Board has taken possession of the retained set of keys for all units and will keep them secure under lock. Grootemaat Sales Office will only have keys for their own empty or rental units.

LOST KEYS If you lose your key or lock yourself out, you may have to call a locksmith. It may be possible to obtain entry by contacting the President of the Association or CAMCO to open the door for you but the Board has established a $25 charge for each request to open a door. We encourage you to give someone you trust a key to hold for you.

ACCESS TO UNITS We remind owners that the Condo By-Laws provide for emergency access to units even in your absence and without notice. That is the sole reason for the Board to have a key to each unit. If you choose to change or modify your locks and do not provide a key to the Board (which is your decision), any damage incurred in entering your unit or damage to other units because of a delay in entering your locked unit would be your financial liability. If necessary, the door or wall to such locked units will be broken open for access.

ACCESS TO ATTIC Your unit key or the new key to the outer doors will no longer open the attic door. Please tell service people (such as Metrovision) who require access to the attic to borrow an attic key from CAMCO before they arrive to do their service work for you.

STOLEN OR LOST GARAGE DOOR OPENERS Please immediately notify the Menomonee Falls Police, your insurance agent and either C or the Condominium President who may arrange to have all openers for your building changed in radio frequency for security of all building occupants. Cost of such a change may exceed $400 and will be assessed by the Board to the owner involved. Check your insurance to be certain you have coverage.

RIVER BLUFF CONDOMINIUM ASSOCIATION, BOARD OF DIRECTORS

(Please Keep This Letter For Future Reference)

Hunt Management, Inc
10520 N. Baehr Road, Suite Q
Mequon, WI 53092
262-238-1480
clientservices@huntmanagement.com

SNOW EVENT POLICY



Help Us Improve Snow Removal

Cars that do not move and are left in place prevent proper snow removal. The first visit from the snow removal company, during a night time snow fall, is expected to be performed by 6:00AM. This visit is for the purpose of opening up the driveways and lots.

ALL AUTOMOBILES MUST BE REMOVED FROM THE CENTRAL PARKING AREAS BY 8:30 AM. You may relocate your vehicle in the area that had already been cleared in the west lot. After the second visit – when the snow removal company clears the parking spaces, vehicles may be returned to the central parking areas.

It is in the best interest of all residents that each person makes certain their vehicle is not preventing snow removal efforts, regardless of the temporary inconvenience to the vehicle owner. In the event you are out of town, please make arrangements to have a friend, family member or trusted neighbor to move your vehicle.

Non-Compliance to the above policy will result in a monetary penalty fee assessment; $10.00 for the first infraction; $25.00 for each subsequent infraction.

YOUR COOPERATION AND PARTICIPATION WITH THIS MATTER IS ESSENTIAL AND VERY MUCH APPRECIATED.

Thank you

River Bluff Board of Directors

ew Rule and Regulation Adopted By

The Board of Directors at the May 19th, 1998 Board Meeting.

Please insert in your Documents.

No Unit Owner or occupant shall errect any signs for any purpose whatsoever upon any Condominium Property except in the case of open houses or inspections for the sale of units. At that time a maximum of two flags and one sign shall be permitted during the hours of inspection only.

January 11, 1999

To All River Bluff Residents:

New rule enactment as per the minutes of January 11, 1999. Please put this with your other documents.

The use of the overhead garage doors has been banned for residents moving in or out of the buildings. Anyone violating this rule will be subject to a liquidated damage assessment of $50.00.

River Bluff Board of Directors

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River Bluff Board of Directors

THE UNIT OWNERS OF RIVER BLUFF CONDOMINIUM ASSOCIATION, INC
Menomonee Falls, Wisconsin

RULES AND REGULATIONS (ADAPTED JUNE 21, 1989, Revised June 2017, Revised September 2024)

These rules and regulations adapted by the Board of Directors pertaining to Article V, Section 6 "Default in Payment of Common Expense, Special Assessment, Insurance Assessment, Security Deposit, Escrow Deposit or Penalties" and 11 "Use of Property" of the By-Laws are necessary to insure the proper use and care of the common areas of the property as well as to insure the protection and safety of the unit owners, tenants and their guests.

1. Late fees are $50 per month and assessed after the 1st of the month that they are due.

2. No person(s) may play or engage in recreational activities on those portions of the common elements used as driveways, parking areas, lockers, porches, stairways, elevators, sidewalks, hall or garages, except for walking for physical therapy.

3. No person(s) may play or engage in recreational activities on the common elements which are grassed areas within 40 feet of any condominium unit, but may use the area west of the west parking area and driveway.

4. Minor persons must always be accompanied by an adult resident of the property when in the pool, pool area, or adjacent picnic area. A resident MUST be present in the pool area anytime they have a guest(s) present.

5. Pool Rules (distributed separately) must be followed.

6. A pay phone has been installed by the pool. It is state law to have a phone by the pool for emergencies. This phone can only be used to call 911. Please follow all pool rules. A resident **MUST** be present in the pool area anytime they have a guest(s) present.

7. No person(s) may climb the trees on the property or play in or around the bushes, trash dumpsters or electrical installations.

8. No person(s) may fire or otherwise use firearms, including air or pellet guns, and archery equipment on the property.

9. No person(s) may ride bicycles, scooters, or skateboards on the property except that bicycles may be ridden directly through the driveway area to the nearest street. When not in use, bicycles must be kept in assigned garage or locker spaces and may not be left outside.

10. No person(s) may prepare or consume food on the common areas of the property except within the picnic area adjacent to the pool. If using a grill, the cooking surface should be cleaned off after use, and the gas supply turned off (on the gas line behind the grill just above the ground).

11. Residents are responsible for immediate cleanup of any spills, or leakage from containers, inside the common areas caused by the resident or their guests. Residents are also responsible for attempting to clean up scuff marks on walls inside the common areas caused by the resident or their guests. If clean up attempts are unsuccessful, please contact [illegible]

THE UNIT OWNERS OF RIVER BLUFF CONDOMINIUM ASSOCIATION, INC
Menomonee Falls, Wisconsin

RULES AND REGULATIONS (ADAPTED JUNE 21, 1989, Revised June 2017)

11. Owners, who lease or rent their unit, relinquish to the lessee for the term of the agreement the privilege to use recreation, parking areas, and facilities of River Bluff Condominiums.

12. Unit owners are responsible to see that the members of their household, their tenants, employees, agents and/or invitees abide by provisions of this subsection. Unit Owners renting their units are required to deliver copies of this subsection to each current tenant and to each new tenant prior to occupancy. Each Unit Owner shall be responsible to pay the cost of any damage arising from the violation of this subsection by said Unit Owner or any of the foregoing persons for whom the Unit Owner is responsible.

13. No more than four people shall reside permanently in any one unit containing 2 bedrooms and a den and no more than three people shall reside permanently in any one unit containing 1 bedroom and a den.

14. The garage limited common areas assigned to owners for purposes of inside parking may only be used to park no more than 4 wheels in a parking space. Further, except for non-motorized bicycles, nothing is to be stored in the garage, either in the assigned parking areas or in front, back or alongside the allowed vehicle.
    Bicycles and/or a wheeled basket/hand cart may be parked to the front of the parking spaces but not between the wooden guard rail and the wall. Overhead garage doors are for cars to enter and exit, not to take out the garbage. Please use the side door.
    All personal belongings except non-motorized bicycles should be stored in assigned lockers.
    NO MOTORIZED VEHICLES OR MOPEDS IN LOCKERS. NO GASOLINE OR ANY FLAMABLE SOLVENT MAY BE STORED IN THE GARAGE OR LOCKERS.

15. Failure to remove any improperly stored items from the garage will result in a penalty fee of $5.00 per day of violation being assessed against the unit owner.

16. The Board of Directors reserves the right to remove or have removed, articles stored in violation and to discard them without recourse to recovery by their owner.

17. The Association is not and will not be responsible for the loss or disappearance of any items from the garage or locker.

18. Dogs are NOT permitted in the buildings or around the premises, except for Service Dogs. A maximum of 2 cats are allowed per unit. No animals are allowed in the common areas. Please inform your family and visitors.

19. Bird feeders are not allowed anywhere on the property, including being attached to windows.

20. Personal items are not permitted in the hallways or on walls, except in designated areas, of the common areas. No personal door mats are allowed in the hallways.

THE UNIT OWNERS OF RIVER BLUFF CONDOMINIUM ASSOCIATION, INC
Menomonee Falls, Wisconsin

RULES AND REGULATIONS (ADAPTED JUNE 21, 1989, Revised June 2017)

21. The front lobby, side exits, and garage doors are to always remain closed. This allows proper air flow circulation, and secures building entryways. Do not "buzz" anyone into the building unless you know who it is. This is for everyone's safety and protection.

22. Shopping carts are provided for your use and are to be returned to the garage area immediately after use. Do not leave any shopping carts in hallways, which is a fire code violation and potential hazard in case of an emergency.

23. No smoking is allowed in the common areas of the buildings, within 20 feet of a building, the garages, and inside the pool fence. Smokers are required to dispose of their cigarette butts in their own units, and NOT outside. Any disposing of cigarette butts in dumpsters, the picnic area garbage can, or the recycling bins, is a potential fire hazard and not allowed. Any form of "ash tray" left outside will be considered trash, and removed.

24. All vehicles parked on the property must have current license plates and be in running order. No boats or recreational vehicles shall be parked on the property. No vans or trucks which are used for commercial purposes shall be parked on the property.

25. Waterbeds shall not be placed in any unit because of the possible damage from leakage and because of the weight of the full waterbed.

26. Contractors doing work in any unit must be licensed and are responsible for the removal of building materials, painting materials, and removed carpeting from the property. Contractors are not to place any of these items in the Association's garbage dumpsters.

27. Electrical work being done in a unit must be done by a licensed electrician.

28. Unless you have someone checking your unit while you are away, please shut off the water to your unit if you are going to be away longer than 2 or 3 days. This is an additional precaution so there are no water leaks while you are away. The main water shut-off valve is in the garage and each valve is marked with the unit number. If you are not able to find the shut-off valve for your unit, please see a Board member in your building.

29. In the event of a violation of any of the provisions of this subsection by a Unit Owner or any of the foregoing persons from which the Unit Owner is responsible, which violation is not corrected or cured after an initial written warning to the Unit Owner from or on behalf of the Board of Directors, the Association shall assess a forfeiture of $50.00 for each additional violation against the Unit Owner following the written warning. Furthermore, the Association may take such action as it deems appropriate, including legal action, to collect the forfeitures, recover damages or correct the violation. In the event the Association takes legal action against any Unit Owner which results in a judgement in favor of the Association, the defendant in such action shall pay the Association's cost, including actual attorney fees.

IMPORTANT INFORMATION
Please keep this information with your governing documents

River Bluff Condominium Association, Inc.

RESOLUTION ADOPTING RULES REGARDING SUPPORT AND SERVICE ANIMALS

WHEREAS the Board of Directors of River Bluff Condominium Association, Inc. (the "Association") "shall have the powers and duties necessary for the administration of the affairs of the Association and of the Property," pursuant to Article II, Section 2 of the Bylaws;

WHEREAS the Board of Directors has the power to adopt and amend "rules and regulations concerning the use of the units and the common and limited common elements…with the approval of a majority of the unit owners," pursuant to Article V, Section 14 of the Bylaws;

WHEREAS the federal Fair Housing Act requires condominium associations to make reasonable accommodations in their pet restrictions, allowing owners/residents who have a medically documented need for emotional support animals and service animals; and

WHEREAS the Board of Directors has allowed and will from time to time allow such emotional support and/or service animals consistent with the Fair Housing Act's requirements, where appropriate; and

WHEREAS the Board finds it prudent to have Rules and Regulations to protect the Association's interests.

THEREFORE, BE IT RESOLVED that the Association hereby adopts the following Rules and Regulations related to the allowed support and/or service animals, and any other animal on the premises:

1. All owners of allowed support animals must have on file with the Association, proof of compliance with licensing requirements and proof of certificate from a licensed veterinarian of distemper and rabies shots. All animals must be licensed.

2. All animals must be either crated or restricted on a leash by a person capable of controlling the animal whenever the animal is within the association's common area.

3. The Unit Owner, as well as the animal owner, is responsible and liable for any damage to property or injury caused by the animal.

4. Those responsible for the animal shall immediately cleanup any excrement and shall carry an implement for pickup at all times when walking their animal.

5. Any violations of the above rules will be fined $50 per violation. Each day a violation continues, the Unit Owner will be fined $10 per day until remedied.

BE IT FURTHER RESOLVED that a copy of this Resolution shall be sent to all homeowners at their last known addresses.

The Board of Directors adopted this resolution on Feb. 4, 2020, and a majority of the unit owners indicated their approval on February 4, 2020, with the policy to take effect on March 1, 2020.

President

Secretary

IMPORTANT INFORMATION
Please keep this information with your governing documents

River Bluff Condominium Association, Inc.

RESOLUTION ADOPTING RULE REGARDING INSURANCE DEDUCTIBLES

WHEREAS the Board of Directors of River Bluff Condominium Association, Inc. (the "Association") "shall have the powers and duties necessary for the administration of the affairs of the Association and of the Property," pursuant to Article II, Section 2 of the Bylaws;

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WHEREAS the Board finds it prudent to have Rules and Regulations to protect the Association's interests.

THEREFORE, BE IT RESOLVED that the Association adopt the following Rules and Regulations:

Insurance Deductible. In the event of any insured loss, the Association's deductible shall be considered a maintenance expense to be paid by the person or entity (including the Association) who would be responsible for such maintenance under the Condominium Documents, in the absence of insurance. If the loss originates in more than one Unit or a Unit and the Common Elements, the deductible shall be equitably apportioned by the Board in its sole discretion among the parties suffering loss in proportion to the total cost of repair of insurable items. The amount due from any Unit owner for the deductible shall be an assessment and the Board's decision on the allocation of the deductible shall be conclusive as long as the Board provided each interested party an opportunity to state its position prior to any apportionment. In determining the allocation of the deductible, the Board may take into account whether or not the negligence of any person or entity contributed to the loss, even if the loss didn't originate from that unit (e.g. unit owner leaves window open in winter and common element pipe freezes) and may allocate the deductible based on any such negligence.

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President

Secretary

RIVER BLUFF CONDOMINIUM ASSOCIATION, INC.

Tips & Guidelines



Important Information

✓ Please read and use these condo guidelines as a check list:

✓ **Bathroom Ceiling Fans** – These wear out with usage. Have a qualified electrician replace or repair periodically. Continual use and overheating may cause damage or present a potential fire hazard.

✓ **Carbon Monoxide - Hazard** – If your furnace heat exchanger is cracked or burned through, carbon monoxide could escape. A qualified inspector should check for cracks, by examining the top and bottom of the exchanger on an annual basis. Law mandates purchase of at least one carbon monoxide/CO2 detector for each condo unit. The Association has installed CO2 detectors in common areas. Daylight saving time is recommended as a good time to change batteries in your personal detectors.

✓ **Clothes Dryers** – Owner instructions advise cleaning lint from the filter after each use as well as vacuuming the tube attached to the back of the dryer and wall outlet. Carefully reach in and pull out accumulated lint. The dryer will operate more efficiently, and prevent a potential lint fire.

✓ **Fireplace Damper - Fireplace** – Remember that these are smaller style fireplaces, and are **not** intended for wood fires. Duraflame type materials are recommended by the manufacturer for safety. Glass doors on a fireplace present a potential hazard. If you have glass doors, always leave them opened when a fire is burning, and closed when not.

A. Prior to use, check the fireplace damper to be sure it is in the open position. Take a flashlight and mirror if necessary to check the position of the damper.

B. When not being used, close the damper to prevent loss of heat or cooling within your unit.

✓ **Fluorescent Lights** – If you notice a buzzing/humming sound in your fixture, and you have replaced the bulb it may be the ballast that needs replacing by a qualified electrician. Bulbs lose about 40% of their power in 5 years. Consider newer fixtures and bulbs which are more efficient and cost effective.

RIVER BLUFF CONDOMINIUM ASSOCIATION, INC.

✓ **Furnaces and Air Conditioners** – Unit owners are responsible for individual maintenance on an annual basis. Some units still have the original Magic Chef type of furnace, and not all repair persons are familiar with these. The air conditioning attachment is behind the heating unit, which must be removed from the furnace frame before the repair can be done. The space is very small, and requires an experienced service company/person to get at the parts.

A. Lack of heating, cooling, sounds of cracking, or clacking suggests a problem potentially exists.

B. DO NOT store anything in the area used to accommodate the furnace unit. It becomes very hot and could potentially cause a fire.

C. Furnace Filter – If you have the original furnace, there is a washable air filter. It is advised to clean this filter monthly to allow for most efficient air flow. For others follow manufacturer directions.

D. If you will be away during colder months, set your thermostat no colder than 55 degrees. Any colder could cause a potential pipe freeze. Have someone check your unit and heat at least once a week.

E. Hoses for Air Conditioner drainage should be cleaned of debris at summer end.

✓ **Hallways, Stairways and Garage Level** -

A. **NO** smoking is permitted in the common area, hallways, stairways, or garages per fire code. Please properly dispose of your cigarette butts.

B. Hallway thermostats are set in compliance with the heating decision made at each budget meeting.

C. Hall doors are also fire doors and are to remain closed always for safety measures. Do not prop the doors open. If these fire doors are not closing properly, please report it to PPC.

D. Windows in the side hall stairwells should not be opened as this upsets the air flow balance in the building, and could draw noxious fumes from the garage into living areas. If you see doors or windows open, close and lock them. Handles are operational on these windows because this could be a hazard in the event of a fire and the windows would need to be opened.

E. Burned out light bulbs are to be replaced within 24 hours by our maintenance persons. Let PPC know if internal/external exit light bulbs are not working. Hall/hallway emergency exit lights are expected to work with batteries for approximately 45 minutes. It is suggested you have a personal flashlight with good working batteries available for any emergencies.

✓ **Janitorial/Maintenance** – Our maintenance persons are under contract with River Bluff to perform specific duties as required. They should not enter a unit without a board member or representative from PPC present. Please do not ask them to work for you personally, as this could be a breach of contract. If you see something that requires building repair contact PPC. If you personally require assistance, contact your personal repair person. If you would like advice or recommendation about who to call, please contact PPC, a neighbor, or a Board Member.

RIVER BLUFF CONDOMINIUM ASSOCIATION, INC.

✓ **Locker/Storage Doors** – If you notice that the door knob to your personal storage locker is loose, simply tighten the two screws on the inside of the knob. A little (Elmer's) glue on the screws works sufficiently. If not tightened, the lock may eventually not operate and will require a locksmith to open. If it is still not working, and you have tried to fix it, call PPC for assistance.

✓ **Noise Control** – The sound proofing between units (side by side) is excellent, but sound transmission from above and below could possibly be annoying, or disturbing to your neighbor. Hard floor surfaces transmit walking, running, pounding, moving furniture, voices, electronics, and heavy foot sounds. Likewise, loud music tends to travel the walls. Carpeting and/or durable padding is the best protection. If you live in a second or third floor unit, please be considerate and conscious of your actions. Ask your neighbor what you can do to make life more enjoyable for both of you. Don't think you have to move due to an annoyance, simply work it out with your neighbor. Communication and teamwork is the key.

✓ **Property** – Help protect our property, please report skateboarders, pool crashers, graffiti artists, or anyone illegally on our property to the police at 262-251-6060. Damage costs money, and money reflects in our fees.

✓ **Recycling/garbage** – Follow the directions above the recycling containers regarding plastic, glass, paper, and florescent bulbs. Cardboard should be cut up into 2 foot squares and recycled. If you need assistance, contact a neighbor or Board member. Do not leave the cardboard for someone else to cut up. Do not place your garbage outside of your door. Take it directly to the garage and into the dumpster.

✓ **Security** – Please ***Do Not*** let solicitors or unauthorized persons into the buildings. Our security is only as good as we make it. Help by making certain the exit and garage doors are closing and locking. If they are not, call Kristine at PPC at 262-345-5415, her direct line. If you see anything suspicious, take precautions, don't investigate yourself. Call the Menomonee Falls police at 262-251-6060. Our strongest security feature is personal awareness and cooperation. If you are expecting cable, plumbing etc. repair persons - personally let the person in. DO NOT buzz anyone in that is not for you. Protect yourself and your neighbors.

✓ **Smoke Alarms** – Each unit has at least one non-battery smoke alarm, which is connected to the electric circuit (normally located in the hallway or bedroom). They may or may not require batteries. Test your alarm by using the test button on the alarm. Occasionally, dust or a spider may get into the alarm and needs to be cleaned out. If the alarm isn't working, contact an electrician to get it replaced. If you use a battery- operated smoke/CO2 detector, it is necessary that the batteries are changed to maintain proper safeguards.

Daylight saving time is recommended as a good time to change the batteries. More detectors – More Safe - Keep safe!!

✓ **Water - Maintenance and Damage Controls** –

A. **Toilet** – Below/behind each toilet tank is a valve handle, which can be turned to shut off the water. Look for yours and try it. If you can't move it, you may need a plumber to loosen it. It is recommended that nothing be put down the toilet that is not designed to be used for the toilet. This means that facial tissue and wipes should NOT be flushed down the toilet, even if called flushable.

B. **Hand Held Sprayer Hose/faucets** – Look under your sinks for the two or three valve handles which will turn off/on water for the faucets and sprayers. Test the valves - if you can't turn them, you may need a plumber to loosen them. Sprayer hoses deteriorate – replace if showing cracks or wear and tear.

C. **Washing Machine Hoses** – We have extremely high water pressure (over 80 pounds per square inch) from municipal water. Washer hoses deteriorate with age, and will blow out from constant pressure. If your hoses are older than 5 years, replace them. It is suggested to eliminate some of the pressure in the hoses by turning off the water valves after each use (providing you can reach them).

D. **Pipe Leaks** – Pin-hole leaks can develop in the water pipes within the walls. It is advisable to always turn off the main water valve for your unit, if you are going to be away for more than 2 days. The main water valve is in the parking garage. Ask for assistance, if needed.

E. **Sprinkler Pipes** – During the cold weather months, the hall heating is kept at a higher temperature to prevent potential bursting of the pipes. This is monitored on a regular basis. If you notice an exit, or garage door remaining in an open position or not closing tightly - close it. If you are unable, call PPC or contact a Board member as soon as possible.

F. **Leaky Hot Water Heaters** – Mineral content in our water can attack the water heaters and cause a leak. Normally the leak starts small and seeps rusty water onto the floor where the water heater is located. If you are lucky, the leak will run into the floor drain, but if you are not lucky the leak may cause a disaster to yourself, and possibly your neighbor below. Check the floor around the heater once a week to be sure the floor drain is not blocked, which can be done by pouring a bucket of water down the drain to test it. Contact your plumber immediately if you notice rusty water. A tall cylindrical heater, which is seamless, and with anode protection is suggested. There are Water Alarms available at hardware stores that require no installation and are less than $30.

G. **Water Shut off** – Unless you have someone checking your unit while you are away, please shut off the water to your unit if you are going to be away longer than 2 or 3 days. This is an additional precaution so there are no water leaks while you are away. The main water shutoff valve is in the garage and each valve is marked with the unit number. If you are not able to find the shutoff valve for your unit, please see a Board member in your building.

H. **Sewer Gas Odor** – All units contain floor drains, which are designed with a water trap. These traps prevent sewer gas from entering your unit. If these drains are not used regularly, the water evaporates

and sewer gas could escape into the unit. To prevent this, pour water down these drains monthly to keep the traps full.

I. **Drains - Slow running or Clogged** – The common area drain-pipes in the garage level are maintained by the Association. You are responsible for your shower, bathtub, sinks, floor drains, and garbage disposal. If you have a slow or clogged drain, call your plumber. Shower and floor drains are mostly all cast iron, while newer pipes are plastic or thin metal. Be very cautious of the chemicals you use such as non-chemical solvents. Some suggested bacterial products are called Plumb Clean or BIOClean, use as directed monthly. Do NOT use Drano which is harsh in the piping system.

J. **Ceramic Tile Leaks** – The grout between the tiles and caulking may erode and crack open. You may not notice small cracks, but if the tiles are not re-grouted and re-caulked periodically, water could seep through, and begin to decompose the drywall in the back of the tile. If left too long, water could seep into adjacent rooms, or worse, could run down and damage your neighbor's unit below. Inspect every 6 months, and repair or replace the grout and caulking as needed.

K. **Air Conditioner** – There is a rectangular U shaped trough running horizontally around the opening and inside your furnace door. Below this trough is an outlet to which a plastic hose is attached. Condensation from the air conditioner runs into the trough, through the outlet, and down the plastic hose to a copper drain-pipe. If the hose comes loose, or if the outlet becomes blocked with dirt, slime or debris, the water overflows causing damage to your furnace, and most probably the unit below you. Check to be sure the hose is tightly connected and drains clear by pouring a little water through the trough. If it does not, have your air conditioning person check it immediately. If you have a different style, check manufacturer recommendations. You may refer to page 1 E.

L. **Humidifier Leaks** – Some units have humidifiers built into their furnace. Check yours periodically as these could become filled with mineral deposits causing overflow or clogging. Console portable humidifiers offer excellent humidity, and are a good alternative, instead of furnace attachments.

M. **Garbage Disposal**

Good Practices Today Can Prevent Major Plumbing and Drain Problems Tomorrow!

Clogged drains are a major inconvenience and garbage disposal repair can be a costly proposition. Fortunately, most garbage disposal troubles are completely unnecessary, and garbage disposal care and maintenance is extremely easy. Treat your garbage disposal well, and it will treat you well, in return. Below, we describe the mistakes you should avoid and the actions you should take to keep your garbage disposal working smoothly for many years and minimize the likelihood that you'll need to call for plumbing or drain cleaning services.

Garbage Disposal Do's:

- Do keep your garbage disposal clean. Pour a little dish soap inside and let the garbage disposal run for a minute or so with some cold water after washing dishes.
- Do run your garbage disposal regularly. Frequent use prevents rust and corrosion, assures that all parts stay moving and prevents obstructions from accumulating.

- Do grind food waste w/ a strong flow of cold water. Why cold water? It will cause any grease or oils that may get into the unit to solidify, so that they can be chopped up before reaching the trap.
- Do grind certain hard materials such as small chicken and fish bones, etc. A scouring action is created by these particles inside the grind chamber that cleans the garbage disposal's walls.
- Do cut large items into smaller pieces. Put them into the garbage disposal one at a time instead of trying to shove a large amount in at once.

Garbage Disposal Don'ts:

The most important rule of thumb: ***Don't Put Anything In The Garbage Disposal That Is Not Biodegradable Food.*** A garbage disposal is not a trash can; it's for food scraps only. Non-food items can damage both blades and the motor. **When in doubt, throw it out!**

- Don't grind glass, plastic, metal, egg shells, fruit pits, or even paper.
- Don't grind anything combustible.
- Don't grind cigarette butts
- Don't pour grease, oil or fat into your garbage disposal or drain. Grease will slowly accumulate and impede your garbage disposal's grinding ability as well as clog drains.
- Don't use hot water when grinding food waste. Hot water will cause grease to liquefy and accumulate, causing drains to clog.
- Don't grind extremely fibrous material like corn husks, celery stalks, onion skins, and artichokes. Fibers from these can tangle and jam the garbage disposal motor and block drains.
- Don't turn off the motor or water until grinding is completed. When grinding is complete, turn off the garbage disposal first. Let water continue to run for at least 15 seconds, flushing out any remaining particles. Then turn off water.
- Don't put potato peels down the garbage disposal. The starches in the potatoes will turn into a thick paste and may cause blades to stick. The same goes for other starchy vegetables and beans.
- Don't put large amounts of food down the garbage disposal. Feed food into the garbage disposal a little at a time with the cold water running; this will help the food scraps flow down freely through the drain pipes and plumbing.
- Don't put expandable foods into your garbage disposal. Foods like pasta and rice expand when you add water in a pot; they do the same thing once inside your pipes or garbage disposal and are the cause of many jams and clogs.
- Don't grind large animal bones (beef, chicken, pork etc.).
- Avoid putting coffee grounds down the garbage disposal. They won't harm the garbage disposal and they'll help eliminate odors. However, they can accumulate in drains and pipes, causing clogs. Best to avoid.
- Don't use harsh chemicals like bleach or drain cleaners. They can damage blades and pipes. Borax is a natural sink cleaner and sanitizer that effectively works on odor-causing mold and mildew that accumulates in garbage disposals. (See more below).

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Keeping Your Garbage Disposal Running Problem-Free

Ice is an extremely effective and inexpensive method for cleaning your garbage disposal, sharpening the blades and breaking up any grease build-up which has accumulated. Just toss a few ice cubes into the garbage disposal and run it. As the garbage disposal chops into the ice cubes, the ice chips will effectively scour all the hard to reach areas of the unit, and melt down the drain. Try this once or twice a month to keep your garbage disposal in fine working order.

To Remove or Prevent Nasty Garbage Disposal Smells

Here are some natural methods to clean your garbage disposal that are good for the environment and very inexpensive.

- Periodically, take a lemon or orange and toss it into the disposal. The oils and juice from the fruits and peels naturally clean the walls inside the garbage disposal and create a fresh, long-lasting scent.
- Freeze vinegar in ice cube trays and run those down the disposal. This will keep your blades sharp while safely killing odor-causing bacteria.
- For stubborn odors pour baking soda into the drain and let it set for several hours before running the water and garbage disposal.

For stubborn odors, use a safe cleaning product like Borax. Just pour 3-4 tablespoons of Borax down the drain and let it sit for an hour. Then turn on the hot water and flush the borax away.

Tips for Removing Fallen Objects

NEVER, EVER insert your unprotected hand into the garbage disposal...unless, of course, you want to lose it! If you must use your hand to remove objects and debris from the garbage disposal, unplug the unit or turn off the appropriate circuit breaker. Always wear safety gloves to protect your hand from the garbage disposal's sharp blades.

There are safer steps in retrieving the fallen objects. First, grab a flashlight and try to find the exact location of the object. Use a pair of extra-long needle nose pliers or an automotive finger gripper (available at most hardware stores) to extract the object from the garbage disposal. In some cases, you may be able to use a bent coat-hanger to reach down into the garbage disposal and dislodge and hook the object. Even a pair of chopsticks or crochet needles can work to grab the object.

What To Do if Your Garbage Disposal is Not Grinding:

- 90% of garbage disposals that appear not to be working just need to be reset. There is usually a red or black reset button on the garbage disposal motor underneath your sink. Just push to reset.
  If the garbage disposal is plugged into a wall outlet, ensure the outlet has power.
- Check for a blown fuse or tripped circuit breaker.
- Give it a push-start. Most garbage disposals have a hole underneath that allows you to hand-crank it free once it's been jammed. To crank it, use either an Alan wrench or a garbage disposal tool that you can pick up at most hardware stores. This should free up most non-serious jams.

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Call a Plumbing and Drain Cleaning Professional When All Else Fails

These are general maintenance tips and simple remedies for minor problems. If you try these solutions and they don't work or if your problem seems to be getting worse, contact a plumber immediately.

✓ **Windows** – The original windows are a good quality Anderson Twin Glass. Periodically check the plastic gasket which seals the window to be certain it is intact and not cracked. Cold air could leak if there is not a tight seal.

A. When closing windows, latch both latches to eliminate frame warp or a seal break.

B. Windows and skylights are the responsibility of each individual owner.

C. For questions or help for your Andersen windows; Weather-Tek Design Center, 3485 N.127th St. Brookfield, WI 53005 Dawn Crawford is the Service Manager, 262-373-4267

✓ **Your Home Is Your Castle:**

* Please consider that you may inadvertently be the source of a problem or disturbance.

* Modify activities to assist in the elimination of situations that you are in control of.

* Be understanding and considerate of your neighbors, especially above and below your unit.

* River Bluff is a wonderful and beautiful place to live. Take pride, and take good care of ***our*** home.

✓ **PROFESSIONAL PROPERTY CONSULTANTS, (PPC)** – Works for River Bluff Condo Association and is our contracted management company. They direct our contractors and keep our financial records. If you notice a problem or have a question, give Kristine a call at 262-345-5415. They will help you by solving any Association problem or suggest helping you solve your individual unit problem. If you are dissatisfied with an action/answer, you are encouraged to bring it to the attention of a Board member. Everyone is strongly encouraged to attend the monthly board meetings where you will be heard.

Thank you everyone for helping to keep our home a beautiful, safe, and enjoyable environment for all.

WORDS TO LIVE BY:

"NOBODY CAN GO BACK AND START A NEW BEGINNING, BUT.....

ANYONE CAN START TODAY AND MAKE A NEW ENDING".

Document drafted on March 7, 2018

RIVER BLUFF POOL RULES - Revised 5-26-2022

POOL OPEN 9:00 a.m. - 9:00 p.m.

NO LIFE GUARD ON DUTY - ENTER POOL AT YOUR OWN RISK

River Bluff Condominium Association, Inc. or it's agent are not responsible for any injuries or accidents.

Do Not enter pool with a communicable disease, open wound or cut.

No food, gum or tobacco products allowed in pool or pool area. No smoking in pool area.

Shower before entering the pool.

No running, rough play, diving or animals in the pool or pool area.

No inflatable devices with the exception of noodles and child safety device are allowed in the pool (ie: safety life vests/water wings).

No radios or electronic equipment allowed except with the use of earphones.

Beverages are allowed in the pool area if contained in a non-breakable container. Persons under the influence of alcohol or drugs will be asked to leave.

All guests must be accompanied by an adult resident while in the pool area.

No nude or diapered children allowed in the pool. Specially designed waterproof swim diapers are allowed.

Swimmers must wear proper bathing attire.

Family friendly conduct required. Be respectful of others in the pool area.

Do not remove chairs or tables from the pool area. Rope separating deep and shallow water must remain in place at all times.

Abuse or profane language, breach of the peace, or other disturbing acts will not be tolerated. Police will be called.

The Association will not be responsible for any loss or damage of personal property of any kind.

Pool gates are to be locked at all times.

Residents will be held responsible for any violations by their children and guests.

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Violations of the pool rules may result in a fine imposed by your Board of Directors or a fine by the Waukesha County Health Department.

These rules are in compliance with Wisconsin Administrative Code HHS 172.05 (5) (c) and 172.06 along with other rules approved by your Board of Directors
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IMPORTANT INFORMATION
Please keep this information with your governing documents

River Bluff Condominium Association, Inc.

RESOLUTION ADOPTING RULES ON MOVE-IN/MOVE-OUT PROCEDURES AND FEE

WHEREAS the Board of Directors of River Bluff Condominium Association, Inc. (the "Association") through the Board of Directors "has the powers and duties as shall be necessary for the administration of the affairs of the Association," pursuant to Article II, Section 2 for the Amended and Restated By-Laws, and "rules and regulations concerning the use of the units and the common and limited common elements may be promulgated and amended by the Board of Directors" pursuant to Article V, Section 14;

THEREFORE, BE IT RESOLVED that the Association adopt the following Rules on move-in/move-out and a move-in/move-out fee, which shall replace any previously adopted Rules to the contrary:

Move-in/Move-out Procedure and Fees

1. Prior Arrangements. To enable the Association and its property manager to protect the Common Elements of the Condominium from potential damage from household moves of an Owner, Tenant or Resident, at least twenty-four (24) hours prior to any move, an Owner shall inform the Association's property manager of the date of the move. At the time of giving notice, the Owner shall also pay the Move-in/Move-out Fee described in paragraph 6 below. Failure of the Owner to notify the Association not less than 24 hours prior to the move will result in a $50.00 penalty levied against the Owner. The person responsible for giving such notice is as follows:

a) An Owner who is moving out of their Unit is responsible for providing notice of the date they are moving out.

b) If an Owner has sold their Unit to a new Owner, the new Owner is responsible for providing notice of the date they are moving in.

c) If a Tenant or Resident is moving out of a Unit, the Owner of the Unit is responsible for providing notice of the date the Tenant or Resident is moving out of the Unit.

d) If a Tenant or Resident is moving in to a Unit, the Owner of the Unit is responsible for providing notice of the date the Tenant or Resident is moving in to the Unit.

2. Protection of Property. In order to prevent damage to the building and property, appropriate care should be taken with respect to the common area

flooring, walls, doors, elevators, etc. as damage to any common area element will be assessed to the homeowner. Please use protective pads and moving blankets when necessary. Elevator pads must be used and must be requested at least seven (7) days in advance from the property manager.

3. Safety and Security. It is the responsibility of the Unit Owner to ensure that any move is performed in the safest manner possible. No corridors, elevators, entrances and exits may be blocked at any time. The front door(s) and hallway door(s) can be used for the move, but if left unsecured after moving, the Unit Owner will be fined. Any common doors being propped open without being directly attended to is a serious breach of security and will result in a fine.

4. Clean Up. It is the responsibility of the unit owner to be sure all floor and wall guards, moving pads (except those installed by our property management company), debris, packing materials and litter in the lobby, elevator or resident floor hallways has been properly removed. All debris or cardboard must be flattened, taken outside and disposed of in the proper dumpster. A board member or property management company representative, with owner or mover representative, must survey area prior to and after move in/out for any damage.

5. Garbage and Trash Disposal. All larger materials to be disposed of require the unit owner to assume responsibility for disposal and related expense. Large items such as furniture, mattress, etc. may not be left in the dumpster area and will result in a fine.

6. Move-in/Move-out Fee. To defer the cost to the Association of a move and the cost of the additional wear and tear to the Common Elements associated with moving a household, the Association will charge the Unit Owner a move-in and move out fee of $300.00. This move-out and move-in fee is in addition to any amounts that the Association may charge for damage, beyond normal wear and tear, to the Common Elements that occurs during the move. A Unit Owner who does not provide the notice required under paragraph 1 shall be assessed the moving fee and shall also be subject to additional fines consistent with the Association's Enforcement Policy.

BE IT FURTHER RESOLVED that a copy of this resolution shall be sent to all homeowners at their last known addresses.

The Board of Directors adopted this resolution on 2/14, 2023 with the policy to take effect on 2/14, 2023

President _____

Secretary Connie Neuman