

# *Welcome*

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to Overlook Lakes Condos



# OVERLOOK LAKES Condominium Association

Welcome to Overlook Lakes Condominium Association (OLCA). A great deal of excitement precedes your move. We are confident you will find your new home pleasant and comfortable. For your convenience, the following information has been prepared.

## Utilities

| Company     | General Number | Number For The Hearing Impaired | Website         |
|-------------|----------------|---------------------------------|-----------------|
| WE Energies | 1-800-242-9137 | 1-800-625-3363                  | we-energies.com |

Please contact WE Energies to transfer the gas and electric utilities to your name prior to occupying your new home.

## Internet Access/Cable Service/Phone Service

| Company               | General Number                                                    | Website        |
|-----------------------|-------------------------------------------------------------------|----------------|
| Spectrum              | 1-844-311-8187                                                    | spectrum.com   |
| AT&T U-verse          | 1-800-288-2020                                                    | attsavings.com |
| DirectTV/Dish Network | Please contact the Board of Directors for additional information. |                |

Your new home is pre-wired for the Internet. In addition there are jacks to accommodate two telephone landlines/numbers.

## On-site Overlook Lakes Management Office

| Property Manager                | General Number | Address                                    | Office Hours                                                                     |
|---------------------------------|----------------|--------------------------------------------|----------------------------------------------------------------------------------|
| Scot Snarski of SCI Real Estate | 414-427-5715   | 8601 Westlake Drive<br>Greendale, WI 53129 | Monday through Friday: 8:00 am – 2:00 pm<br>Closed Saturday, Sunday and Holidays |

## Management Company

| Property Manager      | General Number | Address                                       | Office Hours                                                                                                                  |
|-----------------------|----------------|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| SCI Real Estate, Inc. | 414-466-0111   | 5429 North 118th Court<br>Milwaukee, WI 53225 | Monday, Wednesday, Friday: 8:30 am – 4:30 pm<br>Tuesday & Thursday: 8:30 am – 6:00 pm<br>Closed Saturday, Sunday and Holidays |

## Board of Directors

- Forrest Bivens, President
- Randy Green, Vice President
- Melanie Roberts, Treasurer
- James Kleist, Secretary
- Eric Van Ert, Director

You may contact the Board through email at [board@overlooklakescondos.com](mailto:board@overlooklakescondos.com).

## Emergency Telephone Number: 414-466-0666

For building emergencies (e.g., flooding or structural damage), call SCI Real Estate's 24-hour emergency telephone number. During non-business hours, a professional answering service will immediately direct your call to our management company's personnel. Non-emergencies will be directed to our management company's personnel on the next business day. Please call 911 for all other emergencies (e.g., fire, police, medical, serious physical injury).

## Emergency Access to Your Unit

You have the option of giving a copy of your key and overhead garage door code to our on-site property manager. If our management company personnel need access to your unit in an emergency (e.g., fire, flooding) while you are away, it will prevent having to force entry to address the emergency. Key and codes are kept confidential and secured.

# OVERLOOK LAKES Condominium Association

## Payment of Monthly HOA Fees

Your monthly condominium association (HOA) fees must be paid to SCI Real Estate, Inc. You may mail your payments to SCI Real Estate, Inc. at the address listed above, but it's recommended to sign up for the OLCA Appfolio Portal to pay electronically or set up automatic payments. Contact the on-site property manager to get started. Fees will not be accepted at the on-site management office. Any questions or concerns are to be directed to the on-site property manager.

## OLCA Website/Owner's Section Access

Please refer to the "Website Flyer" in this Welcome Packet for more information.

## Maintenance & Repairs

Owners are responsible for maintenance, repair and replacement of all interior features, which includes but is not limited to windows, front screen door, front storm door, patio door, overhead garage door, overhead garage door openers, refrigerator/freezer, range/oven, microwave, washer/dryer, furnace, hot water heater, air conditioner, flooring and carpeting. Please inform the Board of Directors if you're planning to replace your windows, doors or garage as prior approval is required. Specific types and styles of windows, exterior doors and garage doors have been approved by the OLCA Board to ensure a uniform look throughout the property.

## Insurance Coverage

Each unit owner shall obtain and maintain an appropriate level insurance coverage on items excluded from the insurance coverage obtained and maintained by the OLCA.

## Waste/Recycling Services

John's Disposal Service, Inc. provides the OLCA with waste and recycling services. Pickup generally is each Friday morning. Please have your waste and recycling bins outside of your garage door not later than 6:00 am on Friday. You may place your bins outside on Thursday evening, but please be sure that the lids are secure to prevent any critters from helping themselves to the contents.

When a holiday occurs on a weekday, pickup for that week is moved back one day to Saturday. The holidays John's Disposal Service, Inc. observes are:

- New Year's Day
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving Day
- Christmas Day

Please refer to the enclosed detailed information about the holiday schedule, the acceptable recyclable materials and bulk pick up services.

## Resident Information Sheet

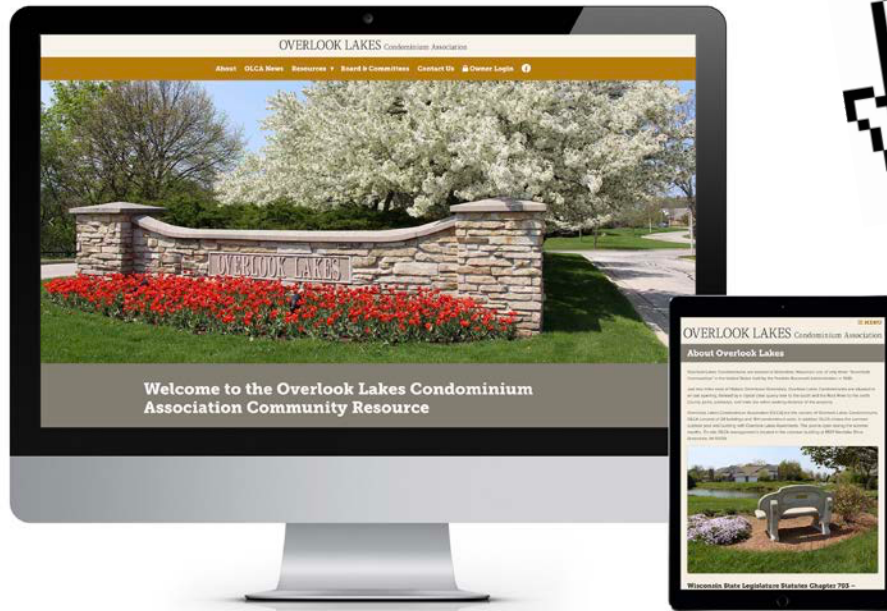
Please take a moment to complete the attached Resident Information Sheet and return the form to the Overlook Lakes Management Office at your earliest convenience. This information, particularly your phone number and email address, is very important to complete your file.

Please check your email often, as the Board of Directors primarily uses email to inform homeowners of important information that may be applicable to all unit owners or just those in certain buildings. For example, changes in trash and recycling pickup, landscaping projects, building maintenance projects, snow removal issues, driveway seal coating schedules and replacement of driveway schedules.

Additional questions are answered in the "Frequently Asked Questions" section. If you require more information, please visit the OLCA website at [www.overlooklakescondos.com](http://www.overlooklakescondos.com) or call the Overlook Lakes Management Office at 414-427-5715.

Sincerely,  
Overlook Lakes Condo Association

## www.overlooklakescondos.com



Managed and updated by the OLCA Communications Committee, this user-friendly website is designed to offer information and communication to condominium owners and residents. This is your “go to” place for important announcements, events, contacts and resources.

### Website Features

- **The “OVER” View:** a collection of OLCA News, Events, Public Service Announcements and Posts from people within our Community.
- **Condo forms** (in easy-to-download electronic formats)
- **Property map** (to locate your building number)
- **Neighbor-recommended maintenance/home improvement vendors**
- **Current Board & Committee members**
- **Scheduled landscape, property & building news & updates**

### Owner's Section

Owners are encouraged to register for access to the secure Owner's section. This section includes Board meeting minutes, key condo documents & forms, annual meeting packets and an Owner's Communication form where owners submit articles to post on the OLCA website. We welcome feedback and suggestions to help make our community grow! **Register today at [www.overlooklakescondos.com/owner-section-request/](http://www.overlooklakescondos.com/owner-section-request/)**

### Electronic Communication

By registering for access to the Owner's Section you will be a part of the OLCA email communication list. On a periodic basis you will receive special announcements and information delivered right to your inbox. Being a part of the OLCA email communication list makes it easy for the OLCA Board & Committees to communicate with you—and helps our association by lowering printing & mailing costs.

# OVERLOOK LAKES Condominium Association

## Executive Summary of Association Conditions, Restrictions & Rules

The purpose of this document is to highlight some of the rules and restrictions that apply to all persons living in the Overlook Lakes Condominiums. This document does not include all of the rules and restrictions and prospective unit owners are encouraged to refer to the Declarations and By-Laws for complete information. For convenience, some of the Rules of the Association accompany this summary and can be accessed on the Overlook Lakes website: [www.overlooklakescondos.com](http://www.overlooklakescondos.com).

**Condominium Identification** - Overlook Lakes Condominium.

**Expansion Plans** - the period of Declarant control has expired. There are no expansion plans.

**Condominium Governance** - the condominium is administered by a non-profit corporation known as Overlook Lakes Condominium Association, Inc. located at 8601 Westlake Drive, Greendale, Wisconsin 53129. The affairs of the Association are managed by a Board of Directors elected by the unit owners. (Declaration 7) (By-Laws I thru VII)

The Condominium Association has hired a Management Company to administer the day-to-day operations of the Condominium.

Contact: Scot Snarski, Property Manager  
8601 Westlake Drive  
Greendale, Wisconsin 53129  
414-427-5715

Forrest Bivens, President, Board of Directors  
8601 Westlake Drive  
Greendale, Wisconsin 53129  
[board@overlooklakescondos.com](mailto:board@overlooklakescondos.com)

**Special Amenities** - an outdoor swimming pool is available. Refer to the special rules governing Overlook Lakes Condominium Association, Inc. being one party to the Master Association Agreement and the other party being the Overlook Lakes Apartments. All unit owners contribute through the monthly fees to the cost of this facility. (Supplemental Declaration of Covenants, Conditions and Restrictions and Agreement Relating to Overlook Lakes Recreational Facilities)

**Maintenance/Repair of Units** - for example, unit owners are responsible for the maintenance, repair and replacement of all components within a unit including but not limited to windows, window frames, doors, flooring/carpeting, appliances, bathroom fixtures, hot water heaters, furnace and air conditioning units, overhead garage doors, and garage door openers including all glass and locks in windows and doors. (Declaration 8.1) (By-Laws VIII 1)

**Maintenance/Repair of Common Elements** - the Association shall maintain, repair, replace and operate all of the Common Elements except those specified in the Declaration, Article 8.1. Associated costs are paid with funds from the annual expense budget and/or the replacement reserve funds (see below).

**Rental of Units** - any lease must be for a period of at least 12 months and the tenant must comply with all of the restrictions imposed on the unit owner. (Declaration 10.2)

**Unit Alterations** - unit owners may not make changes which would affect the structural soundness of the building of which it is a part or which would intrude into the Common Elements. (Declaration 8.3). Unit owners are solely responsible for acquiring all permits as required by the Village of Greendale. Unit owners may not alter the appearance of the Common Elements without the approval of the Association Board of Directors. (Declaration 8.4, 8.5) (By-Laws VIII 2) (Rules 101 & 103)

**Special Note: Eight Unit Buildings / Upper Units** - Should a Unit owner in an upper-level, 8-unit building wish to replace their flooring, whether replacing with carpet or other non-carpet flooring, the Unit owner has the sole responsibility to make certain that the padding used with such new flooring is as good or better than the originally installed padding at reducing noise levels to the other units in the building, particularly the lower units.

# OVERLOOK LAKES Condominium Association

**Parking** - parking is free. Where people may park and the types of vehicles that may be parked are restricted. Please refer to the Declaration (10.5) for complete information. Unit owners are prohibited from parking in guest parking spaces. Unit owners, as well as their guests may not park on Woodbridge Drive at any time.

**Vehicle Maintenance** - no repair or maintenance of any vehicle is permitted except for the washing of cars in areas designated for such purposes. (Declaration 10.6)

**Pets** - the Association requires the issuance of a permit for the keeping of a pet. One dog or one cat may be permitted in a 4 (four) unit building but no dog or cat is allowed in an 8 (eight) unit building. The weight of such fully grown dog or cat is limited to not more than 30 (thirty) pounds. One caged bird may be kept in any unit. No other animals or birds are allowed. Permitted pets, when outside, must be under leashed physical control of a handler at all times (Declaration 10.3). Refer to Rule 108 for additional information concerning pets.

**Reserves** - the Association manages a replacement reserve fund intended to cover the cost of replacing roofs, sidewalks, caulking, driveway areas, Woodbridge Drive (a private road) and the Recreational Facility (swimming pool). A portion of the monthly maintenance fees goes into this replacement reserve fund. Monthly Association fees are due on the first of each month via check or automatic ACH Debit from a bank account.

**Common Elements** - unit owners are not allowed to make any changes to or alter the appearance of the Common Elements without the approval of the Association Board of Directors. Unit owners are not allowed to place furniture, play equipment or any other objects onto the Common Elements unless specifically allowed by the Rule 103 General Permit or by an approved Rule 103 Request Form. (Declaration 8.4, 8.5) (By-Laws VIII 2) (Rules 101 & 103)

**Blinds & Drapes** - unit owners must maintain white blinds and white linings for drapes on the exterior view of all windows. (Declaration 8.1)

**Patio/Balcony** - patios and balconies are for the exclusive use of the owner/occupant of each unit and may not be used for storage. (Declaration 8.4)

**Private Dwelling Only** - no trade or business may be carried on anywhere within the Condominium. "Garage Sales" and the sale of vehicles are prohibited. (Declaration 10.1)

**Signs** - the display of signs or other advertising or promotional materials is severely restricted. Please refer to the Declaration (8.4) for complete information.

Forrest Bivens  
President, Overlook Lakes Condominium Association, Inc.  
Original Document May 1, 2005.

## Frequently Asked Questions

### What is the proper contact procedure...?

- **For non-urgent matters:** the Overlook Lakes Management Office at 414-427-5715.
- **For building emergencies (e.g., flooding or structural damage):** SCI's 24 hour number at 414-466-0666. In the event of a fire, police or medical emergency dial 911.
- **For owner responsible modifications/replacements (e.g., windows, garage door, storm door):** Review the Windows, Garage & Storm Door Replacement Information page on the OLCA website.
- **For questions about the buildings or grounds:** General questions can be submitted to the Buildings and Grounds committee via email at b-g@overlooklakescondos.com. For changes to the Common Elements, please submit an Owner Exception Request Form found on the OLCA website.
- **For questions to the OLCA Board of Directors:** Email: board@overlooklakescondos.com
- **For questions/comments about the OLCA website:** Email: info@overlooklakescondos.com or submit a Website Feedback on the Contact Us page.

### What is considered “Common Area” and “Limited Common Area”?

Refer to Articles 3, 4 and 5 in the Deceleration of Condominium. This document is available electronically in the OLCA website Owner's Section.

### Does my building fire alarm alert the fire department?

NO! The building fire alarm, activated by the pull station, is for warning all residents in a building. It is not monitored by, and does not alert the fire department. Please dial 911 immediately after you activate the building fire alarm.

### When is garbage/recycle pick-up?

Refer to “Waste/Recycling Services” in the “Welcome Letter”.

### When does the Pool open/close and how to I gain access?

The Pool is open from Memorial Day weekend through Labor Day (weather permitting). Look for announcements from OLCA email updates or flyers around these dates. Home owners are issued up to 2 key FOBs - one for an individual home owner and two if there are two homeowners residing in the unit. The key FOB allows access to the locked pool area. You will need to have it to enter the pool area. Contact the Management Office to obtain the FOB and there is a fee in the event of loss of a key FOB.

### When is the OLCA Annual Meeting?

Generally, it is held the first Tuesday in May. Look for announcements from OLCA email updates or flyers around April.

### Where do I find the building number I am in?

A printout of the “Property Map” is included in this Welcome Packet. The OLCA website Resources section has a downloadable Property Map in PDF format. This information is needed to identify location of repairs and for check-in at the Annual Meeting.

### Where do I find up-to-date OLCA information/events?

On the OLCA website: [www.overlooklakescondos.com](http://www.overlooklakescondos.com). Be sure to register for access to the OLCA Owner's Section for Board Minutes and other non-public information. Also, join our Facebook group by searching “Overlook Lakes Condos Association”.

### How do I join an OLCA Committee or the Board of Directors?

Reach out to any Board Member for information. Board members are elected at the Annual Meeting; OLCA committees can be joined at any time. Contact information is available in the Board and Committees section on the OLCA website. Anyone who is nominated and accepts the nomination will become a candidate for the position of “Director” on the election ballot. The enclosed nomination form is also on the website. Interested residents must make their intent to be a candidate on the ballot known not later than 10 days before the annual meeting by submission of a completed nomination form turned in to the Management Office.

# OVERLOOK LAKES Condominium Association

## Resident Information Form

We strive to keep you up to date with important Association information. Help the OLCA, including our Board of Directors and Committees, by completing as much information as possible. Return this form to the Overlook Lakes Management Office or complete the online version at [www.overlooklakescondos.com/resident/](http://www.overlooklakescondos.com/resident/)

### Main Contact Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

☐ I am an owner of an Overlook Lakes Condo ☐ I am renting an Overlook Lakes Condo

**Annual Meeting Packet delivery (Owners only):** ☐ Electronic ☐ Printed & Mailed ☐ Printed & I will pick up at the OLCA office

NOTE: by having your Annual Meeting Packet delivered electronically you will help in saving printing, mailing and coordination costs to the OLCA budget. We strongly encourage Owners to choose this option. By choosing "Electronically" you will NOT be mailed a printed Annual Meeting Packet.

If you choose to have your Annual Meeting Packet delivered electronically, it will be posted in the Owner's Section around April of that year. You will be notified by an OLCA communications email when it is ready to be downloaded. If you choose to have your Annual Meeting Packet printed, there will still be an electronic copy posted in the Owner's Section to download.

☐ Please register me for access to the OLCA Owner's Section on the OLCA website (Email required)

After the Communications Committee receives your form, a password will be emailed to you within 2 days. By signing up for the Owner's Section you will be added to the OLCA Email Distribution List. Throughout the year you will receive electronic information on important OLCA announcements or happenings.

### Secondary or Emergency Contact Information

Name: \_\_\_\_\_

Address (if different than above): \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Additional Useful Information

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*OLCA respects the privacy of its Owners & Residents and does not sell or distribute any information without prior consent. Please view our entire Privacy Policy on the OLCA website for further information.*

# OVERLOOK LAKES Condominium Association PROPERTY MAP

