

Pine Ridge Condominiums

Rules & Regulations

The following Rules and Regulations are for the protection of Pine Ridge Condominium residents and for the protection of their investment in maintaining this property. Recommendations for modifications in the rules may be submitted in writing to the Association Board for consideration.

GENERAL RULES

PARKING	Your primary vehicle should be parked in your garage at night. If you have a second vehicle, it must be parked directly in front of your garage door and not extend into the street. Parking is not allowed on the red gravel patches separating D and E units. Garage doors must be closed when not in use.
GUEST PARKING	If a visitor requires use of guest parking for more than 7 consecutive days, please notify the board. Please be considerate of your neighbors and remember that guest parking is limited.
ROADWAY	There is no parking on Pine Ridge Court roadway per WI statue 346.55 (4). Vehicles will be ticketed and/or towed at the owner's expense. Posted speed limit is 15 mph.
MOVING CONTAINERS / CONSTRUCTION DUMPSTERS	Any moving containers or construction dumpsters must be parked within 7 feet of unit owner's garage in the driveway. If the container is longer than 16 feet or cannot be placed in the driveway, please contact the board for approval. No moving containers or construction dumpsters are permitted to be placed in the roadway. All moving containers and construction dumpsters must be removed within 7 days of placement. Any damages to the asphalt from the moving container or construction dumper are the responsibility of the unit owner.
RECREATIONAL VEHICLES	No person shall use any of the common elements of the condominium for the parking, storage, or operation of motor homes, campers, trucks 1 ton or larger, snowmobiles, motorized bikes, or other commercial or recreation-type vehicles. There shall be no outside storage or overnight parking in the condominium of any motor homes, tractors, trucks (other than standard or compact-size pickup trucks not exceeding 1 ton), campers, motorized campers, trailers, boats or other watercraft, boat trailers, snowmobiles, or any other related forms of transportation devices.
OUTDOOR FURNITURE	No furniture is allowed other than outdoor furniture. You may put furniture and grills on the lawn or driveway while in use. When not in use, all patio furniture and equipment must be returned to your patio area or garage. Any single piece of furniture used on a semi-permanent basis, such as a chair or bench at your entryway, must be approved by the board.
BARBEQUE GRILLS	Village of Grafton code (7.44.060) prohibits the use of barbeque grills on any patios or 2 nd floor decks. Grills must also be at least 10 feet away from the buildings. Second floor residents should keep their grill in the garage and roll it out on the driveway to use. First floor residents should keep their grill on their patio or in their garage and roll it out on the grass or driveway to use. CAUTION: Grills used too close to a building can melt or distort the vinyl siding and are against Village of Grafton code (7.44.060).

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PETS	Buildings 3 (2111) and 11 (2120) are designated as "dog allowed" buildings. These unit owners may have a single dog of up to 25 pounds at maturity and may not have a cat if they have a dog. Residents in all buildings are allowed cats; however, the restriction is one cat per unit. Pets are not allowed outside unattended. All pets must be leashed when outside and all solid waste must be picked up immediately or disposed of properly. All residents, except those in buildings 3 and 11, must receive permission from the board to have a dog visiting for more than 2 consecutive nights.
SATELLITE DISHES	With written permission of the Association Board, owners may have satellite dishes installed according to the FCC regulations. Cost of installation, maintenance, and uninstall of the dish is the owner's responsibility. Grounds for not granting permission would be solely at the Association Board's discretion.
PLANTINGS	Only natural flowers, please. Owners may add plantings to the existing planting beds adjacent to their building. However, no existing plantings may be removed or altered without permission of the Board. Residents may be asked to remove plantings at the Board's discretion and at your expense. Pots must be removed from sidewalks in winter to facilitate snow removal. Walkways must remain clear to allow for wheelchair accessibility.
STATUARY	Statuary over 24 inches tall is not allowed. Statuary is limited to patios, decks and your entry door area.
FLAGS, BANNERS, WINDSOCKS & WIND CHIMES	It is the Association's intent to limit the use and display of flags and banners. The Association Board will have control over the display of all flags, banners, and windsocks. Contact the Association Board with your request. Wind chimes are not allowed.
CLOTHES DRYING	No drying of laundry on exterior of building.
HOSES & WATER	All personal garden hoses not on a reel are to be kept within owner's garage except when in use. However, if the hose is on a reel, the hose may be left next to the building and must be kept off the lawn after use. Exterior faucets may be used for watering plantings only. Lawn sprinkling and personal use of exterior faucet is prohibited.
STORAGE	No portion of the Properties shall be used, in whole or in part, for storage of any property or item that will cause it to appear to be in an unclean or untidy condition or that will be obnoxious to the eye. Outdoor patios and balconies shall not be used for storage other than functional outdoor furniture or grills.
SIGNS	No signs of any kind shall be erected within the property without the written consent of the Association Board. One 12"x18" for sale sign may be displayed in a unit's window.

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GARBAGE & RECYCLING

Owners are responsible for following Wisconsin Recycling Laws. The Association will provide containers for trash, cardboard, paper, glass, plastics, and metal. These containers will be located in dumpster enclosures throughout Pine Ridge. **All** cardboard boxes must be flattened or cut up so it can lay flat before putting in appropriate recycling bins. Kitchen garbage should be deposited in tightly closed plastic garbage bags to reduce odors. Any item too large to fit into closed trash receptacle must NOT be left outside. The trash receptacle is only for household trash. Construction debris is not permitted in the dumpsters. For pickup of mattresses, furniture, appliances, unit fixtures, and carpet, please contact a junk hauler, i.e. 1-800-GOTJUNK, College Hunks Hauling Junk, (there is a list of contractors on the bulletin board by the mailboxes) for pickup at residence (at owner's expense).

BULLETIN BOARD

All posted materials must be dated. Posted materials may not be political or editorial in nature. The board reserves the right to remove any materials that may be inappropriate at any time. Posted materials will be removed after 30 days or the event date has passed.

BUSINESS ACTIVITY

Owners or occupants residing in a unit may conduct business activities within the unit so long as: (a) the existence or operation of the business activity is not apparent or detectable by sight, sound, or smell from the outside of the unit; (b) the business activity conforms to all zoning requirements in the property; (c) the business activity is consistent with the residential character of the property and does not constitute a nuisance, or hazardous or offensive use, or threaten the security or safety of the other occupants of the property, as may be determined by the sole discretion of the Association Board; (d) the business activity does not involve non-residents coming on the property or door-to-door solicitation of the occupants. Individual rummage sales are not allowed.

EXTERIOR MAINTENANCE

The exterior of the Pine Ridge buildings is an Association responsibility. If the owner has a concern or question about landscaping, fencing, or lighting, the owner should contact the Association Board. Window cleaning and replacing garage and entry light bulbs is the owner's responsibility.

DECLARATION VIOLATIONS

Any resident who continually violates any section of the Declaration, including, but not limited to Sections 6.02, 7.04, and 8.09, after an appropriate warning, will be fined according to the Violation/Fine schedule and shall be assessed all costs of legal counsel incurred to remedy the situation.

WILDLIFE FEEDING

Feeding wildlife is prohibited as it attracts chipmunks, moles, mice, etc. These animals can cause damage to the common area and potentially owner's property. **Exception:** Elevated bird feeders. Feeders must be maintained so that bird seed does not accumulate the ground.

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GREAT ROOM RULES AND REGULATIONS

1. The Great Room is open from 8:00am to 11:00pm.
2. Residents under 18 years of age are permitted in the Great Room only when accompanied by an adult resident who shall be responsible for their actions and who shall stay on the premises during the time these persons are using the Great Room. Each adult resident is responsible for compliance to these rules for each member of his/her unit.
3. The fitness room, hot tub, and pool are NOT part of the Great Room reservation process.
4. Owners and guests must be respectful of weekly cleaning crew and are not permitted in the Great Room while the weekly cleaning is conducted.
5. The Great Room is designated as a smoke-free facility. Residents or guests wishing to smoke may do so outside using appropriate receptacles to dispose of smoking materials.
6. Great Room reservations are made on a first come basis. A rental fee is assessed at the time the reservation is made. Contact Westwood Hills office for the current rate. (See Rental Rules)
7. A unit may have up to 6 guests in the Great Room without a reservation. However use of the Great Room is not exclusive in those instances.
8. When a resident brings guests to the Great Room, he/she **MUST** remain in attendance throughout the time of use and will be held personally responsible for any damage or theft on or about the Great Room premises. The resident is responsible for locking and cleaning the Great room following use.
9. Residents are responsible for keeping all doors and windows closed while air conditioning and heating systems are in operation.
10. No tobacco or vaping products allowed in the Great Room.

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GREAT ROOM RESERVATION RULES

1. Reservations for the Great Room shall be made by calling the Westwood Hills office at (262) 377-2225.
2. Reservations may not be made more than 6 months in advance of the function.
3. The rental fee and the security deposit must be submitted to the Westwood Hills office within 10 days of the reservation request in order to secure the desired date.
4. The fitness room, hot tub, and pool are **NOT** part of the Great Room reservation process.
5. A unit resident may schedule one private function within a 6-month period. If the Great Room is not reserved for a function 60 days prior to Resident wishing to schedule another event he/she may reserve the Great Room again.
6. Residents reserving the Great Room will inspect the premises utilizing the instruction sheet, making notations of any irregularities found, and notify the Great Room Resident Contact of any irregularities *prior* to the reserved time.
7. Residents are required to clean the Great Room and return it to pre-use condition. Cleaning shall be completed by 12:00am of the day of use. Please keep in mind that the front door locks at 11:00pm. Let the Great Room Resident Contact know if the function will go after 11:00pm. Please refer to the Great Room instruction sheet.
8. If there are no deductions from the security deposit, it will be destroyed within two weeks of use of the room. The security deposit will returned to the Resident upon request.
9. The "No Parking" cones must be placed across from buildings 1 and 2. Residents are responsible for making sure their guests use visitor parking – there is **NO** parking along the roadways. Failure to monitor guest parking may result in a \$25 fine deducted from your security deposit. Should your guests not park in the designated visitor parking areas, they are subject to a ticket or tow at their own expense per WI statute 346.55 (4).
10. When a resident brings guests to the Great Room, he/she must remain in attendance throughout the reserved time period and will be held personally responsible for any damage or theft on or about the Great Room premises. The resident is responsible for any damage or theft on or about the Great Room premises. The resident is responsible for locking and cleaning the Great Room following use.
11. Residents are responsible for keeping all doors and windows closed while air conditioning and heating systems are in operation.
12. Pets are **NOT** allowed (by resident or guest) in the Great Room.
13. If you have rented the great room over the last 36 months and there have been issues where a warning, fine, or security deposit needed to be kept at least 3 times, you will not be able to rent the room for the following 3 years.

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FITNESS ROOM RULES AND REGULATIONS

1. The fitness room is available 24 hours a day.
2. Please respect cleaning crew if cleaning is in progress while you are using the fitness room.
3. No alcohol, tobacco, vaping, or glass containers are allowed.
4. Leave television remote control on ledge of television.
5. Please ensure all doors and windows are closed when leaving the fitness room.
6. Please DO NOT turn sensor light off.
7. Minimum age to use the fitness room is **14 years**.
8. Do not use the Great Room entrance to enter the fitness room.
9. Only adult residents, 18 years and older, may bring guests.
10. Please wipe down equipment after use.

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POOL RULES AND REGULATIONS

1. The pool operating hours will be 8:00am to 10:00pm. Adult (18+) only use is from 8:00am to 9:00am and 9:00pm to 10:00pm.
2. The pool season will open the weekend of Memorial Day and end the weekend of Labor Day. The Association board may extend the season based upon weather.
3. The pool is for the enjoyment of residents. The pool and hot tub area cannot be rented for parties and are never considered part of renting the Great Room.
4. No more than four (4) guests per unit may be invited to the pool at any one time. Only adult (18+) residents may bring guests. Residents **MUST** be in attendance at all times while their guests are in the pool area. **If a resident has more than 4 guests, they will be charged \$20 per guest over the limit. Example: 6 guests would equal a \$40 charge for the 2 guests over the limit.**
5. No lifeguard is on duty – children under 14 years of age **MUST** be accompanied by an adult resident.
6. Sanitary behavior standards must be adhered to at all times – no person with a communicable disease or open wound is allowed in the pool – per Wisconsin State Pool Code Standards.
7. Infants and toddlers **MUST** wear special swim diapers.
8. Showering before using the pool and after using the toilet facilities is required by the Wisconsin State Code.
9. Long hair should be contained – capped, ponytail, braided, etc.
10. Small water toys only are allowed in the pool and are to be taken with you when you leave the pool area. Rafts, water guns, and water balloons are not allowed.
11. No tobacco products, vaping products, food, alcohol, gum, or glass may be brought into the pool area.
12. Proper swimwear is required while swimming in the pool – no cutoffs, long pants, street clothes, etc.
13. The pool gate must be closed at all times.
14. Radios or music players may only be used with headset.
15. Do not run or engage in rough play in the pool area – no diving.
16. No shouting or boisterous behavior.
17. Whenever possible, the “buddy” system should be used so no one is alone in the pool and pool area.
18. Dry clothing as a wrap or cover over swimsuit attire should be worn when walking to and from your residence to the pool area.
19. Footwear is required when entering the building.
20. Do not use the Great Room or Fitness Room doors to enter for swimming. Use the pool entrance.

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HOT TUB RULES AND REGULATIONS

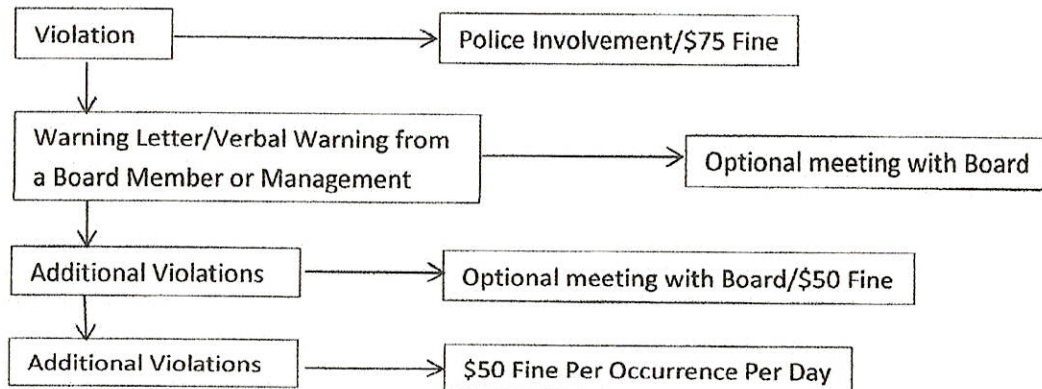
1. Hot tub hours are daily from 8:00am to 11:00pm. Adult (18+) only use is from 8:00am to 9:00am and 9:00pm to 11:00pm.
2. No tobacco products, vaping products food, alcohol, gum or glass may be brought into the hot tub area at any time.
3. Please dry off before leaving hot tub area.
4. No more than four (4) guests per unit may be invited to the hot tub at any one time. Residents **MUST** be in attendance at all times while guests are in the hot tub area. **If a resident has more than 4 guests, they will be charged \$20 per guest over the limit. Example: 6 guests would equal a \$40 charge for the 2 guests over the limit.**
5. Only adult (18+) residents may bring guests.
6. Children under 14 years of age must be accompanied by an adult (18+) resident.
7. Please, no toys in the hot tub.
8. Do not use the Great Room entrance to enter the hot tub. Use the Fitness Room entrance.
9. Please shut off the lights and fan and secure windows and when leaving.

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VIOLATIONS/FINES

1. Any resident has the right and duty to report violations of the rules and regulations to the Association Board as soon as possible with specific data, i.e. date, time, names, violation.
2. Any resident violating these rules may be asked to appear before the Association Board at its next regularly scheduled meeting to address the violation(s). If the violation was such a serious nature to have involved the police, fines will be imposed.
3. At each and every step of violation occurrences, the Resident has the right to meet with the Board to discuss the violation(s).
4. After the first infraction occurs, the Resident will be notified by mail with a letter, or verbally by a board member or management, at the time of violation explaining the violation and explaining potential future consequences.
5. If a second infraction occurs, the Resident will receive a letter and may be assessed a \$50 fine per rule violation.
6. Any fines assessed on Residents due to violations of the rules and regulations must be paid to the Pine Ridge Condo Association. If not paid within 30 days, you will be assessed a late charge of \$25. Any fees not paid within 60 days may result in a lien placed on your unit.
7. Infractions will be figured on a per time occurrence, i.e. parking violation day 1, \$50 fine and parking violation day 2, an additional \$50 fine, etc.



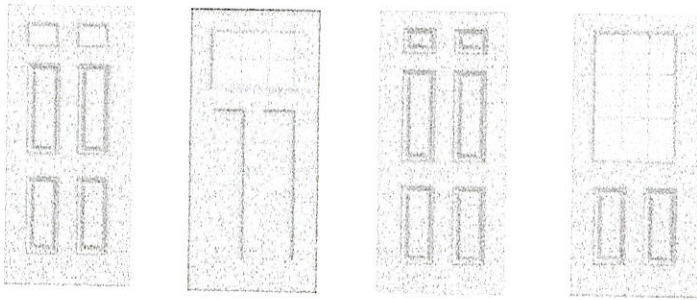
Front & Storm Doors:

All unit owners must get board approval prior to installation of any new front or storm door.

When a unit owner replaces or paints the storm or front door, he/she must match both doors to the color of the building trim. See approved colors for each building below.

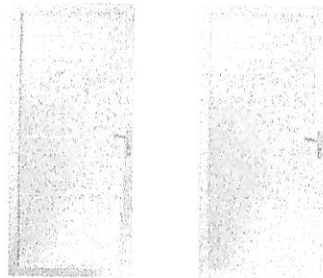
Please contact the office for the paint as it is provided by the association.

There are four approved options available for front door styles. See pictures below.



2-lite/4 panel 6-lite/2 panel Solid 6 panel 9-lite/2 panel

All storm doors must be a full view door. They can be self-storing or not. Please see examples of options below.



BUILDING	TRIM / ENTRY DOOR COLOR	BUILDING	TRIM / ENTRY DOOR COLOR
2089 #1	SANDSTONE	2074 #9	WHITE
2105 #2	ALMOND	2112 #10	SANDSTONE
2111 #3	ALMOND	2120 #11	ALMOND
2067 #4	ALMOND	2135 #12	ALMOND
2049 #5	ALMOND	2140 #13	WHITE*
2046 #6	WHITE*	2175 #14	ALMOND
2050 #7	SANDSTONE	2178 #15	ALMOND*
2070 #8	ALMOND	2183 #16	SANDSTONE

*Buildings with storm doors that already match the trim color do not need to paint their doors to match.

According to the Declaration and By-Laws, all exterior changes must be approved by the board.

Windows & Screens:

All unit owners must get board approval before installation.

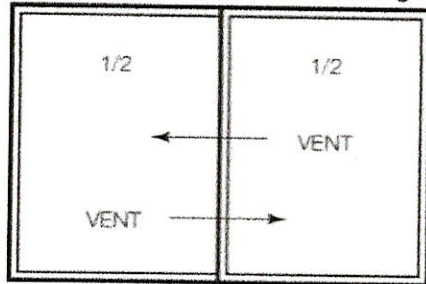
Only single or double slider windows are allowed. No double hung windows allowed.

External color of window to match original window color.

Windows must have standard colonial grid configuration and match the color of the current grid.

Screen may be full or half. Hue of screen to match all other screens in complex.

Two-Lite Sliding or Tilt-In Sliding



Patio & Balcony Lights:

Any outside light must be approved by the board prior to installation.

All light fixtures on a unit owner's patio or balcony must be replaced by a fixture as similar to the existing as possible.

Spotlights are not allowed.



According to the Declaration and By-Laws, all exterior changes must be approved by the board.