

WILDERNESS NORTH CONDOMINIUM ASSOCIATION, INC.

BROOKFIELD, WISCONSIN 53045

**Rules and Important Information
September 8, 2026**

WILDERNESS NORTH CONDOMINIUM ASSOCIATION ASSOCIATION RULES AND POLICIES

Issued 9/8/2026

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INTRODUCTION

Wilderness North has rules to enhance property value and promote community harmony. The Wilderness North Board of Directors establishes and amends these rules, striving to make them reasonable and necessary. The rules shall be distributed to the owners of every unit.

RELATIONSHIP of RULES to BYLAWS and OTHER DOCUMENTS

Rules are subordinate to the Bylaws of the association. The Bylaws are subordinate to the Declaration of the association, which is subordinate to Wisconsin Chapter 703 Condominium Law.

RULES

1. AMENDMENTS TO THE RULES

Amendments contained herein shall be effective seven (7) days after unit owners are given notice of the same.

2. BUILDING EXTERIOR MODIFICATIONS

Maintenance of Buildings Exteriors, Roads and Driveways

- Wilderness North provides these services through contracts with outside firms. A "Division of Responsibilities" will be distributed to owners of all units. It will define in some detail items which are the responsibility of the Association, those that are the responsibility of unit owners, and the cases where there is 50-50 shared cost between Wilderness North and unit owners.

Responsibility for Maintenance of Approved Changes to Building Exterior

- As of January 1, 2025, the following units have add-on features that were approved by the development builder and/or the Wilderness North board of directors, and owners will be responsible for all maintenance of these features:
 - 3845 C Yukon Road - three seasons room/screened porch
 - 17775 D Caribou Pass - three season room/screened porch
 - 3835 D Klondike Court - three season room/screened porch
 - 17730 D Caribou Pass - three season room / screened porch
 - 3835 B Klondike Court - Paver or Stamped Concrete Patio
 - 17775 C Caribou Pass - Paver or Stamped Concrete Patio
 - 3845 A Yukon Road - Paver or Stamped Concrete Patio
 - 3845 D Yukon Road - awning
 - 17775 D Caribou Pass - awning
 - 3775 D Yukon Road - awning

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In addition, owners of units having any of the following special features are responsible for maintenance of those items:

- Three season rooms and screened porches
- Any concrete patio that has any decorative finish including but not limited to colored or stamped concrete, exposed aggregate or pavers.
- Storm doors
- Awnings
- Egress Windows in basement.
- Exterior generators or any ground preparation for its installation.
- Special storm doors for patio doors
- "Solatube" fixtures (mounted on a backside roof)

3. EXTERIOR GRILLS

- Grills to be stored indoors must first be cooled to ambient temperature and have the fuel sources removed.
- Propane tanks for gas grills must be kept outdoors, even if empty.

4. FINANCIAL

A. Payment of Dues and Assessments

- Monthly dues are due the first of each month. Any payment received later than the tenth of the month is subject to a late payment fee of \$15.00 per month until the dues payment is received. The same rule applies to payments of special assessments.
- Schedule of Fines (see Bylaws Article IX)
- In the event the Board of Directors must impose a fine or penalty, a charge of \$20.00 per day per violation will apply until a resolution has been achieved. Any notice of a fine or penalty will be in writing. Prior to such action, the board will attempt to meet with the unit owner(s) to achieve a resolution.

B. Unit Transfer Fee (added with 8/18/2026 revision)

- Effective August 18, 2026, a \$1,500 Transfer Fee shall be charged by the Wilderness North Condominium Association upon the transfer of ownership of a condominium unit.
- The Transfer Fee shall be the responsibility of the buyer and shall be payable to the Association at or before the closing of the sale or other transfer.
- The Transfer Fee applies to each transfer of ownership, including transfers by sale, gift, or other voluntary conveyance, unless otherwise exempted by the Association's governing documents or applicable law.

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- The Transfer Fee is separate from and in addition to any regular assessments, special assessments, outstanding balances, or other charges owed to the Association.

C. Purchase Approval (added with 8/18/2026 revision)

This policy applies to all expenditures, vendor contracts, and routine service agreements made by the association. This includes, but is not limited to, snow plowing, grass cutting, landscaping, building maintenance, and repair services for common elements.

- **Approval Thresholds**
Any purchase or contract must fall within the approved annual operating budget. The following spending limits apply to all expenditures: Up to \$2,000: Approved by the individual Board member responsible for that budget line item. \$2,001 up to \$4,000: Approved by the individual Board member responsible for that budget line item AND WN Board President. Over \$4,000: Requires a majority vote of the WN Board of Directors at a regularly scheduled or special Board meeting. Any expenditure that exceeds the total approved annual budget for that line item requires approval by the WN Board President.
- **Competitive Bidding Requirements**
To ensure the association receives the best pricing and quality, all contracts or expenditures exceeding \$10,000 must go through a formal bidding process: Three Bids Required: At least three competitive, written bids must be solicited from qualified, licensed, and insured contractors for any project or contract exceeding \$10,000. Bid Review: The Board of Directors will review all received bids at a regularly scheduled or special Board meeting. Selection: The Board will select the bid that provides the best overall value to the association, considering cost, contractor reputation, warranty, and references. The Board is not required to select the lowest bidder if quality or reliability is a concern.
- **Emergency Expenditures**
If an emergency occurs that threatens the health, safety, or welfare of the residents, or causes immediate damage to the property (e.g., severe storm damage, major pipe burst), the spending limits may be bypassed. The Board President, or in their absence, two Board members, may authorize emergency expenditures up to \$10,000 without prior bidding or full board votes. The Board must be notified of the emergency and the expenditures as soon as reasonably possible.

Emergency expenditures exceeding \$10,000 may forgo competitive bidding if time is of the essence to avoid further damage to property. For example, if a tornado damaged several roofs, then hiring a qualified contractor to install tarps

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and or other materials to minimize the risk of further water/mold damage would not require competitive bids if doing so would delay installation of those items.

- **Contract Renewals and Multi-Year Agreements**
For multi-year service contracts (such as multi-season landscaping or snow removal), the total value of the contract over its entire term will determine the approval and bidding requirements. Example: A 3-year snow plowing contract costing \$4,000 per year has a total contract value of \$12,000. Therefore, this contract requires a majority board vote and 3 competitive bids.

5. INSURANCE

Insurance Coverage by Unit Owners

- Each unit owner should maintain his/her own insurance (typically referred to as a Condominium Unit-Owners Policy) for the interior elements and its contents.
- A unit owner hiring an outside contractor to do maintenance, redecorating or other work should determine that the contractor has current liability coverage.

Outside Contractors

- Contractors hired by Wilderness North are required to provide certificates of current coverage of liability insurance. The Secretary is responsible to monitor such certificates to ensure that ones currently in effect are on hand for each active contractor.

6. LANDSCAPING MODIFICATIONS (revised with 10/08/2024 revision)

Landscaping Modifications Proposed by Unit Owner

- A unit owner wishing to make a landscape change (other than planting flowers in existing flower beds) at his/her expense must submit a written request defining the scope and type of such change(s) to the board of directors. The board will review and advise its decision in writing. The unit owner must not go ahead with any work or contract without the prior written approval of the board. Should a unit owner proceed without such approval, he/she will be liable to restore the property to its previous condition solely at his/her expense and/or be responsible for maintenance of the landscape change in perpetuity.
- The following units have landscaping features that were approved by the development builder and/or the Wilderness North board of directors, and owners will be responsible for all maintenance of these changes in perpetuity:
 - 17730 C Caribou Pass - block planter
 - 17730 D Caribou Pass - garden wall
 - 17800 D Caribou Pass - planted rock gardens along two north berms

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Responsibility for Maintenance of Approved Landscape Changes

Two years after a specially requested tree or bush, for example, is planted with the approval of the board of directors, Wilderness North will assume the responsibility for its maintenance.

Landscape Maintenance and Snow Removal

Wilderness North provides these services through contracts with outside firms.

7. MEETINGS OF THE BOARD OF DIRECTORS

- The time and place for the next meeting will be posted on a bulletin board at the Mailbox shed. Minutes of board meetings also will be posted on a bulletin board. Any unit owner may attend a board meeting as an observer. A unit owner wishing to bring a particular item of business before the board may do so, but first must arrange this with the President for scheduling on the agenda.
- Other than such presentation, the role of a unit owner at a board meeting is restricted to that of an observer.

8. PARKING (revised with 10/08/2024 revision)

Section 9.7 of the Declaration is clarified with the following rules.

- In addition to the restrictions found in Section 9.7 of the Declaration of Condominium, owners and residents shall not park vehicles in the driveways overnight.
- Overnight guests may park in the driveways for a maximum of three (3) consecutive nights and no more than three (3) nights per week. If an owner/resident desires to have an overnight guest park in the driveway for a longer period of time, he/she must first obtain written permission from the Board of Directors.
- Especially on mornings when trash and recyclables are collected, parking on streets is discouraged.
- Whenever vehicles may have to be parked on the street, they must be restricted to just one side of the street - in order to permit access and passage of emergency vehicles.
- The Association shall levy fines for parking violations consistent with the Schedule of Fines contained in these Rules and Regulations.

9. PETS AND SERVICE ANIMALS (revised with 10/08/2024 revision)

Section 9.3 of the Declaration is clarified with the following rules.

No dogs, cats, reptiles, rodents or exotic animals, and no large uncaged birds may be kept as pets by unit owners.

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Short term visits of dogs or cats are allowed but must be approved prior to each visit by the Board of Directors for each occurrence of the stay. An email or other written request to the Board of Directors is required. Visiting animals must be kept on leashes when outdoors. The host is responsible for the pickup and proper disposal of droppings.

If an owner needs an Emotional Support or Service Animal, the unit owner must submit a written request to the Board, along with paperwork from their doctor prior to obtaining the animal. The Board will review the information with legal assistance and will respond to the request. Any costs associated with the request will be paid for by the person asking for approval.

Annual updates to the paperwork may be requested by the Board.

All persons with visiting pets, emotional support and service animals on the Wilderness North Condo property must follow the following rules:

- When the animal is taken from your unit, they shall be carried or leashed until removed from the common areas or the condominium property entirely.
- You must ensure that the animal does not create or cause any disturbance or nuisance of any kind.
- You must remove and properly dispose of all animal waste, shall not permit animal waste to remain on the common elements or limited common elements, and shall not allow the animal waste to become a nuisance to other members of the condo association.
- You shall comply with all City and County ordinances and state law regarding the animal.
- Any violation of this section shall subject you to special assessments by the Board of Directors.

10. SALES, ADVERTISING SIGNS AND LITERATURE

- Rummage sales are not allowed.
- No lawn signs on the Wilderness North property are permitted.
- If a unit is for sale, a sign may be placed in one of its windows. During open house periods, for the showing of a unit, small flags or pennants may be displayed on its lawn.
- The mailbox shed, including its bulletin boards, is not to be used for private postings by residents or by any outside persons or businesses. Business cards, flyers, etc. will be removed and disposed of.

11. TRASH COLLECTION

Collection of Trash & Recyclables

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- Trash must be put out in either closed containers or suitable tied plastic bags. Trash and recyclables are to be placed at the curbside, or as the contractor requires, on Wednesday morning, not the night before or day before.
- The normal collection day is changed on weeks when certain federal holidays occur. (The pickup is scheduled by the City of Brookfield)

Disposal of Bulky Items

- When a water heater, large appliance or other large item must be replaced, the contractor installing the new item normally should remove and dispose of the old one.
- If a unit owner must handle the disposal of a bulky item, the trash hauling, the contractor for the City of Brookfield should be contacted to determine the pickup date and any extra charge. The item to be disposed should be placed curbside on that morning or late the day before.