ASSOCIATION
RULES, REGULATIONS, OCCUPANCY RESTRICTIONS, AVAILABLE SERVICES AND FACILITIES

The following rules and regulations govern the use of the condominium and the conduct of its occupants.

1. **APPLIANCE USE:** Dishwashers, garbage disposals, whirlpool tubs, washing machines and dryers shall not be used between 10:00 PM and 7:00AM

2. **LAUNDRY:** No clothing or other items may be hung in any common area unless approved in writing by the Association's Board of Directors.

3. **LAWN AREAS:** Grilling is permitted in common areas. Grills, picnic tables and lawn furniture are permitted in common areas but when not in use shall be stored within the owner's stones or patio. No grilling or use of other flammables is permitted on front or rear covered porches. Any violators will be responsible for damage.

4. **PORCH ENCLOSURES:** Unit owners are permitted to enclose rear and/or side porches with screening and/or glass if written approval is granted by the Association prior to installation and such enclosure conforms to others approved by the Association. All such enclosures must comply with applicable municipal ordinances.

5. **OUTSIDE PARKING:** Street parking is permitted on both sides of public streets, subject to changing restrictions by the City. Parking on a resident's driveway is reserved for that resident or that resident's guests. Short-term parking by guests of other residents may be permitted if agreed to by the residents of both units. No trucks, recreational vehicles, trailers, boats, motorbikes or other commercial or recreational-type vehicle or vehicle bearing any commercial message shall be permitted to park overnight on a driveway or street. Residents are encouraged to park their vehicles in their garage rather than on their driveway and to keep their garage door closed when not driving in or out. No vehicle maintenance of any type other than washing-waxing and emergency service shall be permitted on a driveway or street. Residents herein understand that vehicles parked on a driveway or street during a snow will result in no plowing in those areas. Residents are not permitted to park any vehicles overnight in the parking lot without Board approval.

6. **FLAMMABLES:** Storage of flammables (gas, propane, etc.) in separate containers (other than vehicle gas tanks) is not recommended inside a unit or its garage.

7. PET REGULATIONS: The following are rules and regulations relating to pet ownership:

a. Two caged birds and/or common fish tank are permitted per condominium unit. One dog or one cat per condominium unit is permitted. The pet must be housed in the pet owner's unit within a building designated for pets. .

b. Pet must be kept on a leash and attended by an adult at all times when pet is outside of the unit. Any mess by pet anywhere on premises is to be cleaned by pet owner immediately, including deodorization, if needed. Immediate disposal of waste shall be in sealed plastic bags placed in pet owners' garbage. Any smell or odor related to pet is to be corrected by pet owner immediately.

c. Pet owners are to use the yard immediately behind their own condominium unit as the primary walking place so that front yards do not become unsightly and to keep pets out of view most of the time in the interest of the non-pet owners and their guests. It is suggested that pet owners make use of the rear garden area of their units for pets to relieve themselves. This will avoid discoloring and/or destruction of lawn plantings for which unit owners would be responsible for cleanup, repair and or replacement. This will also help to minimize or eliminate pet odors and allow for more pleasant viewing by other unit residents and facilitate lawn cutting.

d. If other condominium residents complain to Association about pet noise, within 10 days of receipt of written notice from Association, the pet owner will purchase and use on pet an electric collar and train pet to be quiet. (This includes a cat, dog and where possible, a bird.) If collar is not used or doesn't work and residents still complain about noise from a pet, Association will give that pet owner written notice to permanently remove the pet from the premises within ten days of receipt of such notice.

e. Pet owners are responsible for any damage or injury caused by their pet. If pet causes any injury on or off the premises the pet owner must permanently remove the pet from the premises.

f. No pet may be kept or bred or maintained for commercial purposes. Any pet owner refusing to comply with these rules and regulations to the satisfaction of the Association will be warned in writing once by the Association and if the same violation occurs again, a second written notice from the Association will require the owner to permanently remove the pet from the premises within ten days of receipt of notice or be found in violation and subject to any and all remedies provided.

8. **SECURITY SYSTEMS:** Unit owners are permitted to install security systems in their condominium units. If the Association has to enter a unit and the system activates, that unit owner shall be responsible for any damage or cost related thereto.

9. **ASSOCIATION FEES:** Association fees are due on the 1st of the month. Association fees received after the 10th day of the month and any Association fee payment returned by a bank for non-payment shall result in a $25 extra fee plus the Association bank fee charged, payable by that owner to the Association to compensate for the extra administrative costs and that fee shall be considered part of the fee due that month and subject to all provisions of the Declaration. As of January 1, 2021 all new residents will be required to sign up for automatic withdrawal from their checking/savings account for Association fee/dues.

10. **REPAIRS:** Owners and residents are not authorized to order, perform or contract for maintenance (excluding cleaning), repairs or replacement of common or limited common elements unless the owner receives written permission from the Association and agrees in writing with the Association. Otherwise, only Association officers shall order and contract for such work.

11. **PLANTING:** Residents are permitted to plant flowers and vegetables in back and side stone areas of the exterior of their condominium unit .. Any other plantings require written Association approval. The resident is responsible for maintenance of their plantings and for removal of the same at the end of the growing season. Any and all plantings cannot exceed the height of the rain gutter. Outside storage units should be low profile and not to exceed 54" W x 27" D x 24" H and are to be located in the rear on the patio or stones.

12. **WATERING:** Residents are to water their own established lawn and plantings as needed including plantings that the residents plant. If a resident does not water, and the lawn or plantings are not therefore consistent with adjoining lawns, the Association may water and assess the costs of same to that resident.

13. **FERTILIZING:** Residents are not permitted to fertilize lawns or plantings except for plantings the residents planted. Fertilizing will be done by the Association to keep lawns and plantings consistent with each other.

14. **OCCUPANCY:**

a. This is a senior condominium community designed and intended as housing for persons age 55 years of age and over. Age of residents will be verified by a copy of a driver's

license or birth certificate or other appropriate documentation maintained in the Association files.

b. At least 80% of the condominium units will be occupied by at least one person 55 years of age or older and children under the age of 14 are not permitted to reside in a unit unless the adult resident is subject to a hardship condition as defined by §101.221(1m)(km) of the Wisconsin Statutes.

c. At least 30 days prior to any change in residency, the vacating resident and the new resident shall notify the Association in writing and shall indicate the dates of birth of all new residents. In the event that 20% of the units are not occupied by one person age 55 or older, the Association reserves the right to refuse occupancy to an applicant under that age.

15. APPROVAL OF SALES: When a unit owner decides to sell or otherwise transfer the unit, the Association must first be consulted to determine the percentage occupied by persons age 55 or over. Any accepted offer to purchase must be contingent upon Association approval as to age.

16. PEACE AND ORDER: All unit occupants and their guests shall conduct themselves, particularly when in common areas, in a manner which is respectful of the peaceful and quiet enjoyment of the condominium by other occupants. All occupants and their guests shall also comply with all applicable laws and ordinances.

17. ENFORCEMENT: When Association has reason to believe there is noncompliance with rules and regulations within a unit, Association is permitted to enter that unit at reasonable hours of day when that unit owner or resident's tenant is present to verify compliance.

18. EXTERIOR: Each unit is permitted to have any of the following items listed below to be attached to the exterior of that unit

A wreath/floral arrangement or seasonal decoration. Holiday/seasonal decorations should be removed within 10 days of the end of the holiday/season. Holiday lights and spotlights shall be turned off by 11:00pm.

a. An American flag on pole, maximum 3' x 5'No commercial emblems or banners are allowed.

b. Hanging baskets.

19. SATELLITE DISH: A satellite dish is permitted if placed on that unit's rear porch, garden area or rear lower roof. Maximum 36" in size, and Association assumes no responsibility for damage.

20. CLUBHOUSE: Is provided for use by owner/resident and their invited guests only, not for use by the general public. Rules and regulations will be posted at the clubhouse, including but not limited to: (i) no children permitted unless accompanied at all times by an adult owner/resident of the Condominium Association; (ii) private use of clubhouse requires owner/resident host to be present at all times. Non reserved areas of the clubhouse are open for general use by all owner/residents; (iii) an owner/resident host is responsible for any damage or disturbance caused by guests; (iv) a rental fee may be charged by the Association for private use; (See Clubhouse Reservation Agreement (Doc #HSII-CH01-Latest Date); (v) a refundable deposit for private use will be assessed in accordance with the Clubhouse Reservation Agreement and payable in advance with return of the signed agreement; (vi) no running in facilities; (vii) no noise in facilities that disturbs other users; (viii) barrowing of clubhouse equipment and furnishings outside of the clubhouse is not allowed. All owner/residents using facilities are responsible to enforce these rules and to report to the Association any residents or guests who fail to comply with the rules. Private clubhouse use requires signing the Clubhouse Reservation Agreement referenced above.

a. Use By All Residents –. Hours of use are 8:00 AM to 11:00 PM (Cleaning permitted until midnight). No overnight use permitted. Comply with room occupancy limits as posted. Do not give out the door code to anyone and keep all Upper & Lower level doors locked at all times, except during Clubhouse Events. No commercial or business use permitted. No smoking anywhere in Clubhouse. No dogs/cats/other animals permitted in Clubhouse, except service animals. Clubhouse includes all interior and exterior spaces, furniture/fixtures, patios, parking lot and adjoining spaces. Violators are subject to fines, damage costs, and future Clubhouse use restrictions or other actions. When done using gas grills, turn off two gas valves, one on wall outside & one on wall inside, and at each grill. No alcohol, wine, or beer etc. to be provided on a pay for basis for Owners/Resident/Guests/Others or served to minors. Users must reset heat/air to posted settings at the thermostats and turn off all the lights when done using facilities and lock all doors upon leaving.

Private Use By Owners –

1. Private User will sign the Clubhouse Reservation Agreement (Doc #HSII-CH01- Latest Date), covering all Clubhouse Rules. Private use restricted to Upper Level or Lower Level Kitchen and Meeting Room areas. Remainder of Clubhouse is open for use by all other Owners. Private use is limited to two (2) days in any seven (7) day period by same User. Do not enter lower level Office, Library, Hobby Room or Utility Room. Do not remove Library tables and chairs from Library. Use of the outdoor fire pit is not allowed.

2. Clubhouse must be left in same condition as before Private Use by 10:00 AM the next day, as determined by Association as final authority. An additional charge may be incurred if same conditions are not met, as determined by final walk though. Private User must reset heat/air to posted settings at the thermostats, turn off all the lights when done using facilities, and lock all doors upon leaving.

3. Private User is fully liable for any unlawful activity and any injury/death/damage/police/fines/etc on or off site resulting from use of Clubhouse and hereby holds Hartford Square II Condominium Association and all other Owners and their insurance companies completely harmless.

21. OWNER RECOMMENDED MAINTENANCE

a. Furnace – Replace filter each month or two year round-easy to do. Be sure hose from furnace goes into floor drain. Hose to floor drain can get plugged. Be sure its draining or replace. Keep temperature at minimum 70 degrees to prevent outside vent freeze up. Keep inside heat vents clear so air blows on window/door glass.

b. Water Heater – Be sure overflow pipe water can get to floor drain. If no basement, pipe from overflow pipe to be connected to floor drain. Do not set water temperature too high that you have to combine cold water.

c. Water Softener – Either you or a salt service add when needed. City water is hard. Well water that can block up pipes if not softened. That is why CDI provided a water softener in each unit.

d. Plumbing – In fall, close interior valve and open exterior hose bib freeze proof valve and then open interior air valve so air forces any water in pipe out to reduce chance of freeze damage.

e. Humidity – Control to no more than 30% to prevent moisture and damage. Use a dehumidifier in the basement. Provide a dehumidifier elsewhere in condo if needed. Reduce levels by running bath and kitchen exhaust fans. Keep window/door drapes/blinds pulled up in winter so heat blows on glass.

f. Safety – Do not try any electrical, heating, plumbing or other repairs. Do not walk on slippery areas-wait until it's dry/shoveled/sanded. Do not climb ladders to reach high areas, let others do it. Do not go in attic – disturbs insulation and buried vents and could fall through.

g. Vacation – If gone more than two weeks, shut-off water heater, turn off toilet valves, leave your vacation phone number with Association, have your mail/papers stopped or picked-up, have a good time.

h. Insurance – If you make major improvements like a finished basement, etc., it will exceed Association insurance limits, so add coverage to your condo owner's policy. Negligence by you or guest that causes injury/damage to you/guests and/or other residents/units, should be covered by your condo owner's policy.

22. GRILLS AND OTHER SIMILAR DEVICES

a. No hibachi, grill, or other similar devices used for cooking, heating, or any other purpose shall be used or kindled on any balcony, under any overhanging portion, or within 10 ft (3 m) of any building.
b. No hibachi, grill, or other similar devices used for cooking shall be stored on the balcony.
c. Charcoal and wood burning grills or similar devices are only permitted when fixed in place and no less than 25 feet from any building.
d. These rules are accepted, and insurance company approved safe practices.