

LAKE PARK WEST HOMEOWNER'S ASSOCIATION, INC.
RESIDENT'S HANDBOOK

TABLE OF CONTENTS

I.	THE LAKE PARK WEST HOMEOWNER'S ASSOCIATION	PAGE
	A. THE CONDOMINIUM CONCEPT	1
	B. THE BOARD OF DIRECTORS' MEETINGS	1
	C. THE ANNUAL MEETING	1
	D. BUSINESS OFFICE SERVICES	1
	E. THE RECREATION LODGE	2
	F. LAKE USE	2
	G. THE NEWSLETTER	2
	H. MAINTENANCE	2-3
	I. FILING REQUESTS/COMPLAINTS	3
	J. ASSOCIATION COMMITTEES	3
	K. PROPERTY DAMAGE	4
II.	RESIDENTS AND COMMON AREAS	4-12
	A. DOORWAYS/WINDOWS/ANTENNAS/SATELITE DISHES	4
	B. BALCONIES/PATIOS.ALCOVES/ATTICS/COMMON AREAS	4-6
	C. PLANTS/SHRUBS/LAWN ORNAMENTS	6-7
	D. LAWNS, SIDEWALKS, ROADS & PARKING LOTS	7
	E. SIGNS/FLAGS	7-8
	F. GARAGES	8
	G. OUTDOOR POOL USE	8-9
	H. VEHICLE/PARKING RULES	9-10
	I. PET REGULATIONS	10-11
	J. RECYCLING/DUMPSTERS/CONTAINERS	10-11
III.	PENALTIES FOR VIOLATIONS OF THE RULES	11-12
IV.	CHANGE OF OWNERS/RENTAL UNITS	12
V.	ADDENDUM & CURFEW	12-13

Revised 03-07-2025

I. THE LAKE PARK WEST HOMEOWNER'S ASSOCIATION

A. THE CONDOMINIUM CONCEPT

The Lake Park West Homeowner's Association is an organization of homeowners who own a complex of twenty-four condominium buildings. The organization also owns garage buildings, Recreation Lodge, Maintenance Garage and other common area which include roads.

An individual who has paid a purchase price for the right of occupancy owns each unit. An owner purchases use of a unit. The exclusive use consists of the spaces inside the unit walls and attached patio or balcony. Patios, balconies and attics are common areas. The owner also purchases an undivided interest in the area surrounding the unit. In other words, every owner owns the common area together with all the other owners.

Since the common area is undivided, an owner does not "own" the lawn outside the unit or the sidewalk or attic space. Therefore, any owner who desires to have a flower garden or box, for example, or who wishes to make changes in a planting, must obtain approval from the Association's Architectural Standards Committee.

Each owner or member of the Association agrees, when taking title to the unit, to abide by the Articles of Incorporation, the Declaration, the By-Laws and various rules and regulations of the Association.

B. THE BOARD OF DIRECTORS' MEETINGS

The Board of Directors conducts their bi-monthly meetings at the Lake Park West Lodge. All owners of Lake Park West are invited and encouraged to attend Board meetings. Notices of each bi-monthly meeting are posted in advance in each issue of the monthly newsletter and will also be on the website.

C. THE ANNUAL MEETING

The annual meeting, which takes place in September is open to all unit owners. Notification is mailed to each homeowner thirty (30) days in advance. Owners in good standings are allowed to cast one vote per unit.

At this meeting the Association budget is adopted and members of the Board of Directors are elected.

D. BUSINESS OFFICE SERVICES

The business office is located in the Recreational Lodge at W168 N11401 Western Avenue. The phone number is 262-251-4106, our fax number is 262-251-4113, our email is lakeparkwest@gmail.com and the website is <https://www.lakeparkwestcondominiums.com>.

The office is staffed and has a notary between the hours are 9:00 a.m. and 5:00 p.m. Monday through Friday, except legal holidays.

E. THE RECREATIONAL LODGE

All owners of units in good standing in Lake Park West are automatic members of the Lodge. Residents of surrounding complexes as well as residents of the Germantown area may also purchase memberships in the Recreation Lodge which permit them to use the facility.

To obtain membership, the resident of Lake Park West must register at the Lodge to receive an **Identification Card** and a lodge handbook. Besides the Recreation Lodge, the I.D. Card is used for the outdoor amenities as well.

Upon rental of a unit, membership is transferred from the owner to the primary tenant. All residents/members must comply with the rules of the Lodge. Violators may be asked to leave the premises, if necessary, and deny all privileges for future use of the facility.

F. LAKE USE

1. The lake is semi-private. Although it is surrounded by private property, it is a public body of water and therefore, is subject to the State of Wisconsin fishing and boating rules.
2. Non-Motorized watercraft are allowed on the lake from April 15th through November 1st (Weather permitting). All watercrafts should be registered at the office.
3. It will be the responsibility of the boat owner to anchor their boats and secure the watercraft to prevent theft and or someone taking the boat and getting hurt or causing damage. Lake Park West will not be responsible for your watercraft.
4. The owner will be required to supply his/her personal lock and chain to secure the watercraft to a post they must provide on the shoreline. The Boats can be pulled up onto the shoreline and the grass directly abutting up to the water. Do not leave your watercraft in the water and do not pull up onto the common area lawns or over the lake path.

G. THE NEWSLETTER

The Association publishes a newsletter each month which is delivered to each resident's home. You can also utilize the Website to view the chatterbox, <https://lakeparkwestcondominiums.com>. These are the Board's only means of regular communication with the membership. They also urge you to submit articles of news to the office for inclusion in the newsletter.

H. MAINTENANCE

The Association is responsible for the maintenance of all the common areas of the Condominium complex. Common area includes everything surrounding the outside of each building, except:

- Doors, patio doors, entry doors. Starting in 2025 the entry steel doors should now be white. Please remember, when replacing the entry doors in the future, a white entry door will be required. screen/storm doors must be earthtone brown and can be full glass.
 - Hardware-All hardware on your doors is your responsibility
 - Mailboxes
 - Windows
- *pads and bases for air conditioner units
*air conditioners

All interior maintenance is the responsibility of each homeowner. The Homeowner's Association does not provide service or pay for services to repair any damage inside of a unit except those caused by an external problem such as a leak in the roof.

If interior problems occur which affect two units (i.e. a plumbing problem involving an upper and lower unit), the homeowners concerned will have to share responsibility for the repairs as well as the expenses. The Association Board will not become involved.

Please notify the Association office if you are going out of town, make arrangements to have someone who can access the unit in case of an emergency and leave their number with the office.

To submit a request for common area maintenance, a resident should call the Association office at 262-251-4106 or send us an email at lakeparkwest@gmail.com. A twenty-four (24) hour answering machine will take calls when the office is not open. Requests will be prioritized. The Maintenance staff will respond as early as possible, on an "emergency first" basis. **Please do not make requests directly to the Maintenance staff.**

I. FILING REQUESTS/COMPLAINTS

All requests, observations, or complaints about problems occurring in Lake Park West such as pets, tending plants, parking issues, etc. will be referred to the appropriate Committee. All requests/complaints must be signed, or the issue will be considered void. The committee will keep confidential all names associated with the complaint. After a review of the concern, the committee may make a recommendation to the Board of Directors for action to resolve the problem.

COMMON COURTESY, THE BOARD OF DIRECTORS TRIES TO PROMOTE HARMONY AMONGST ITS RESIDENTS. COMMON COURTESY FOR OTHER RESIDENTS SHOULD BE CONSIDERED. WHEN USING ANY VOLUME CONTROLLED ITEMS SUCH AS TV, RADIO AND/OR STEREO, THE VOLUME SHOULD BE KEPT AT A LEVEL SO AS NOT TO DISTURB THE QUALITY OF LIVING FOR OTHER RESIDENTS. ANY DISTURBANCES OF PEACE SHOULD BE REFERRED TO THE POLICE.

J. ASSOCIATION COMMITTEES

Recommendations and policy development often begin at an Association committee level in Lake Park West. Several committees appointed by the Board, operate throughout the year. Vacancies are filled from time to time as needed. Any Lake Park West owner in good standing may volunteer to serve on the Architectural Standards Committee, Pet Standards Committee, and Parking Standards Committee. Involvement is highly encouraged and interested owners should contact the Lake Park West Homeowner's Association office at 262-251-4106 or Email us at lakeparkwest@gmail.com

INSERT PAGE FOR RESIDENT'S HANDBOOK

To be inserted following 11, B #2 on page 4

The Fire Prevention Code States:

1. "No hibachi, gas grill, charcoal grill (which is not allowed in our complex), or any other similar devices used for cooking, heating or any other purpose, shall be used or kindled on any balcony. All grills must be pulled out at least 10 feet from any structure and overhang.
2. Grills cannot be stored on balconies for any reason. They must be on the ground level.

No warning letters will be sent for violations of the State Statutes; We cannot afford to Risk losing our common area insurance!

1st offense - \$50.00 fine

2nd offense - \$100.00 fine and violation will be reported to the Fire Department

3rd offense - \$150.00 fine and violation will be reported to the Fire Department

4th offense – Report to the Fire Department and fine will be at the boards discretion.

Fines listed above are for breaking the Statutes. No warning letters are going to be sent. Please be sure you read the Statutes and understand them. The Association is doing their part to make sure Statutes are followed by all residents who choose to have a grill in the complex.

Fines will also be issued from the Association if there is a failure to remove the grill from the common areas once it has cooled. The common areas are not storage spots.

K. **PROPERTY DAMAGE**

The Homeowners' Association carries insurance to cover protection of the common area.

However, each homeowner should have a minimum of \$10,000 loss assessment as well as adequate insurance to protect the interior of the unit and its contents. Certificates of Proof of Insurance of each unit must be given to the Association office each year when your policy renews.

As the Condominium Declarations spell out in detail, the owner of a unit shall be responsible for all damage to any property in Lake Park West caused by the owner or their guests. Each owner is responsible for their guests as well as members of their family.

Landlords of units are directly responsible for the action of their tenants.

II. **RESIDENTS AND COMMON AREAS**

The following regulations have been established by the Board of Directors with the goal of keeping the common areas uniformly attractive and comfortable for all residents.

A. **DOORWAYS/WINDOWS/ANTENNAS/SATELLITE DISHES/LIGHTS**

1. New doors and windows must be approved by the Architectural Standards Committee before installation.
2. Only black mailboxes and newspaper boxes are permitted.
3. Window air conditioners are prohibited. Only central air conditioners are allowed.
4. Exterior antennas are not allowed to be permanently attached to or mounted on any common area. Balconies and patios are included in "common area."
5. External antennas and satellite dishes may be temporarily placed on patios or balconies, in a bucket or on a satellite dish pad. They can't be permanently attached.
6. The Association will provide exterior sconces.

B. **BALCONIES/PATIOS/ALCOVES/ATTICS/COMMON AREAS**

1. Balconies and patios are considered common areas for the exclusive use of the occupants.
2. During Summer months, One Gas or Electric grill (Charcoal and wood burners of any type ARE PROHIBITED) and a reasonable amount of patio furniture are allowed on each patio or balcony. A doormat is allowed in front of any entrance from May 1st through October 31st. These dates are set to facilitate snow blowing.
During the Winter months Patios and balconies must be cleared except for a grill and an item smaller than a grill and/satellite dish from November 1st to April 15th.
Too many items detract from the attractiveness of a courtyard. Patios and balconies are not storage areas. No storage boxes can be used on patios and balconies.
3. No decorations may be hung from or mounted on or come in contact with the vinyl siding, trim, downspouts and gutters.

4. Clothing, rugs, tarps, mess railing surrounds or bedding must not be hung or left lying outside a unit. No trash and/or garbage or other indoor items may be left on patios, balconies or under stairs in alcoves.
5. Toys, including bicycles, power wheels, scooters or other vehicles, or skateboards are to be stored inside when not in use. Never on patios, balconies, in alcoves, attics or common areas. Swings hung from balconies, **tents, swimming pool, fountains, playhouses, and sandboxes** are not allowed on balconies, patios, in alcoves or on common areas.
6. Any snow and/or ice that accumulates on a balcony must be removed within 48 Hours after a snow fall, before the weight creates structural stress on the balcony or damage to the lower unit. It is your responsibility if you have a balcony, to clear your balcony after each snowfall. If any snow falls on the patio below yours, you are responsible for clearing the snow off their patio. A fine will be issued if it is not done. It is for the lower unit's safety.
7. One seed Bird feeder per unit, placed by your unit will be allowed year-round as well as 1 hummingbird and 1 oriole feeder during the summer months. The seed Bird feeder must have something under it to catch the seed that falls. If you don't clean up after your feeder, you will lose the privilege to have a feeder and receive a fine. If possible, never hang your bird feeder directly above the neighbor's patio below you and if you have to, always have something to prevent the seed from falling on to the lower unit's patio. If possible, hang the feeder to the side to avoid this. Bird feeders can never be hung or mounted from vinyl siding, gutters, downspout or trim. Bird feeders can be hung from trees, never use or drive screws or nails into the tree. You can use a hook or rope to hang the feeder in a tree. A resident who hangs a bird feeder must keep the area clean. Ground feeders are prohibited.
8. **There is to be absolutely no feeding of ducks or geese in any manner, anywhere! THIS IS A ZERO TOLERANCE MATTER.**
9. The attic spaces above each residential building are part of the common area; the attic space is not part of the condominium unit located below. No goods shall be placed, stored, or attached in any portion of the attic space of any residential building. **Except for Maintenance and service personnel authorized by the Board of Directors. No person shall enter the attic space above any residential building.** Notwithstanding any other provisions of Lake Park West Condominiums' rules. The following provisions shall apply with respect to any violation of the rules contained in this Paragraph 9.
 - a) If any unit owner or occupant of a unit is found to have placed, stored or attached goods in violation of this rule, the unit owner and occupant, if applicable, will be notified by letter from the Board of Directors to remove all such goods within ten (10) calendar days. If such goods are not removed within such a period, a fine of \$10.00 per day will be levied against the owner and occupant. If applicable; until all goods are removed. In addition, the

Board of Directors shall have a right to enforce this rule by commencing an appropriate legal action to obtain an order for the removal of such goods. And also to recover the fine plus any damages resulting from the violation plus all costs of such action, including Attorney fees. Damages resulting from placing, storing, or attaching goods in violation of this rule shall include the cost of removal of such.

b) If any unit owner or occupant of a unit is found to have entered the attic or permitted another person to have entered the attic in violation of this rule, the unit owner or occupant. If applicable, will be notified by letter from the Board of Directors to cease any further violation. If any further violation occurs within a one (1) year period following such notice, a fine of \$10.00 per violation will be levied against the unit owner and occupant. If applicable; in addition, the Board of Directors shall have a right to order enjoining any further violation and to recover the fines plus any damages resulting from the violation plus all costs of such action, including attorney's fees.

10. Any additional installation of cable/telephone wires to bedrooms must be inside the unit. No additional wiring will be allowed outside the unit.
11. If a resident wants to add extra insulation to the attic above their unit, they will need to submit a request to the Board of Directors for review. If authorized by the board, the work must be completed by a reputable, licensed, and insured insulation contractor. The insurance binder showing they are fully insured and what the job entails must be submitted to the office before any work is done. A letter will be required once the work is complete from the contractor stating what has been done.
12. Outside decorations put up in December must be down by January 31st, weather permitting.

c. PLANTS/SHRUBS/LAWN/ORNAMENTS

1. Plantings and garden ornaments must be approved before they are kept on patios or balconies. Plans: including detailed descriptions and sketches should be submitted to the Architectural Standards Committee or Board of Directors. Approval or denial will be sent to the resident, in writing, within seven (7) working days.

2. A written request does not have to be re-submitted annually once approval is given unless changes are to be proposed on the original request. The Board reserves the right to withdraw approval should a planting become disorderly or poorly maintained. If a planting area becomes disorderly or poorly maintained, a notice will be sent to the owner of the unit requesting the area be immediately brought to a properly maintained condition within (7) days. If after (7) days, the area remains poorly maintained, the Architectural Standards Committee or Board of

Directors will request that the disorderly area be removed by Maintenance Department and the owner will be billed for the expense.

3. Only flowers or shrubs may be grown in the common area, in the residents' garden space. New plantings must be approved by the Architectural Standards Committee or the Board of Directors. Vegetables or fruit bushes may not be grown anywhere in the complex. That means all common area grounds, patios or balconies, in pots, tins or other containers. This includes rhubarb, tomato plants, strawberry and raspberry bushes and all other vegetables and fruits not mentioned.
 4. Plantings are not to exceed five feet from the building unless approved by the Architectural Standards Committee. Plantings are not allowed alongside or down sides of sidewalks.
 5. Flower boxes are not to be installed on windows or the building.
 6. If plantings are up against a building there must be a barrier such as plastic.
 7. Residents may attach a hose to their building to water plants or wash automobiles. Do not attach a hose to a building that is not yours. Faucets are not to be used for any other purpose except watering plants and washing your car. You can leave the hose attached, but it must be wound up and not lying on the ground. It should not impede with the lawn service. IMPORTANT all hoses must have a nozzle on them to conserve water.
 8. New ideas for landscaping are welcome. Please submit written requests and sketches of proposals to the Architectural Standard Committee or Board of Directors through the Association Office. Suggestions will be reviewed based on uniformity and budgetary constraints.

D. LAWNS, SIDEWALKS, ROADS & PARKING LOTS

1. Cars, trucks, motorcycles or other vehicles are never to be driven onto sidewalks or lawns under any circumstances.
2. Bicycles are not to be ridden on sidewalks or lawns at any time.
3. Roller-skating/in-line skating and skateboarding are not permitted in Lake Park West.
4. Frisbees, bats or hard balls of any kind will not be permitted in the courtyard areas.
5. No games playing (i.e., hockey or sport activities) is allowed in the parking lots, roads, or common areas.
6. Small children may ride their tricycles or big wheels on the courtyard walks between the hours of 9:00 a.m. to 8:00 p.m.
7. Children may play with large, soft rubber balls (8" or larger) between the hours of 9:00 a.m. to 8:00 p.m.
8. The Board of Directors strongly recommends that small children be supervised when at play.

E. SIGNS/FLAGS

1. No signs of any kind are allowed on Lake Park West grounds except those installed by the Associations' staff for informational and safety purposes.
2. One temporary "For Sale" or "For Lease" sign may be displayed from within an owner's unit.

3. Signs advertising a Realtor's or owner's open house are permitted only during the hours that the viewing is taking place.
4. Residents are allowed to display the American Flag or a US Military flag.

F. GARAGES

Although homeowners may purchase the right to use one garage per residential unit, the garage buildings are, in fact, common property. Electricity, as well as maintenance of the garage buildings exteriors, garage doors, garage tracking is provided by the Association. The Board will make the decision about what garage doors should be changed. They will be replaced in order of necessity. Residents must get prior approval from the Board if they decide to replace their door on their own.

THE FOLLOWING RULES APPLY TO USE OF GARAGES:

1. Small electric appliances, such as drills, saws, door openers and vacuum cleaners are permitted.
2. Appliances like refrigerators, freezers, electric vehicle plug-ins or electric heaters are forbidden.
3. Gas, kerosene, alcohol, or diesel-powered equipment is not be to operated unattended in a garage.
4. Power tools and equipment may be used within the garage to carry on activities Such as hobby work or repairs on personal vehicles. Traffic flow for other residents past a garage must never be hindered during such activity.
5. Garages may not be used to house the operation of any kind of business.
6. No feeding of any animals in the garages.
7. Garage doors should be kept closed when not in use to deter theft, rodents and wildlife from entering.

G. OUTDOOR POOL USE

Swimming is at the resident's own personal risk. The following rules have been established for the operation of the pools. Each resident wishing to use the facilities must apply at the Lodge for an Identification card.

1. The pool is open to Lake Park West Residents and guests only
2. I.D. Cards must be presented for admittance. All Persons entering pool area must sign the logbook.
3. Children under twelve (12) years old must be accompanied by an adult, which would be over 18 years of age. Minors 12 to 17 may only bring one (1) guest, that must be 12 years or older.
4. A daily guest fee, determined by the Board of Directors, will be charged for all guests entering the pool area whether they are swimming or not swimming.
5. All people with hair over six (6) inches in length must have their hair tied up or back with a hair tie.
6. No running, pushing, or any form of rough play will be permitted in the pool or in the pool area.
7. Glass or other breakable items may not be taken into the pool areas.
8. Only proper swimwear may be worn. Cut-offs are not permitted. A T-shirt is allowed over the suit to help prevent burning.
9. All personal items brought in must be removed when you leave.
10. People with infections are banned from the pool until recovered.
11. Food may not be taken into the pool area.

12. Small inflatable toys are permitted at the discretion of the pool attendant based on the number of residents using the facilities. Hard balls and Frisbees are not allowed.
13. Infants and children who are not toilet trained must wear swim diapers or waterproof pants.
14. No smoking is permitted at the outdoor pool. Special smoking area is designated outside of the pool area.
15. No Alcohol is allowed in the outdoor pool area.
16. The outdoor pool closes when local temperature drops below 70 degrees or during rain showers and storms.

Infractions of these rules may result in loss of pool privileges. Fines assessed for repeat infractions shall be at the discretion of the Board of Directors upon notification of the infraction by pool attendants.

Anyone caught in the pool outside of regular pool hours will forfeit his or her use of the pool permanently.

H. VEHICLE/PARKING RULES

All Lake Park West units are assigned two reserved, exclusive parking spaces. These parking privileges are subject to the following rules:

1. All vehicles of Lake Park West residents must be registered with the Association office. Failure to register may result in loss of amenities until compliance.
2. Two outdoor private parking spaces are assigned to owners who do not have a garage. If a unit has a garage, they will only have one private outside parking space that is assigned to their unit. Resident vehicles must be parked within the outlined markings of the assigned space/spaces. Vehicles must be maintained so as not to leak fluids.
3. All vehicles not moved within 24 hours after a snowstorm are subject to a fine. If you can't move your vehicle, you must clean the snow off the car and shovel the area surrounding it. Do **not** push the snow out into the road.
If you are going to be out of town during the snow season you will be responsible to have someone move the vehicle or have them clean the snow off of your car and the surrounding area. And again, share with them, the snow should not be shoveled out into the roadway.
4. There shall be no "piggyback" parking of any motorized vehicles in any outdoor parking spaces.
5. As of November 29, 1990, each unit may have only one garage and one outdoor private parking space.
6. Visitor parking spaces are for visitors only. **NOT FOR RESIDENT USE.** Use of a visitors space beyond three (3) days by a visitor must be reported to the office. Consistent day or overnight parking by visitors may, at the discretion of the Board of Directors require visitors to rent a space in the Recreational vehicle parking lot.
7. No vehicle will be allowed to stand on jacks, blocks, or supports of any kind while unattended. Inoperable, improperly parked, unlicensed or abandoned vehicles will be ticketed by the Germantown Police.

8. Only passenger cars, pickups, and vans owned by residents of Lake Park West are allowed to park in Lake Park West. Temporary parking of commercial or rental vehicles for delivery and pickup of household belongings is allowed just for the short period of time it takes to remove items.
9. Exceeding the speed limit of ten (10) miles per hour on any Lake Park West Street will result in disciplinary action by the Board of Directors. Pedestrians always have the right of way.
10. No vehicle is to be driven into a courtyard, across lawns or sidewalks, except Association maintenance staff vehicles.
11. Commercial vehicles and recreational vehicles such as boats, campers, large trucks, and trailers must be registered at the office and parked in the area designated for such vehicles for a monthly fee. This location is the paved area by the Maintenance garage. The recreational parking area is on a first-come, first-serve basis.

I. PET REGULATIONS

Lake Park West appreciates the fact that many owners have pets which they love and care for. With pet ownership comes the responsibility of being considerate of our neighbors as well as the safety and health of our pets. The following pet rules have these considerations in mind and apply to all owners and their guests. Please be mindful of the seriousness of ignored rules.

1. Tenants of Lake Park West may not have pets in their units.
2. No pet is permitted in any unit at Lake Park West unless said unit is the residence of a person who has ownership interest in the unit.
3. If a tenant (renter) or occupant is reported to be keeping a pet in violation of rule #2 above, the owner of the unit will be asked to have the pet removed. Failure to remove the pet will result in a fifty dollar fine (\$50.00) and a five dollar (\$5.00) a day fine against the unit owner until the pet is removed.
4. Owner occupied units are limited to two 4-legged pets, consisting of no more than one dog at any one time.
5. Pets are never to be left outside unattended on a balcony or a patio.
6. No stakes are allowed in common areas to protect the grounds and to prevent damage to the snow removal and grass cutting equipment. Any damage caused to the equipment will be billed to the owner of the unit.
7. Pet owners must have their pets' hand leashed at all times when outside of their units.
8. Pets may be walked in Lake Park West with the following exceptions: the outdoor pool area, grassy areas, and the Recreational lodge grounds. Pets should be kept away from trees and shrubs.
9. Dog areas are scattered throughout the community and must be used when inside the Lake Park West grounds. Scoopers and disposal containers are available in these areas for immediate clean up. PLEASE USE THEM. A fifty-dollar (\$50.00) fine will be charged if you don't clean up after your pet.

10. Any pet that disturbs residents will be deemed a nuisance. It is always best to try to resolve the pet issue with the resident. When appropriate, if there is no other resolution for the issue, the residents should make a complaint to the Police Department.

J RECYCLING/DUMPSTERS

1. Read the labels on these containers.
2. All residents and tenants are required to break down smaller boxes and cut larger boxes into smaller sections, then place them in the appropriate container.
3. Anyone who puts recyclable items into the garbage dumpsters instead of the recycling dumpsters will be held accountable according to penalties for violations of rules.
4. When putting recyclables into the dumpster; if using a plastic bag to carry items to the dumpster, do not put that bag into the recyclable dumpster. The plastic bag must go into the regular dumpster, it is not recyclable.
5. There will be a fifty dollar (\$50.00) fine assessed to any unit in Lake Park West whose residents give permission to a non-resident to dump garbage in the Lake Park West dumpsters.
6. If you want or need to order a dumpster, you must first contact the office and coordinate it with the Maintenance department. Fines will be issued and the dumpster will need to be removed immediately if these steps aren't followed.

III PENALTIES FOR VIOLATIONS OF RULES

FIRST VIOLATION: Will receive a warning letter from the appropriate committee or the Board of Directors outlining the violation and requesting compliance with the rules.

SECOND VIOLATION: A second warning from the Board of Directors or the appropriate committee will include a fine of fifty dollars (\$50.00). Five (5) days from the date of the letter of warning will be allowed to pay the fine or respond in a letter to the Board of Directors. Fines not paid, or letters not submitted to the Board of Directors within the five (5) days, will result in the fine being due and payable immediately. Deprivation of privileges to use the amenities for thirty (30) days shall begin with the sixth (6th) day from the date of the letter.

THIRD VIOLATION: A third warning from the Board of Directors or appropriate Committee will include a one hundred dollar (\$100.00) fine. Five (5) days from the date of the letter will be allowed to pay the fine or submit a letter to the Board of Directors. Fines not paid, or request not submitted in a letter to the Board of Directors within the five (5) days of the date of letter shall result in the fine's being past due and payable immediately. Deprivation of privileges to use the amenities for sixty (60) days shall begin with the sixth (6th) day from the date of the letter.

FOURTH VIOLATION: A fourth warning letter from the Board of Directors or appropriate Committee will include a one hundred and fifty dollar (\$150.00) fine. Five (5) days from the date of letter of warning will be allowed to pay the fine or submit a letter to the Board of Directors. Fines not paid or letters not submitted to the Board of Directors within the (5) days of date of letter shall result in the fine's being past due and payable immediately. Deprivation of Privation of privileges to use the amenities for sixty (60) days shall begin with the sixth (6th) day from the date of the letter.

FIFTH VIOLATION/FINES UNPAID/UNRECTIFIED SITUATIONS:

Actions on repeated violations, fines unpaid or situations not rectified for any Association rule at the discretion of the Board of Directors. Germantown Police will be notified and/or legal action may be taken when it is deemed appropriate.

IV.CHANGE OF OWNERS/RENTAL UNITS.

SALE OF UNIT: Any owner who sells their unit must pay a \$25.00 transfer fee to cover administrative costs. This fee must be paid before identification cards will be issued to the new owner.

RENTAL UNITS: Any owner who wishes to rent a unit must contact the business office of The Association to obtain a form for notification to the Association. The Association will then transfer the privileges of use of the facilities to the tenant to cover the costs involved, the owner must pay a \$50.00 transfer fee. If a unit is rented to two unrelated tenants and one tenant vacates the premises, and another tenant moves in with the remaining tenant, another \$50.00 transfer fee will be assessed to the owner, to be paid to the Association. Such fees must be paid before the first day of occupancy of the unit by the primary tenant. No tenants shall be issued identification cards or allowed to use any of the amenities until payment of this fee has been made.

1. No owner shall allow tenants to sublet units or allow current tenants or new tenants to rent if they have a pet.
2. No more than two (2) unrelated persons shall occupy any one rental unit.
3. All landlords must complete the form letter available from the office regarding information on tenants.
4. All tenants shall abide by the rules of the Association at all times. Residents shall have the right to petition the Association for the removal of such tenants that are not in compliance with the rules stated in this handbook. The Board of Directors may take such action on their own if they feel the tenants are not in compliance with the rules.

V CURFEW

Consistent with Village of Germantown ordinances, no person under the age of 18 years shall loiter, idle or remain upon any street, alley or other common area of Lake Park West between the hours of 11:00 p.m. and 5:00 a.m. the next day. Violations of this curfew should be reported directly to the Germantown Police Department.

****The following shall constitute valid exceptions to the operation of the curfew:**

1. At any time, if the person is accompanied by his/her parent, legal guardian or other responsible person who is over the age of 18 and who is approved by the parent or legal guardian.
2. At any time, in the event of an emergency, which would justify the reasonableness of the person's presence.
3. At any time while the person is pursuing the duties of his/her employment.

4. Until the hour of 12:30 a.m., if the person is on an errand as directed by the person's parent or legal guardian.
5. If the person is coming directly home from a public meeting or public entertainment such as a movie, play, school, church or sporting event, but in no case beyond 12:30 a.m.