



A CONDOMINIUM
8500 W. Waterford Ave. Unit 9 Greenfield, WI 53228-2329

RULES AND REGULATIONS

REVISED JUNE 13, 2021



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RULES AND REGULATIONS

The following Rules and Regulations must be adhered to by all Residents and Owners

These rules and regulations have been written under the authority given by the By-Laws of Wood Haven Bridges Inc. (the "Association") to the Board of Directors (the "Board") so that the Board may govern the operation and use of the property. The rights and responsibilities of Unit Owners' ("Owners") reflected herein also apply to any tenants occupying the premises. (Note: Owners who are not residents (Residents) of Wood Haven Bridges Inc. do not have parking, laundry and pool privileges). These privileges are respectfully transferred to their tenants for the duration of their occupancy at Wood Haven Bridges Inc.) It is the responsibility of Owners to furnish their tenants with a copy of these "Rules and Regulations." It is also the responsibility of Owners/Sellers to provide a copy of these "Rules and Regulations" and a copy of the "Declaration and By-Laws" to the Owners/Buyers at the time of the sale of their Unit. Additional copies of the "Rules and Regulations" and the "Declaration and By-Laws" are available upon request. The cost per copy is \$20.00 each.

The Rules and Regulations are deemed necessary to provide greater ease of living in close proximity and are intended to: (1) protect the right of all Owners to enjoy the use of their property to the fullest. Consistent with the inherent limitations of apartment-style living, (2) help ensure safety for all; and (3) prevent damage and lessening of property values.

Infractions may result in the assessment of charges to the Owner responsible. Amounts may be actual damages shown for each rule. Actions to be taken if there appears to be an infraction of a rule would be as follows:

(1) Individual Action

If an Owner observes an infraction of a rule, he/she should speak to the person who appears to be violating the rule. A tactful reminder of the rule should be sufficient to end the apparent infraction with a minimum of ill will.

(2) Board Member Action

If an Owner is unsuccessful in resolving the matter of a rule infraction, he/she would next report the rule by reporting the infraction to Prospect Management. This must be done by a phone call (414) 540-0004.

(3) Rules and Regulations Committee

Upon receiving a full report of what appears to be a rule violation, the Committee will first check the report in terms of the Rules and Regulations currently in effect. Any findings that there was not a violation will be discussed with the Board Member and the person who reported the infraction to learn whether there is any reason to take further action on the report.

Any finding that there was a violation will be discussed with the person whose action has been reported. That person will have an opportunity to talk with members of the Committee.

If the Committee decides there has been a rule violation and that further action is required, it will recommend that action to the Board.

(4) Wood Haven Bridges Inc. Board Action

At a regular monthly meeting of the Board, consideration will be given to recommendations of the Committee with respect to rule violations. If the Board decides that further action is warranted, the minutes of the meeting will include the decision made with respect thereto.

The Board may impose sanctions and/or penalties as follows:

- a. Informal letter of reprimand;
- b. Formal published posted letter of reprimand;
- c. Assessment of damages, liquidated and/or actual;
- d. Other legal sanctions, such as judgements, that may be available to the Board.

Note: "Liquidated damages" means the minimum amount that would be assessed for an infraction of each rule. "Actual Damages" could be larger.

**Prospect Management will forward all infractions to the Board for further review.
They also will enforce payment of the fines**

FINES AND ENFORCEMENT PROCEDURES

A. Fines.

1. The Association shall have the right to collect a fine from any owner or resident who violates any provision in the Declaration, By-Laws or Rules and Regulations, or any applicable law. Such fine is not a waiver of other remedies available to the Association, including actual damages and injunctive relief.
2. The fine for a violation of any provision in the Declaration, By-Laws or Rule and Regulations, or any applicable law shall be \$50.00 (unless otherwise specifically provided). Each day a violation continues is a separate violation and shall result in additional fines.
3. If the Association retains legal counsel to aid in the enforcement of applicable laws and/or the Condominium's Declaration, By-Laws and/or Rules and Regulations, shall be entitled to recover its actual attorney fees and costs from the residents and unit owner(s) committing the violation.
4. Fines and attorney fees shall be paid no later than thirty (30) days after the fine is levied. Unpaid fines, attorney fees and costs shall be a lien against the unit ownership and may be enforced by the Association in the same manner as other unpaid assessments. Unpaid fines, attorney fees and costs shall bear interest at 18% per annum.

B. Other Enforcement

The Association may apply to a court of competent jurisdiction to obtain injunctive relief to enforce a violation of all applicable laws, the Condominium's Declaration, By-Laws and/or Rules and Regulations. The Association if successful, shall be entitled to recover the costs of the proceeding and such reasonable attorney fees as may be determined by the court.

C. Appeals

A resident or unit owner may appeal any enforcement action employed by Prospect Management and/or the Board of Directors, including fines, but not include arrearages of assessments, by writing a letter to the Secretary of the Board stating the reason for the appeal. The written appeal must be received by the Secretary within 14 days of the notice of the fine. The Board shall review the validity of enforcement and the remedy. The decision of the Board (by majority vote) shall be conclusive.

COLLECTIONS AND LATE FEE POLICY

- A. The Association shall pursue collection of past due condominium assessments – which includes common charges, special assessments, fines and late fees – according to the following procedures.
 - 1. If the assessment is not paid on or before ten (10) days of its due date, the owner will be charged a \$25.00 late fee. If the 10th day falls on a weekend or holiday, all payments are due on the following business day.
 - 2. Checks should be made payable to Wood Haven Bridges Inc.
 - 3. When a unit owner is delinquent for two months, the account shall be referred to an attorney for collections. Collection methods include, but are not limited to, filing a lien on the condominium unit and foreclosure. The unit owner will be liable for all costs of collections, including attorney fees.
 - 4. If, at any time, a unit owner makes a partial payment of the total amount due to the Association, the payment shall be applied to the arrears in the following order:
 - (a) Collection costs, including fees;
 - (b) Late fee and interest, oldest to newest;
 - (c) Special assessments;
 - (d) Common charges, oldest to newest;
- B. If a check received from a unit owner is returned by the bank (or similar entity) for insufficient funds in the unit owner's account, the unit owner will be charged \$25.00 per occurrence.
- C. The provisions of this rule are in addition to – and shall in no way limit – the collection remedies provided in the Association's Declaration and By-Laws, including charging of interest to delinquent accounts.

VIOLATIONS AND FINE ASSESSMENTS

VIOLATION CATEGORY	ASSESSMENT AMOUNT
“A”	\$50.00 + \$5.00 PER DAY
“B”	\$100.00 + \$10.00 PER DAY
“C”	\$200.00 + \$25.00 PER DAY

A. **Buildings**

The following rules apply to buildings. (Liquidated damages are shown in parentheses, with Levels designated as Levels A, B or C. Monetary fine amounts can be found on Page 5).

1. To ensure personal safety in the event of a power failure, aisles in the locker rooms, boiler rooms and laundry areas may not be used for storage. (A) *(By order of the Greenfield Fire Department.)*
2. Hallways may not be used for storage. (A) Exceptions to this rule would be the following:
 - A. Decorative items that have been approved by the Board; and
 - B. In winter (November 15 through April 15), boots may be kept on a boot caddy.
3. Nothing may be attached to the halls and entranceways. (C)
4. Association equipment such as heating valves, water valve shut offs, and light timers may not be changed or shut off. Prospect Management must be notified when issues that require the water being turned off occur. (C)
5. Common doors and windows may not be left open for more than 30 minutes, unless you are moving in and out. (A)
6. Windows and doors on patios and balconies may not be kept open during the heating season. (B)
7. Window treatments must be kept within the décor of the Association. Torn screens or broken windows must be repaired as soon as possible. (A)
8. Permanent connection to common electricity is prohibited. (A)
9. Garbage dumpsters must be kept in the enclosed garbage areas. (A)
10. Only Association "ice melt" may be used on bridges. Salt is provided for the lower garages. (B)
11. Recreational activity or loud noises or disturbances of any kind are prohibited, especially between the hours of 11:00 p.m. and 8:00 a.m. (C)
12. No running, jumping or any other recreational activity is allowed on the stairs or in the hallways or other common areas. (A)
13. Occupancy of one-bedroom units is limited to two (2) individuals. Occupancy of two-bedroom units is limited to four (4) individuals. (B)
14. Doors to units must be kept closed, except when people are entering or leaving the unit. (A)
15. Smoking is permitted only within an Owner's individual unit. (B)
16. No flammable liquids are allowed in or around any building. (C)

17. Gasoline operated equipment is not allowed in any unit. (C)
18. No one except authorized personnel is allowed on the roof. (C)
19. Window air conditioners are not allowed. (B)
20. Satellite dishes and/or TV antennas may not be attached to the exterior of the building. (C)
21. The installation of washers and dryers is NOT ALLOWED. The twelve (12) washers and dryers that were installed before January 26, 2018 will be grandfathered. (C)

B. Balconies and Patios

1. Awnings or screens (other than those that are part of the patio door assembly) are not permitted on porches or patios. (C)
2. Balconies and patios may not be enclosed with materials such as wire mesh, nets or plastic. (C)
3. Only articles in keeping with patio appearance may be kept on patios and balconies. (A)
4. Clothing or other articles may not be suspended over patios or draped over railings. (A)
5. Flower pots and boxes may be placed on patios and balconies, but may not be suspended from outside railings, ledges or exterior walls. (A)
6. Patio areas may not be painted or enlarged. (B).
7. Nothing may be dropped, thrown or shaken from balconies or windows. (B)

C. Grills (In compliance with the Greenfield Fire Department)

1. Only electric grills are allowed on the premises. Charcoal AND gas grills are prohibited. (C)
2. A fully charged U.L. approved fire extinguisher (2 lb. dry chemical capacity) must be kept within three (3) feet of a grill that is in use. (A)
3. Grills of any kind are not permitted in any Wood Haven common area, including the pool area. (B)

D. Storage Lockers

1. Flammable materials such as gasoline, gasoline operated equipment, and propane cylinders may not be placed in storage lockers. (C)

2. Contents of a storage locker must be kept at least 18 inches below the sprinkler system. Tops of the lockers must be open so that water can flow into them from the sprinkler system. (B)

3. The 9th storage locker provides extra space for **temporary storage**. This locker is shared by everyone and items placed therein must be identified by the Owner's name and/or unit number. Unidentified items will be removed. No lock may be placed on its door.

E. Laundry Rooms and Storage Areas

1. Washers and dryers are for the use of Residents only. (A)
2. Laundry products may not be stored in the laundry area. (A)
3. Clothing or other items may not be left in the laundry area overnight. (A)
4. Appliances must not be unplugged at any time. This is to prevent damage to the circuitry. (B)
5. The dryer lint screen must be emptied after each use. (A)
6. Dryers may not be treated with anti-static spray or liquid. (A)
7. Do NOT use abrasive cleaners/products or bleach on floors, washers, dryers and counter top. (A)
8. Avoid using the laundry machines when the noise might disturb a neighbor's sleep.
9. Turn off lights and close the door when you leave.

F. Maintenance Closets

1. Additional storage space is provided in maintenance closets. The closets are unlocked, and storage is at the Owner's risk. Items such as patio and pool furniture, suitcases, card table and chairs. Must be identified with the Owner's name and/or unit number and may be stored as space permits. Unidentified items will be removed. Note that condominium supplies are kept in locked maintenance closets. (A)

G. Grounds

1. Individuals may not plant trees, bushes, flowers and vegetables. (B) Exceptions to this rule would be:

A. Planting done by the Beautification Committee as authorized by the Board of Directors; and

B. Individuals who reside in Units 3 and 4 in Buildings 1 through 4 will be able to plant bushes and plants in the area under their window(s) to the sides of their patio door. Only the unit

owners who live in the units stated above will be allowed to do plantings. They must adhere to the following guidelines:

- i. Individual unit owners must present a plan to the Board for approval.
 - ii. After the Board approves the plan, the chairman of the Beautification Committee will monitor the creation and upkeep of the plantings.
 - iii. All expenses for the planting and upkeep, including watering, trimming and weeding, will be borne by the unit owner.
 - iv. Planting will be limited to use of dwarf globe yews, weigela, outdoor hibiscus and hosta.
 - v. This rule will be on a trial basis and will be revoked by the Board if the Board deems it necessary.
2. Bird feeders and other feeding of local wildlife is prohibited. (A)
 3. Interference with Board approved professional eradication of wildlife pests is prohibited. (C)
 4. Residents are prohibited from dumping anything in the wooded area west of the buildings. (C)
 5. "For Sale" and "Open House" type signs may be displayed, but only on the day and during the hours of an "Open House". (B)
 6. Wash lines or drying racks are prohibited on balconies, patios and common grounds. (B)
 7. No personal items may be stored in the common areas or garages. (B)
 8. Use of recreational equipment such as skateboards, skates, skis, scooters and bicycles are prohibited. However, with adult supervision, tricycles or bicycles with training wheels are allowed on the walkways, but not on driveways. (A)
 9. Bicycles may be used for passage to the public streets and sidewalks.
 10. Recreational activities such as baseball, football, basketball, soccer, tennis and golf are prohibited. However, light recreational activities are allowed on common grass areas if foam, Nerf or whiffle balls are used. Recreational activities such as badminton, volleyball or croquet are allowed on the North lot.

H. Cars and Parking

Rules 1 to 5 apply to parking in ALL spaces:

1. Speed limit is 10 miles per hour. (B)
2. Vehicles permitted are automobiles, motorbikes, motorcycles, "light" pick-up trucks, mini vans, SUVs and station wagons. Pick-up truck beds must be empty or covered with a fitted cap, cover or top. Further, full size trucks and vans, campers, snowmobiles and trailers are not allowed. (B)

3. Disabled vehicles must be towed if repairs cannot be completed within 24 hours, unless Board permission is obtained for a longer time. (B)
4. Draining of liquids from a vehicle is not permitted. (B)
5. Electricity from common areas cannot be used for vehicles. (A)

Rules 6 to 11 apply to parking in spaces below ground level (these spaces are all assigned):

6. Each unit has an assigned parking space. Residents must park their vehicle in that assigned space. (A)
7. Prospect Management may assign an additional parking space on request from an Owner or resident. The cost for an additional parking space is \$10.00 per month. If space is available, parking spaces beyond the second may be assigned. The cost for parking spaces beyond the second is \$30.00 per month. All parking fees for extra spaces must be paid on a quarterly, semi-annual, or annual basis. Vehicles must be licensed and operable.
8. Only cars that have assigned spaces may be parked below ground level. (A)
9. Parking that would obstruct other vehicles is prohibited. (A)
10. Parking in front of lower entrance doors is prohibited. (A)
11. Hoses at the lower level entrances may be used for washing cars of residents. (A)

Rules 12 to 14 apply to parking in spaces at ground level (on top):

12. Residents may park in spaces at ground level for up to 8 hours maximum. (A)
13. Guests may park in the spaces at ground level during their visit to an owner or resident. For a car that will remain more than 3 days, call (414) **540-0004** and record your name, address and the make, model and license number of the vehicle. Guests must remove their car when they depart. (A)
14. Permission of the Board is required for temporary parking of campers, trailers, boats or other vehicles that are not passenger cars. Call (414) **540-0004** to request permission for parking. (B)

SEE PAGE 14 FOR INFORMATION ON THE TYPES OF PARKING AVAILABLE ON THE GROUNDS AND HOW TO APPLY FOR ADDITIONAL RESERVED PARKING SPACES

I. **Pets**

1. Dogs or cats are **NOT** allowed as pets. Only birds in a cage and fish in an aquarium may be kept in a unit. (C)
2. Guests must stay with pets at all times; as such, no pet sitting is allowed. Guests' pets must be under their owner's control. Any refuse from the visiting animal must be cleaned up immediately. (B)
3. No animals are allowed in the pool area.

With appropriate documentation and Board approval, owners may have Service or Assistance Animals. The process for this is to notify the Board with the request. That is then sent to the Property Management Company to handle. Once the appropriate paperwork is received the management company notifies the Board as to whether this request is approved. If there are any discrepancies they may need to be handled by the attorney. Appropriate documentation is as follows:

1. Annual letter from the unit owners Licensed Board Certified Local Physician which is signed and dated as proof that the owner is currently under their doctor's care for their medical condition that qualifies the need for their Service or Assistance Animal.
2. Annual proof from their veterinarian that the animal is up to date on all of its vaccinations as required by law.
3. Owners of Service or Assistance Animals must register the animal with the property management company to include the type and name of animal. A maximum height of 14 inches (measured from bottom of front paw to the shoulder blade) for any dog.

Further guidelines include:

1. Service or Assistance Animals must be with its owner at all times. Animals outside the confines of the unit must be on a leash or in a cage and accompanied by the owner.
2. Unit owner is responsible for any/all clean-up of their animal.
3. All Owners or Residents with animals shall take all reasonable actions to prevent the animal from being a danger, nuisance or annoyance to any Owner, Resident, guest or invitee of any Owner or Resident. The Owner or Resident of the animal is responsible and liable for any damage to property or injury caused by an animal. Wood-Haven Bridges Inc. is not responsible or liable for the actions of owner's animals to others and/or property.

J. **Common Charges**

1. Monthly charges are to be paid on the first of each month. There is a grace period of ten (10) days. Checks should be made payable to Wood-Haven Bridges.

2. Reminders will be sent to delinquent owners or residents after the 10th of the month. Additional charges, such as interest (1.5% per month), will be listed.
3. The Board may take further action after one month to collect late payments. Owners will be charged for any legal costs that are incurred.
4. Instructions for payment of special assessments will be provided at the time of assessment.

K. Rentals and Leases

1. All units shall be OWNER OCCUPIED. See By-Laws dated January 20, 2018 Article VII Sales and Leases of Units, Page 22, Section 10 Owner Occupancy, Paragraphs (a) through (h)
2. Owners must file an application with the Board seeking permission to lease a unit BEFORE any rental agreement is made with a tenant. A \$100.00 processing fee must be submitted with the application, which is available from the Board of Directors. (A)
3. The Board must approve a lease BEFORE any rental agreement is made. (C)
4. Information about prospective tenants must be filed with the Board BEFORE any rental agreement is made. (A)
5. Approved leases must be renewed annually and approved by the Board.
6. Unit owners are required to provide tenants with a copy of the Rules and Regulations. An initial copy is provided in the Wood-Haven Bridges welcome packet. Additional copies are \$20.00 (contact a board member).

L. Sales

1. The Association has the right of first refusal on any unit sale.
2. Unit owners must file a \$100.00 processing fee and submit a copy of the offer of sale BEFORE a sale is final.

M. Pool

1. Residents may bring guests to the pool, as long as the Resident stays with his or her guests at all times. No more than 6 guests per unit are allowed. Guests under the age of 16 must be under adult supervision at all times. (A) Owners who are not residents of Wood-Haven Bridges do not have pool privileges.
2. Anyone engaging in activity that could be classified as disturbing the peace, endangering the safety of others or causing damage to the Association or Unit Owner's property will be subject to police

intervention and/or a fine, depending on the nature of the offense and the amount of charge the Board of Directors deem appropriate. (B)

3. Use the pool at your own risk. There is no lifeguard. If someone in the pool needs help, use the lifesaver ring and/or the long pole that is kept at the west end of the pool.
4. The First Aid Kit is mounted on the cabana wall. No one is to tamper with the First Aid Kit. It is for emergency use only. (B)
5. The telephone located in the cabana is for emergency use only. (A)
6. No one, except authorized personnel, may enter the equipment room. Tampering with the equipment will result in a fine. In addition, patio furniture such as tables and umbrellas may not be moved. (C)
7. Glass items are not allowed in the pool area. (B) Any violator will be responsible for the cost of cleaning of the pool and the draining and refill of the pool.
8. Proper swimwear is required. Street clothes are not permitted. (A)
9. Children in diapers are not permitted in the pool unless the diaper is secured by a tight fitting "swimmer" garment. (A)
10. Running, shouting, jostling or throwing of objects is not permitted. (A)
11. Jumping and diving into the pool are not permitted. (A) Failure to comply could result in revocation of pool privileges.
12. Use sunscreen with moderation before entering the pool (oils could damage the filter).
13. Loud music or other loud noise are not permitted. (A)
14. Life jackets, goggles, flippers, infant flotation devices and water wings are allowed. No other flotation devices are permitted. (A) Small toys are permitted when not infringing on the enjoyment of the pool by others.
15. Pets are not allowed. (C)
16. Only light snacks and sandwiches are allowed in the pool area. No snacks are allowed poolside. Residents are responsible for their own clean up. Beverages are NOT allowed IN pool. (A)
17. Barbeque grills are not permitted in the pool area, nor are they permitted in any other common areas. (B)
18. Personal pool furniture may be brought to the pool but may not be stored in the area overnight. (A)

19. No special use or reservation of the pool area is allowed. (C) Exceptions may be approved by the Board for use in organized, closely supervised programs of instruction.
20. Pool hours are 9:00 a.m. to 10:00 p.m. Persons in the pool area outside of these hours will be subject to a fine. (C) Trespassers will be subject to police intervention.
21. Everyone should help keep the pool area neat and try to ensure that no unauthorized persons enter the pool area. When leaving area umbrellas must be closed and chairs that were moved should be returned to the original places.

Guidelines

Guidelines are in addition to the Rules and Regulations. Follow the Guidelines to be a good neighbor. Use your common sense and make Wood-Haven Bridges pleasant for everyone. If you have a question about the condominium, call the Association answering machine at (414) 540-0004 or one of the active members of our Board of Directors.

A. Buildings

1. Keep doors closed. This would prevent spreading of flames and smoke from a fire.
2. Know the location of the fire alarms and extinguishers. Know how to operate them.
3. In case of fire:
 - a. Sound the building alarm;
 - b. Call 911 for the Greenfield Fire Department. Please note that the building alarm does not alert the Fire Department. **You must call 911.**
 - c. Later, call Prospect Management at (414) 540-0004 to report the incident.
4. Know the escape routes. Fire may be blocking a hallway.
5. Air conditioners that are accessible must be covered during the heating season (November through March) to conserve heat. (A)
6. Clear snow from balconies and patios after a snow storm.
7. Keep patios and balconies clear all through the year.
8. Avoid water on the bathroom floor by keeping the shower curtain inside the tub when showering. In upper units, water seepage can cause damage to the ceiling of the unit below. Note that costs incurred to repair such damage would be the responsibility of the upper unit causing such damage.

B. Grounds in Winter

1. When possible, during plowing after a snow fall, move your car to an area that has been cleared.

C. Trash Disposal

1. Place garbage and refuse inside of trash bags before disposing in dumpsters.
2. No items should not be placed outside or on top of dumpster lids.
3. Break open and flatten cardboard boxes and placed IN bins. (A)
4. Recycling bins for paper items, plastic, glass bottles and cans are in every garage. Recyclable plastic containers and boxes should be flattened. **Do Not put your recyclables in a plastic bag.** (A)
5. Items to be disposed of by Unit Owners or their tenants must be placed in the designated containers provided. Our disposal service will not remove items such as appliances, electronics, mirrors, railings, toilets, carpeting, mattresses, paint, oil based products and grills etc. It is the Unit Owners or their tenants' responsibility to dispose of these items at their own expense. Our disposal service will not remove any items that are not placed in the containers provided. Break open and flatten cardboard boxes/cartons, if needed cut them up so that they will fit in the containers. A fine will be assessed to the owner/tenant responsible for items left outside the containers. If it cannot be determined who is responsible ALL UNITS (1THRU 8) OF THE BRIDGE WILL BE ASSESSED THE COST OF REMOVAL OF THE ITEMS. (B) NOTE: There is a dumpsite behind the Greenfield Police Department off Layton Avenue (4551 South 52nd Street). Current hours are: Wednesdays 4:00 p.m. to 8:00 p.m. and Saturdays 7:30 a.m. to 3:00 p.m. You are urged to use this dumpsite for disposal of items not picked up by the trash service. A one time or annual pass may be purchased at the City of Greenfield city hall room 203. (414)329-5321

D. Laundry Rooms and Storage Areas

1. Turn off lights and close the door when you leave.
2. Do NOT use abrasive cleaners/products or bleach on floors, washers, dryers and counter top. (A)
3. Empty the dryer lint screen after each use. (A)
4. Avoid using the laundry machines when the noise might disturb a neighbor's sleep.

E. Parking

1. There are three (3) types of parking on the grounds:
 - a. **DEEDED:** A deeded or assigned, spot comes with the purchase of your unit. Vehicles parked here are at the discretion of the owner in keeping with the Rules and Regulations. Only a unit owner may call regarding this spot, unless it violates the Rules and Regulations.

b. **RESERVED:** A reserved spot is an additional parking space that may be purchased/rented by a unit owner for use by the unit owner or a visitor. The fee is \$10.00 per month. Payments may be paid annually or every three (3) months, due by the first of January, April, July and October. Payments received after the first may be held to be deposited in the next payment period. Failure to pay will result in a fine and loss of the parking spot. If space is available, a second reserved spot can be purchased/rented at a cost of \$30.00 per month. Payments are due on the dates listed above. Payments should be made out to: Wood-Haven Bridges and sent to Prospect Management (414) 540-0004. Please request additional parking spots in writing and include payment. Cash payments are not allowed. Include the color, make, model, year, license plate number and contact information for the car/unit owner. (A)
If you no longer need a parking spot, please forward a letter to Prospect Management which includes the last date the spot will be used and an address where a refund can be mailed.

c. **NO PARKING:** These spots are not to be used. Vehicles parked in no parking zones will get one warning (or contact attempt), then they will be ticketed and/or towed at the owner's expense.

1. Top/ground level parking is for visitors. Parking for more than a few days requires Board approval.
2. For questions regarding parking, please contact **Prospect Management 540-0004**

F. Security and Protection

1. For everyone's safety and security, resident information must be PROVIDED and kept current. (C)
2. Be careful whom you let into a building.
3. Check that the outside doors lock after you enter or leave a building.
4. Your door should be dead-bolt locked as you leave your unit.
5. Any Condition within Wood-Haven Bridges that appears damaged, dangerous or broken should be reported immediately to Prospect Management (414) 540-0004

6. BE VIGILANT - Report suspicious activity to the Greenfield Police Department at (414) 761-5300. Afterward, contact Prospect Management to report the incident. (414) 540-0004