# EXECUTIVE SUMMARY

**Condominium Name:** The Sterling Condominium

This Executive Summary was prepared or revised on October 07, 2024 (insert date).

This Executive Summary highlights some of the information prospective purchasers are most interested in learning, as well as some of the information they should consider when contemplating the purchase of a residential condominium unit. The following sections either briefly summarize pertinent information or direct prospective buyers to specific documents, sections and/or pages of the condominium materials that discuss a topic in detail. A section identified with an 🕮 icon may refer a prospective purchaser to specific page numbers or sections of the condominium materials for more information about a topic.

**This summary is not intended to replace the prospective purchaser's review of the condominium declaration, bylaws and other condominium disclosure materials nor is it a substitute for a professional review of the condominium documents or legal advice.**

## 1. Condominium Association Management and Governance

- Condominium association name The Sterling Condominium Owners Association, Inc.
- Association address C/O Hunt Management, 10520 N. Baehr Road, Suite Q, Mequon, WI 53092
- The association is managed:
  - ☐ By the Unit Owners (self-managed)
  - ☒ By a management agent or company
  - ☐ By the declarant (developer) or the declarant's management company
- Person(s) to be contacted for more information about the condominium Hunt Management, Inc.
- Address, phone number, and other contact information for the contact person Hunt Management, Inc. 10520 N. Baehr Road, Suite Q, Mequon, WI 53092, Phone: 262-238-1480, Fax: 262-238-1485 Email: clientservices@huntmanagement.com

🕮 For condominium document references regarding association governance and a condominium contact person, see First Amendment & Restated Declaration, 10.1; Bylaws 3.1

## 2. Parking

- Number of parking spaces assigned to each Unit: 1-2 Number Outside _____ Inside 1 or 2
  ☐ Common Element ■ Limited Common Element ☐ Included as part of the Unit
  ☐ Separate Non-voting Units ☐ Depends on Individual Transaction [check all that apply]
- Parking fees (include separate maintenance charges, if any) ■ No ☐ Yes, $_____ per _____ Other (*specify*): _____
- Parking assignments reserved or designated on the plat or in the condominium documents:
  ☐ No ■ Yes -- Where? Parking units are assigned to units and record is kept by the Association.
- Parking spaces assigned to a unit by a separate deed: ■ No ☐ Yes
- Ability to transfer parking spaces between Unit Owners: ☐ No ■ Yes
- Describe parking available for visitors Street parking or one of the Unit Owner's assigned space(s).
- Describe any other parking restrictions Assigned parking spots are restricted to use by owners, their lessees & occupants of the dwelling unit. Parking units may not be used for storage except parking vehicles which are operable.

🕮 For condominium document references to parking, see Rules and Regulations III (A). 2nd Amendmet to Condominium Declaration; First Amended & Restated Declaration Article 1, 5.2.2, 5.2.3, 6.8, 6.9, Bylaws 8.1 (f).

## 3. Pets

- Are pets allowed? ☐ No ■ Yesð describe the kinds of pets allowed: Each owner occupied unit is limited to 1 or 2 dogs, cats, birds and fish. Pets must be leashed when in common areas. Renters may not have pets.

♦ Pet rules and restrictions: No livestock or poultry may be kept, bred or raised in any unit. Pets which exceed 24 Inches in height or 50 lbs in weight are not permitted, except that 1 or 2 dogs aggregating not more than 100 lbs in weight may be kept. All pets must be on a leash when outside a unit. No dogs regulated under Section 78-22 allowed

📖 For condominium document references regarding pet rules, see Rules and Regulations: III (B), Bylaws 8.1 (h) - (i).

**4. Unit Rentals**

♦ May Unit Owners rent out their condominium units? ☐ No ■ Yes -- describe the limitations and restrictions on unit rentals: (1) 20% rental cap; (2) Owners must reside in unit for at least 3 contiguous years prior to rental; (3) Must use approved Sterling Condominium Residential Lease; (4) A one-time lease fee of $500 per new tenant, $500 moving + $200 annual lease fee paid to the HOA; (5) Owner provides copy of lease to Hunt for approval

📖 For condominium document references regarding unit rentals, see Declaration 6.7; Bylaws 8.1 (d); Rules and Regulations III (J) for more detail restrictions.

**5. Special Condominium Amenities or Features**

The Condominium has a fitness room and a community room.

(describe any special amenities and features)

♦ Are Unit Owners obligated to join or make additional payments for any amenity associated with the condominium, such as an athletic club or golf course? ■ No ☐ Yes -- cost: $100 deposit required to reserve the Community Room.

📖 For condominium document references regarding special amenities, see Rules and Regulations B; Community Room Form and Fitness Center Rules and Waiver Form

**6. Unit Maintenance and Repair Responsibilities**

♦ A Unit Owner's responsibilities for unit maintenance and repair include: their Units and appurtenant Limited Common Areas and keeping them in good, clean, sanitary and working order. This includes light fixtures, ranges, refrigerators, heating and air conditioning equipment, dishwashers, disposal, laundry equipment, or other equipment which is in or connected with the Unit and includes maintenance of windows, balcony doors, balconies and patios.

📖 For condominium document references regarding unit maintenance and repair responsibilities, see Declaration 11.1, 11.2; Bylaws 7.1. (a) - (c), 7.3; Rules and Regulations III (E).

**7. Common Element and Limited Common Element Maintenance, Repair and Replacement**

♦ Person(s) responsible for common element maintenance, repair and replacement: The Association shall be responsible for the management and control of the common elements, keeping them in well maintained condition.

♦ Repair and replacement of the common elements is paid for by:

- ☐ Unit Owner assessments
- ☐ Reserve funds
- ☒ Both
- ☐ Other *(specify):*

♦ Person(s) responsible for limited common element maintenance, repair and replacement: Each Unit Owner shall keep the limited common elements appurtenant to the Unit in good, clean, sanitary and attractive condition.

♦ Repair and replacement of the limited common elements is paid for by:

- ☐ Unit Owner assessments
- ☐ Reserve funds
- ☒ Both
- ☐ Other *(specify):*

📖 For condominium document references regarding common element and limited common element maintenance, repair and replacement, see Declaration 11.2, 11.3, 11.4; Bylaws 7.2, 7.3

**8. Reserve Funds**

♦ Does the condominium association maintain reserve funds for the repair and replacement of the common elements? ☐ No ■ Yes

♦ Does the association have a Statutory Reserve Account*?

☒ No ☐ Yes -- reserve balance is $ 1,377,449.60 as if 8/31/2024

**Note:** This amount is current as of the date this Executive Summary was prepared or revised.

📖 For condominium document references regarding this condominium's reserve funds for repairs and replacements, see Bylaws 6.4 (b)

***Note:** A "Statutory Reserve Account" is an account established under Wis. Stat. § 703.163 to be used for the repair and replacement of the common elements in a residential condominium (optional for a small condominium with up to 12 residential units or a mixed-use condominium with residential and non-residential units). In a new condominium, the developer initially decides whether to have a statutory reserve account, but after the declarant control period has ends, the association may opt-in or opt-out of a statutory reserve account with the written consent of a majority of the unit votes. A condominium may have other reserve accounts that are not statutory reserve accounts.

## 9. Fees on New Units

♦ Are there provisions excusing the declarant (developer) from paying assessments or modifying the declarant's obligation to pay assessments for the units still owned by the declarant during the period of declarant control?

☒ Not applicable (no developer-owned units or declarant control has ended)
☐ No
☐ Yes -- describe in what way:

♦ Describe other provisions in the declaration, bylaws, or budget addressing the levying and payment of assessments on units during the period of declarant control: N/A

📖 For condominium document references to condominium fees during the declarant control period, see N/A

## 10. Expansion Plans

♦ Has the Declarant (developer) reserved the right to expand this condominium in the future?
☒ No ☐ Yes -- number of additional units that may be added through the expansion: _____ units

♦ Expansion period ends: It has ended.

♦ Condominium management during the expansion period is by: N/A

📖 For condominium document references regarding condominium expansion plans, see N/A

## 11. Unit Alteration and Limited Common Element Enclosure

♦ Unit Owner may alter a unit or enclose limited common elements: ☒ No ☐ Yes

♦ Describe the rules, restrictions and procedures for altering a unit: Unit owner may make improvements or alterations that do not impair the structural integrity of the Condominium. No material change to common walls.

♦ Describe the rules, restrictions and procedures for enclosing limited common elements: Nothing shall be altered, constructed in or removed from the common elements or the limited common elements without HOA consent.

📖 For condominium document references to unit alterations and limited common element enclosures, see Declaration 11.7; Bylaws 8.1 (m)

## 12. First Right of Purchase

♦ The condominium association has a right of first purchase, also sometimes referred to as a right of first refusal, when a condominium unit is offered for sale: ☒ No ☐ Yes

📖 For condominium document references to any first right of purchase held by the condominium association, see

## 13. Transfer Fee

♦ The condominium association charges a fee in connection with the transfer of ownership of a unit: ☒ No
☐ Yes -- amount charged: $

📖 For condominium document references to fees charged in connection with a unit ownership transfer, see _____

_____

**14. Payoff Statement Fee**

♦ Condominium association charges a fee for providing a payoff statement regarding unpaid unit assessments and charges: ☐ No ■ Yes -- amount charged: $ 25.00

📖 For condominium document references to fees charged for payoff statements under Wis. Stat. § 703.335, see For each additional payoff requested during that two month period there is a $25.00 charge.

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**15. Disclosure Materials Fee**

♦ Condominium association charges a fee for providing the condominium disclosure materials a unit seller must provide to a prospective unit buyer: ☐ No ■ Yes-- amount charged: $ The actual cost of furnishing the information or $50.00, whichever is less pursuant to Sec. 703.20(2)(a) Wis. Stat.

📖 For condominium document references regarding fees charged for providing the condominium disclosure materials, see _____

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**16. Other restrictions or features (optional):** _____

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**17. Amendments**

Condominium materials can be amended in a way that might change the rights and responsibilities of Unit Owners. Wisconsin law allows the Unit Owners to amend the condominium declaration, bylaws and other condominium documents if the required votes are obtained. Some of these changes may alter a Unit Owner's legal rights and responsibilities with regard to the condominium unit, including some of the information included in this Executive Summary. Unit Owners and prospective purchasers should review the amendment requirements in the declaration, bylaws, rules and regulations, or other condominium documents.

📖 For condominium document references regarding condominium document amendment procedures and requirements, see Declaration 19.1, 19.2, 19.3, 19.4; Bylaws 6.2.

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This Executive Summary was prepared on the date stated on page one by Karen Bronikowski The Sterling Condominium HOA President (print name and title or position).

**Instructions for Completing the Executive Summary.** The Executive Summary is one of the condominium disclosure documents that must be furnished to a prospective purchaser of a residential condominium unit. The Executive Summary addresses the topics set forth in Wis. Stat. § 703.33(1)(h) in clear, plain language or by indicating the location within the disclosure materials where the information may be found. The Executive Summary must state the date on which it is prepared or revised. It shall be revised whenever a change in the condominium materials necessitates a corresponding revision to the Executive Summary. The preparer of the Executive Summary should consult an attorney with any questions concerning preparation of the Executive Summary.

**Executive Summary Legal Requirements.** Per Wis. Stat. § 703.33(1m), the declarant (developer) or the association is responsible for preparing the Executive Summary and revising it whenever a change is made in the disclosure materials that necessitates a corresponding revision to the Executive Summary. An Executive Summary must appear in the condominium disclosure materials directly following the index [Wis. Stat. § 703.33(2)], and must be attached as an addendum to the real estate condition report that a seller gives to a prospective purchaser, generally before the prospective purchaser writes an offer to purchase [Wis. Stat. § 709.02]. An Executive Summary may not be required as part of the disclosure materials for a "small condominium" (up to twelve residential units), depending upon the elections made in the declaration [Wis. Stat. § 703.365 (1) & (8)].

**CAUTION: NEITHER REAL ESTATE LICENSEES NOR UNIT OWNERS SHOULD COMPLETE THIS FORM!**

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No representation is made as to the legal validity of any provision or the adequacy of any provision in any specific transaction.