# Camelot Trails Condominium Corporation

# Disclosure Materials

# Section G

# Rules and Regulations

# Camelot Trails Condominium Corporation

# Rules Book

# Revised 7/1993

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## PREFACE

This rule book is intended to serve as a guide to Unit Owners at Camelot Trails and is a major revision of a similar book distributed several years ago. Because this is designed to serve as a guide to answer some of the most frequently asked questions, it is not a legal document like the Camelot Trails Declaration and Bylaws by which we are all bound. Technical descriptions of some of the items discussed here are also listed there in details. If an item is in question, the explanation given in the Declaration and Bylaws will supersede any given here.

Now that the legal "mumbo-jumbo" is out of the way we can get to the important stuff. This reference was written for all of us and we are looking for your suggestions on how we can make it better. We'd like to keep this updated as often as necessary so please direct your comments of suggestions to any Board member or Management and we'll try to incorporate them into the next release.

# OVERVIEW

## WHAT IS CAMELOT TRAILS?

Camelot Trails is a condominium complex. Under co-ownership, each purchaser of a unit receives an exclusive right to use, occupy, mortgage and dispose of his/her particular unit, plus an individual interest in the fixtures that serve all tenant owners in common.

A condominium complex is an experiment in democracy. Each homeowner has an equal share in the Camelot Trails Corporation. The Corporation elects a Board of Directors to act on behalf of the condominium complex as a whole. These five directors are elected to staggered terms during the annual homeowner's meeting held each April.

Even though Camelot Trails is a condominium complex, some of the responsibilities accepted by our Unit Owners are different from what many people would consider a "condo". The owners have chosen to perform some tasks such as lawn care that traditionally are performed by some Associations. This keeps maintenance fees lower but requires a greater commitment from our Unit Owners.

## DECLARATION, BYLAWS AND RULES

As mentioned in the preface, the Declaration and Bylaws are the legal guidelines under which the corporation must function. These "Documents" can be likened to the U.S. constitution and changing them requires a 2/3 majority vote of the homeowners.

In addition to these "Documents", the condominium corporation is governed by a set of "Rules". On behalf of the condominium owners, the Board of Directors implement and enforce the "Documents" and promulgate rules and guidelines to supplement the Documents. No rules may be adopted that conflict with the Bylaws. Rules may also be adopted by a majority vote at any homeowner's meeting.

## COMMON & LIMITED COMMON AREAS

There are "Limited Common Areas", owned by all, but reserved for the exclusive use of each homeowner subject to the Rules and Regulations promulgated by the Camelot Trails Board of Directors. These are the areas commonly known as "your yard". There are also "Common Areas" owned by all and available for use by all. These areas are also subject to the rules set forth by the Board.

## PHONE NUMBERS OF IMPORTANCE

Emergency……. **911**
Oak Creek Fire Department……... **414-570-5630**
Forest Green Realty & Management……. **414-425-3134**

## MANAGEMENT

The term "Management", as used throughout these Rules and Regulations, refers to an outside professional service under contract with the Association, responsible for the overall administration of the corporations' affairs. Management receives authority from, is directed by, and is directly responsible to the Board of Directors. Management's function is to provide three basic services:

1. **ADMINISTRATIVE SERVICES:**
    a. Serve the Board of Directors as a consultant, intermediary, representative, and overall administrator of the Corporation.

    b. Receive and effectively respond to all Unit Owners and Resident complaints, maintenance requests, violations, and emergencies as they relate to the common areas.

    c. Keep and maintain all Corporation records.

    d. Coordinate and contribute to all meetings of the Corporation and the Board of Directors.

    e. Assist in the publication and distribution of all mailings.

    f. Assist in maintaining appropriate Corporation insurance, and coordinate all claims for same.

2. **ACCOUNTING AND FINANCIAL SERVICES:**
    a. Collect all Corporation receipts.

    b. Coordinate the collection of all delinquencies.

    c. Maintain Corporation accounts.

    d. Disburse all Corporation payables.

    e. Keep detailed records, and furnish monthly statements of income, expenses, and budget comparison.

    f. Assist in the preparation of the Annual Budget, financial reports, audits, and tax returns.

    g. Prepare and furnish Statements of Accounts.

## 3. PROPERTY MAINTENANCE SERVICES

a. Establish and implement a complete maintenance and repair program.

b. Obtain, review, and recommend proposals for annual services and major maintenance and repair projects.

c. Hire, supervise and discharge all personnel.

d. Supervise all maintenance and repairs for quality of workmanship, economic efficiency, and fulfillment of contract or agreement.

e. Inspect the property on a regular basis.

f. Respond to all maintenance requests and emergencies promptly and effectively.

The above summary of services is incorporated in these Rules & Regulations as a general overview of Management's function as more specifically addressed in the Management contract.

Management service for the Camelot Trails Corporation, Inc. is provided by:

**Forest Green Realty & Management**
**8575 W. Forest Home Avenue, Suite 140**
**Greenfield, WI 53228**
**(414) 425-3134**

If you do not receive satisfaction from Management or are unable to obtain a response from Management within a reasonable period of time, please contact a Board Member directly.

## FROM WISCONSIN LAW

A. The Corporation, through its Board of Directors, has the irrevocable right to have access to each unit for the purpose of maintenance, repair, or replacement of any common areas or facilities.

B. Each Unit Owner and/or Resident shall comply strictly with the Bylaws and with the administrative rules adopted under provisions of the Bylaws. Failure to comply with any of the Bylaws and/or Rules & Regulations shall be grounds for action to recover sums due for damages or injunctive relief, or both, by the Board of Directors on behalf of the Corporation, or in a proper case, by the aggrieved Unit Owner.

C. No Unit Owner and/or Resident shall do any work which shall jeopardize the soundness or safety of the property, buildings, and/or improvements, reduce the value thereof or impair any easement without first obtaining the approval of the Board of Directors.

D. All unpaid sums assessed by the Corporation for common expenses shall constitute a lien on such Unit.

E. All Unit Owners, tenants of such Owners, employees of Owners and tenants or any persons that use the property, or any part thereof, shall be subject to the Declaration of Condominium and the Bylaws of the Corporation.

F. All agreements, decisions, and determinations lawfully made by the Corporation shall be binding on all Unit Owners.

## RESPONSIBILITIES OF CORPORATION (COMMON EXPENSES)

The cost of operating and maintaining those items listed as Corporation responsibility in the Bylaws as well as the costs of insurance and maintenance of the common areas are common expenses. The common expenses are shared equally by all Unit Owners and are levied as a maintenance fee.

## INSURANCE

The Corporation maintains insurance as follows:

1. Liability insurance covering the common areas such as the pool, playground, etc.

2. All risk physical damage insurance on common facilities such as the pool and playground.

3. All risk physical damage insurance on the exterior of each individual unit. This insurance extends from the exterior to the drywall. It does not cover any of your personal property such as furniture or appliances, nor does it cover interior improvements or betterments (refer to current insurance coverage summary.)

## MAINTAINED BY THE ASSOCIATION

The maintenance of the common areas is the responsibility of the Corporation and is controlled by the Board of Directors. Examples of items that are currently maintained by the Corporation are:

- Pool and Pool Buildings
- Playground
- Trails
- Cutting the grass on common areas (pool area, unbuilt lots, etc.)
- Shingles, Siding, Sheathing and Trim Boards
- Exterior Painting (Excluding Entrance Doors)
- Foundation Wall Cracks and Leakage (not due to homeowner's landscaping)
- Garage Doors
- Exterior Fireplace Chimney
- Garage Coach light, Bulb and Electric Eye

## RESPONSIBILITIES OF INDIVIDUAL UNIT OWNERS

### INSURANCE

The individual Unit Owner is responsible for obtaining individual personal liability and property insurance. As noted under the "Responsibilities of Corporation", such coverage must be provided by your own policy. Please have your insurance agent contact the Corporation's agent so that you do not have any "holes" in your coverage. Contact Management to obtain the name of the Corporation's insurance agent.

Should your unit be vandalized, please call the police immediately. As soon as possible, please forward a copy of the police report to Management. The Corporation cannot file an insurance claim without the police report. It is the homeowner's responsibility to obtain the police report, not the Corporation's.

### MAINTAINED BY UNIT OWNER

All items not listed as Corporation responsibility above, including maintenance of the "Limited Common Areas", are the individual Unit Owner's responsibility. Please refer to the Camelot Trails Bylaws for a legal description of these responsibilities. Some of the items that are the Unit Owner's responsibility are:

- Lawn care and shrubs
- Snow Removal from Driveway and Sidewalk
- Sidewalks
- Driveways
- Patios
- Fences
- Mailboxes and Post
- Front and Back Door Light Fixtures, Bulbs, Etc.
- Garage Door Opener
- Windows and Screens, Entrance Doors, Storm/Screen Doors, Etc.
- Fireplace Components
- Insulation and Interior Moisture Problems
- Interior Painting
- Carpeting
- Plumbing
- Furniture/Air Conditioner
- Appliances
- Pest Control

As stated in the Bylaws, the Corporation does not cover any damage or maintenance to the interior of the units. Additionally, each Unit Owner is responsible for all damages to his/her unit or any other unit or limited common area resulting from the misconduct, negligence or misuse of the Unit Owner or any person coming upon the property with his/her actual or implied consent.

**PAYMENT OF FEES**

According to the Corporation Bylaws each Unit Owner is obligated to pay his/her prorate share of the annual common expenses assessment at such time or times as the Board of Directors shall determine. Presently, each Unit Owner may pay his/her respective annual common expenses assessment in equal monthly installments provided payments are made on the first of each month.

Monthly payments shall be mailed to Management on or before the first day of each month when due. Payments not received by Management by the fifth of the month shall be considered delinquent and a late charge of $10.00 shall be assessed.

Further, the Board of Directors, through Management, is obligated to take prompt legal action to collect assessments which are more than 30 days delinquent and the Unit Owners shall be obligated to pay 9% per year interest on the unpaid assessment together with all costs of action. Such action may include a filing of a lien, small claims, judgement, garnishment and, ultimately, foreclosure.

Should a Unit Owner ever have any questions regarding his/her respective assessment account, he/she should contact Management.

## REQUESTING MAINTENANCE

Corporation maintenance responsibilities shall be addressed by Management as directed by the Board of Directors within the constraints of the annual budget. To request corporation funded maintenance services please contact Management by phone (Monday-Friday / 8:30 a.m.– 5:30 p.m.), e-mail, or by mail.

Routine maintenance needs will be addressed on a prioritized, worst-case-first basis and in some cases it may take three to four weeks to address certain needs or requests. Seasonal or major maintenance needs will be addressed on an annual basis.

While Management depends upon Unit Owner input and requests for maintenance, please refrain from directing such input and requests to maintenance personnel as such direction must come from Management.

Management will strive to affect Corporation funded maintenance in the most effective, cost efficient and equitable way possible. Should you ever feel that such maintenance is not being addressed properly or in a timely manner please contact Management or a Director.

## LANDSCAPING OF LIMITED COMMON AREAS

Because we live in a community where we all have a common interest in the appearance of our grounds, it is important that the limited common areas be neatly maintained. The individual Unit Owners have the responsibility for normal "yard work" around their units. This includes care of lawns and maintenance of trees & shrubs, etc.

Each Unit Owner has the responsibility for keeping their limited common area in respectable condition. This includes occasional watering during drought periods and application of fertilizer and weed killer when needed. Lawns should not be allowed to become overrun with weeds and bushes should be trimmed to maintain a neat appearance. Hedges or border shrubs shall never exceed six feet in height unless approved by the Board of Directors.

### PATIOS

The installation of patios is permitted. However, a request must be submitted to the Board of Directors. Requests must specify location, dimensions and proposed material and be submitted six weeks prior to their installation. Failure to adhere to the applicable guidelines or not obtaining proper approval can result in the removal of the patio at the Unit Owners' expense.

### GARDENS/TREES/BUSHES

Any garden plot on the limited common area (vegetable or flower) must be no larger than four feet by five feet without written approval by the Board of Directors. Trees and bushes may be planted but also require approval of the Board of Directors. The Board has the authority to remove at the Homeowner's expense any tree, garden plot or tree that is judged to be diseased, a hazard, an eyesore or installed without written permission. Any fruit trees must be maintained including removal of all dropped fruit.

### FENCES

Two types of fences are allowed under Camelot Trails' rules, privacy fences and perimeter fences.

A privacy fences dividing the backyard Limited Common Area between two units may be erected on Dover and Camden style units. It must run parallel to the patio, extending from the exterior living-room wall.

A perimeter fence may be erected in the backyard Limited Common Area of the units. Perimeter fences have the following special limitations:

- The side lengths of the perimeter fence may not exceed ten feet from the exterior back wall of the unit
- The width of the fence will be the width of the unit. It may not extend past the side of the building.
- When both units in a common building are erecting perimeter fences, the fences must be uniform in height and length.

Rules Regarding All Fences:

1. **Construction:** The only allowable fence will be one constructed of 1" x 12" or 1" x 6" (2) cedar boards butted together.

2. **Color:** The color of both sides of a fence must be the same stain color as the trim boards or the particle board siding of the first level of the unit which it is erected.

   When the unit is painted by the Camelot Trails' maintenance contractor, it is the Unit Owner's responsibility to paint the fence. If the Unit Owner does not paint the fence at this time, the Board will direct the maintenance contractor to paint the fence at the Unit Owner's expense.

3. **Fence Posts:** Because of the strong wind factor at Camelot Trails, the fence posts must be 4" x 4" cedar and must be sunk a minimum of two feet in concrete.

4. **Maintenance:** Every fence has two sides and they must be maintained at all times by the Unit Owner. Failure to maintain the fence shall result in the Board hiring a private contractor to maintain the fence at the expense of the Unit Owner.

5. **Request to Erect a Fence:** Anyone who wishes to erect a fence must submit a written request and associated drawing (including dimensions) to the Board of Directors six weeks prior to construction. All requests must be dated. Failure to follow the guidelines regarding fences or the notification process will result in the removal of the fence and the Unit Owner's expense. The Unit Owner is also liable for all legal costs incurred by the Board.

## PLANTING GUIDELINES

All trees, shrubs, evergreens, vines and ground covers listed below, and other similar varieties, may be planted in accordance with the landscaping guidelines in the common area with appropriate approval.

### DECIDUOUS TREES:

Tall Trees 40' – 100'

| | |
|---|---|
| Norway Maple | Acer Platonoides |
| Red Maple | Acer Rubrum |
| White Ash | Fraximus Americana |
| Green Ash | Fraxinus Pennsylvanica |
| Ginko | Ginko Biloba (Male Only) |
| Honeylocust | Gleditsia Triacanthos |
| Tamarack Larch | Larix Species |
| Littlelead Linden | Tilia Cordata |
| Redmond Linden | Tilia Euchloria "Redmond" |
| Hackberry | Celtis Occidentalis |

Medium Trees 30’ – 40’

| | |
|---|---|
| River Birch | Betula Nigra |
| Paper Birch (Whitespire) | Betula Platyphylla Japonica “White Spire” |
| Amur Corktree | Phellodendrom Amurence |
| Ornamental Pears Callory Types | Pyrus Calleyana “Select” or “Artistocrat” |
| Amur Cherry | Prunus Mackii |

Low Trees 15’ – 30’

| | |
|---|---|
| Amur Maple | Acer Ginnala |
| Serviceberry | Amelanchier Laevis or Grandiflora |
| American Hornbeam | Carpinus Carolineana |
| Pagoda Dogwood | Cornus Alternifolia |
| Flowering Crabapple | Malus Species (not Zumi) |
| Hawthorn Cockspur & Washington | Cratagus Species |
| Corneliam Cherry Dogwood | Cornus Mas |

Evergreen Trees: (None will tolerate wet conditions)

| | |
|---|---|
| 70’ White Fir | Abres Concolor |
| 75’ Norway Spruce | Picea Abies |
| 50’ White Spruce | Picea Glaucoma |
| 50’ Austrian Pine | Pinus Nigra |
| 50’ Scotch Pine | Pinus Sylvestres |
| 70’ Douglas Fir | Pseudotsyga Menziesii |
| 75’ Conada Hemlock (Protected Site) | Tsuga Candensis |

Tall Shrubs 8’ – 10’

| | |
|---|---|
| Amurprivet | Ligustrum Amurense (Erect) |
| Common Lilac | Syringa Vulgaris (Upright) |
| Dogwoods | Cornus Species (Various) |
| European Euonymus | Euonymus Europaea (Tree Like) |
| Star Magnolia | Magnolia Stellata (Rounded) |
| | Virburnum Species (Varius) |

Medium Shrubs 5’ – 8’

| | |
|---|---|
| Creamedge Dogwood | Cornus Alba (Mounded) |
| Early Forsythia | Forsyghia Ovata (Mounded) |
| Father Hugo Rose | Rosa Hugonis (Vase) |
| Peking Cotoneaster | Cotoneaster Acutifolius (Upright) |
| Sargent Crabapple | Malus Sargentii (Spreading) |

Low Shrubs 2' – 5'

| | |
|---|---|
| Dwarf Honeysuckle | Lonicera Xylosteoides (Rounded) |
| Japanese Barberry | Berberis Thunbergii (Mounded) |
| Running Serviceberry | Amelanchier Stolonifer (Suckering) |
| Snowhill Hydrangea | Hydrangea Arborescens "Grandiflora" (Mounded) |
| Virburnum European Cranberrybush | Virburnum Opulus "Compactum" (Rounded) |

Medium Evergreen Shrubs

| | |
|---|---|
| Dwarf Alberta Spruce | Picre Glauca "Conica" (7'; Pyramidal) |
| Dwarf Japanese Yew | Taxus Cuspidata "Nana" (4'; Mounded) |
| Pfitzer Juniper | Juniperus Chinensis "Pfitzerana" (6'; Wide Spreading) |
| Ware American Arborvitae | Thuja Occidentalis "Rubusta" (8'; Broad Pyramid) |

Low Evergreen Shrubs

| | |
|---|---|
| Andorra Juniper | Juniper Horizontalis "Plumosa" (18"; Radial-Creeping) |
| Blue Rug Juniper | Juniperus Horizontal "Wiltonii" (4"-6"; Flat-Trailing) |
| Broadmoor Savin Juniper | Juniperus Sabina "Broadmoor" (2'; Mounded) |
| Creeping Juniper | Juniperus Horizontalis (1"; Creeping) |

Vines

| | |
|---|---|
| Bigleaf Wintercreeper | Euonymus Fortunei Vegeta |
| Boston Ivy | Parthenocissus Tricuspidata |
| Clematis | Clematis Cultivars |

Ground Covers

| | |
|---|---|
| Japanese Pachysandra | Pachysandra Terminalis |
| Periwinkle | Vinca Minor & Cultivars |
| Purpleleaf Wintercreeper | Euonymus Fortunei "Colorata" |

A Few Helpful Hints In Selecting Landscape Plants:

This list of plants includes some of the better ornamental plant species and cultivars (cultivated varieties) that are usually recommended for landscape use and available for sale in Wisconsin. The plants listed are vary widely as to their height, growth habit or form, color, texture, site and soil requirements and other characteristics. When selecting plants from the list, consider the flower display and take into account the year-round interest that the plant will provide. It is very important to consider the site requirements of each plant. Many plants are very exacting and may die in unfavorable locations.

## MICELLANEOUS RULES AND INFORMATION

### PARKING

1. Applicable provisions of the Declaration and Bylaws are incorporated herein. *"No trucks, buses, boats or vehicles other than private passenger cars, station wagons, or similar private vehicles (as such term may be defined from time to time by the Board of Directors) shall be parked on the Property for the purposes other than in the course of construction or for services rendered to a unit."*
2. All resident owned/operated vehicles which may from time to time park on Camelot Trails property shall be registered with the condominium. Registration information shall include the name, address and phone number of the owner/operator of the vehicle and respective vehicle make, color, model year and license number. Requisite registration information shall be submitted to the Condominium within ten days of change of vehicle or resident owner/operator.
3. Vehicles shall be parked only in designated parking areas such as the garage, driveway, and according to applicable signage and ordinances, the street.
4. Vehicles shall not occupy, park upon or otherwise block, restrict the access to or exit from another unit garage, driveway or approach thereto.
5. No vehicle shall remain parked in a single designated outdoor parking space for more than seven (7) days without moving, without prior approval of Management.
6. Inoperable vehicles shall not be parked in the common or limited common areas of the Condominium. Inoperable vehicles shall be subject to removal at Owner's expense. An inoperable vehicle shall include one that cannot be legally operated according to Wisconsin Statues.
7. Boats, campers, trailers, mobile homes or recreational vehicles shall not be parked in the common or limited common areas of the Condominium for more than forty-eight (48) hours without prior approval of Management.
8. No mini-bikes, go-carts, snowmobiles, ATV, TV or any other unlicensed motorized vehicles shall be operated on the Camelot Trails property except for approved maintenance vehicles and others approved by Management.
9. Vehicles shall be operated on the streets and driveways only. At no time shall vehicles be operated on sidewalks, pathways or other common or limited common areas except designated parking areas.
10. Maintenance or lubrication of any vehicle shall be permitted in garage only, not on the driveway. Maintenance shall not include major repair work and shall include minor work necessary to enable the vehicle to leave the parking area. Any costs incurred by the Condominium for cleaning and or maintenance of pavement, legal fees, replacement of property or disposal of any items associated with vehicle maintenance will be assessed to the Unit Owner.
11. No vehicle shall be left, unattended, on stands, blocks, or jacks at any time in the driveway.

## MISCELLANEOUS RULES AND INFORMATION

### PARKING

There is limited parking on the Camelot Trails roadways. Please use your driveway and garage parking spaces before parking on the roads. The restrictions for parking on each of our roads are posted with "NO PARKING" signs. The City of Oak Creek Police Department enforces the parking regulations. Because the roads are city streets, normal City of Oak Creek parking regulations prevail. Contact the city if you would like further details.

### MAIL

Mail is delivered to each unit at curbside mailboxes. Mailboxes must be located between driveways on two-unit buildings and alongside the driveway in single buildings. New or replacements mailboxes must be of the standard rural type mounted on 4" x 4" wood posts.

### PETS

Pertinent City of Oak Creek Ordinances relating to dogs shall be incorporated herein.

As noted in the Bylaws: "No animals, livestock or poultry of any kind shall be raised, bred or kept on the Property, except that each unit may keep up to one dog, two cats or other small household pets (such as canaries or parakeets) provided that they are not kept, bred or maintained for any commercial purposes. No pet shall be permitted which causes an unreasonable disturbance. Any pet excrement in common areas shall be removed immediately by the Owner of the unit in which the pet resides."

Any pet excrement in the limited common area shall be removed within 48 hours by the Owner of the unit in which the pet resides.

No pet shall be permitted to create a nuisance by frequent and/or habitual barking, howling, or other sounds for an extended period of time.

No pet houses, sheds or exterior structures of any type shall be permitted.

No pet may be chained outdoors to any building, stake, fence, tree, light pole, utility meter or cabinet, etc.

No pet shall be permitted to run at large by shall be restricted on a leash of not more than 10 feet long held by a person capable of controlling the pet.

### OUTSIDE STORAGE

The placement of trucks, boats, trailers, etc. in "your yard" is prohibited. See Section II, "Use of Property" of the Bylaws.

## GARBAGE COLLECTION

Garbage or garbage cans cannot be stored outside of your unit and should be kept in your garage until ready for collection.

Garbage is collected by the City of Oak Creek following their normal collection schedule. It should be placed outside no more than 24 hours in advance of pickup and should be set near the road on the side of your driveway opposite your mailbox.

## CLOTHES LINES

Clothes lines are not permitted on the exterior of units or in the limited common areas/grounds. If the inside of your garage is used for this purpose then your garage door must be ¾ closed.

## AIR CONDITIONERS

Air conditioners are permitted. However, the location and dimension of the unit must be presented in writing to the Board six weeks prior to installation. The request must be dated and you must have approval of the Board before installing. Window air conditioners are prohibited.

## POOL RULES

The following pool rules were adopted by the homeowners at a special meeting held June 14th, 1978 or subsequently adopted by the Board of Directors as required by State Statute. Please read them over carefully and be sure all members of your household are fully aware of them. They are intended for the safety of all members of the complex.

1. No lifeguard on duty – SWIM AT YOUR OWN RISK. All pool users are responsible for their own safety at all times in and around the pool.
2. Children under the age of 16 must be supervised by an adult.
3. No glass objects in the pool area.
4. No diving.
5. Private Property – No trespassing.
6. No pets allowed in the pool area.
7. No running or boisterous playing in the pool.
8. If the pool is crowded, guests will be asked to leave first.
9. Keep gate locked at all times.
10. Pool closes at 10:00 p.m. Sunday through Thursday nights.
11. Pool closes at 11:00 p.m. Friday, Saturday and evenings before a holiday.
12. Adults only from 9:00 p.m. until closing.
13. Guests must be accompanied by a Camelot Trails resident.
14. Keys are available from Management.
15. Do not enter the pool if you have a communicable disease or an open cut.
16. Do not bring food, drink, gum or tobacco into the pool area.
17. Shower before entering the pool and after use of toilet facilities.
18. Do not run or engage in rough play in the pool area.
19. Do not bring animals in the pool area.

## FOR SALE SIGNS

"For Sale" signs may not exceed three feet wide by two feet high. The sign must be placed between the building and sidewalk and may not block the house numbers. The sign must also parallel the front of the house and be professionally lettered and have a neat appearance. "Arm" signs are not permitted. The judgment of the Board will be final regarding the appearance or placement of signs.

## DOORS, WINDOWS, ETC.

While the Unit Owner is responsible for the maintenance, repair and replacement of doors and windows, the Board of Directors approval is required prior to the replacement or change or exterior appearance of same.

## UNIT REGISTRATION/ INFORMATION

Each Unit Owner shall be responsible to provide Management with accurate and current information as follows:

1. Exact name of the titleholders of the unit.
2. Date of purchase of the unit.
3. Name and address of the titleholder's mortgage lender, if any.
4. Address and phone numbers (home and work) of the titleholder.
5. Names and phone numbers (home and work) of tenants or non-titleholder residents, if any.
6. Year, make, and license number of each of the vehicles to be parked on Camelot Trails property.

## TENANT OCCUPIED UNIT

If the unit is occupied by a Tenant, the "non-resident" title owner shall incorporate by reference in the lease all provisions of the Camelot Trails Declaration, Bylaws, and Rules & Regulations and provide in the lease that any non-compliance with same shall be considered a breach of the lease terms.

## RECREATIONAL AREAS

1. Camelot Trails recreational areas (e.g., playground, basketball court, vita-trails, etc.) are for the exclusive use of Camelot Trails Residents and their invited guests.
2. The playground and basketball court shall be open for use during daylight hours only.
3. Small children who use the playground shall be accompanied by a responsible individual of appropriate age.
4. All recreational areas shall be used responsibly and users shall not damage the property, commit waste or create disturbing noise during such use.
5. All recreational areas shall be used at the users own risk.
   (See also: Pool Rules)

## BOARD OF DIRECTORS

The Camelot Trails Bylaws provide that the Board of Directors will be responsible for adopting Rules and Regulations and notifying the Unit Owners of new rules or changes to existing policy. These policies cover such items as defining what is covered by the maintenance fees to usage of the limited common areas or ground around your unit.

The Bylaws also provide that the responsibility for enforcement rests with the Board. Section 9 – "Abatement and Enjoining of Violations" provides a legal description of the Board's enforcement powers. Basically, this section allows the Board to enter the area around your unit (limited common area) and remove any violations at the Unit Owner's expense. The Board has established a legal precedence for removing violations and charging the Unit Owner.

## ORGANIZATION OF THE BOARD

Five members are elected in staggered three year terms at the annual Unit Owner's meeting in April of each year. A President, Vice President, Secretary and Treasurer are elected by the Directors at a meeting within ten days following the annual Unit Owner's meeting. An Assistant Treasurer and Assistant Secretary may also be appointed by the Board. The positions of President, Vice President, and Secretary must be filled by Board Members.

## DUTIES OF OFFICERS

1. **PRESIDENT**
   a) Preside at all Unit Owner and Board meetings
   b) Appoint committees

2. **VICE PRESIDENT**
   a) Perform duties of President if President is unable to act

3. **SECRETARY**
   a) Keep minutes of all Unit Owners and Board meetings
   b) Keep all books and records for the Association

4. **TREASURER**
   a) Responsible for all Association funds
   b) Full and accurate records of all financial matters including records of all receipts and disbursements
   c) Deposit monies

**DUTIES OF BOARD AS A WHOLE**

1. Complete enforcement and administration of the property, Bylaws, Rules & Regulations.
2. Call and conduct annual meeting in April of each year.
3. Call organizational meeting of the Board within ten days of the annual meeting.
4. Meet at least twice yearly.
5. Procure fidelity bond for Treasurer and Assistant Treasurer
6. Designate two authorized signatures for all checks, contract, etc.
7. Adopt annual budget.
8. Determine common charges.
9. Obtain property damage and liability insurance.
10. Collect common charges.
11. Obtain property damage and liability insurance.
12. Collect common charges.
13. Enforce Bylaws, Rules and Regulations for operation of property.
14. Approve expense for additions, alterations or improvements to common areas or facilities less than $10,000 as a common expense.
15. Approve or disapprove Unit Owner's request for additions, alterations or improvements within 30 days.
16. Ensure that the outside accounting service provides notice of unpaid common charges to mortgagee when requested.
17. Acquire units, including borrowing of funds to do so if necessary.
18. Ensure that the outside account service keeps chronological records of common charge payments for each unit.
19. Ensure that the outside accounting service keeps a separate record of common charge payments for each unit.
20. Ensure that a written financial report is submitted to Unit Owners annually.
21. Conduct audit of receipts and expenditures.
22. Supervise activities of all committees.

Although many of these tasks are now handled by Management, the final authority rests with the Board.

# COMMITTEES

From time to time, issues may arise that require participation from the broadest possible neighborhood perspective. To encourage and solicit Unit Owner participation, the Board of Directors may request that a committee be formed to perform the necessary work and report back to the Board. These committees cannot expend Unit Owner funds unless the Board approves both the amount and time frames. Some of the committees that have been formed in the past are:

## COMMUNITY RELATIONS COMMITTEE

To interface with the City of Oak Creek, Milwaukee County, and the State of Wisconsin to make known the wishes of the residents of Camelot Trails as they relate to existing, impending or opposed legislation or policies affecting the complex, in an effort to have "our fair say so" in services rendered and community planning.

## ELECTION COMMITTEE

To administer and accomplish all matters pertaining to the election of members of the Board of Directors as prescribed by the Bylaws.

## SECURITY COMMITTEE

To enact and enforce rules to assure the safety of the residents and security of property owned by residents as well as safety and security of common and limited common areas.

## BUILDING AND GROUNDS COMMITTEE

The Building and Grounds Committee undertakes special projects relating to the landscaping of the common or limited common areas or modifications to the buildings. The actual operating or the day to day maintenance of the buildings and grounds are handled by Management.

## SOCIAL COMMITTEE

To organize and plan social events to bring the residents of Camelot Trails together.

## NEWSLETTER COMMITTEE

To produce and distribute a monthly newsletter at Camelot Trails.

## INSURANCE COMMITTEE

To coordinate all activities related to insurance coverage for the Association.

## FINANCIAL COMMITTEE

Planning and control of both income and expenses in order to keep Camelot Trails on a sound financial basis.

## ENFORCEMENT

A. Violations may be reported by a Unit Owner or resident to:

1. The Oak Creek Police Department, if the violation is an infraction of a city ordinance.
2. To Management.

B. If a violation is reported to Management, same must be in writing and must contain the following:

1. Name of offender and address, if known.
2. Violation observed and brief description thereof.
3. Time and place of occurrence, or if a continuing violation, the time or times of observance of the occurrence.
4. Name, address, and phone number of the reporting Unit Owner or resident.

C. Upon receipt of a complaint, Management shall attempt to resolve the matter by:

1. Obtaining voluntary correction of violation, and/or:
2. Obtaining voluntary payment of the appropriate fine as per the schedule of fines from time to time prescribed by the Board, and/or:
3. Any other solution agreed to by the complainant and the person complained against.

D. If Management is unable to resolve the matter within ten (10) business days from receipt of any complaint, or if parties to the complaint wish to contest the sanction or penalty prescribed by Management, the matter shall be submitted to the Grievance Committee.

## GRIEVANCE

A. The Grievance Committee shall consist of a Member of the Board of Directors, an alternate Member of the Board of Directors, three (3) Members at Large of the Corporation and three (3) alternate Members at Large of the Corporation. The Members at Large shall not be officers or members of the Board of Directors of the Corporation. At any time that the Grievance Committee is convened, the Member of the Board of Directors or the alternate shall be present and shall act as Chairperson. A combination of the Members at Large and the alternate Members at Large totaling three (3) persons shall also be present. The number of persons constituting any convened Grievance Committee shall be four (4).

B. A majority vote of the Committee will determine the action and decisions of the Committee. The Board Member shall not cast a vote except to break a tie.

C. Members serving on any Grievance Committee must not be directly or indirectly involved in the specific dispute at hand.

D. Upon receipt by the Grievance Committee of a grievance the Member of the Board of Directors selected as Chairperson of the Grievance Committee, or in the inability to do so, the alternate Member of the Board so selected shall proceed as follows:

    1. If, in the sole opinion of the Chairperson immediate correction of the violation is sufficient, a letter shall be sent to the offender by certified mail, return receipt requested, stating the alleged facts and asking for immediate compliance or an explanation for noncompliance within five (5) business days following receipt thereof.

    2. If mere compliance is not sufficient, if the offender fails to respond to the prior referred to letter, or if such response is insufficient, a second letter shall be sent certified mail, return receipt requested information the offender:

        a. Of the time, place, and date of a hearing before the Grievance Committee.

        b. Of the Right to Counsel.

        c. That evidence shall be received and a record made whether or not the offender attends.

        d. That if found guilty, a fine may be imposed in accordance with the schedule of sanctions and penalties, plus costs and actual attorney's fees incurred by the Corporation.

        e. That any such fine imposed will constitute a Lien against the subject unit.

3. At least five (5) business days prior to the convening of the hearing, a representative of the Committee will notify all parties making the Grievance and all parties being complained against of the hearing date, time, and location.

4. Said hearing shall be divided in two sections:

    a. The hearing.

    b. The determination and decision.

The hearing section shall be open only to the Committee, Board of Directors, the parties involved, and their witnesses. The determination and decision section of the meeting shall be closed to all except the Committee. The decision will be rendered in writing to concerned parties within five (5) business days of the hearing. It will consist of three parts – statement of facts, summary of evidence received, and decision and resolution.

5. If the person, or their spokesperson, making the grievance fails to appear at the hearing called, without a valid excuse accepted by the Committee Chairperson, the grievance will be dismissed without prejudice and reasonable and necessary costs incurred by the responding party assessed against the complaining party.

6. If the person complained against fails to appear, the aggrieved party must still prove his grievance and no presumption can be made from the non-appearance.

7. The burden of proof shall be on the aggrieved party to prove the grievance by a reasonable preponderance of the evidence.

E. A decision of the Grievance Committee may be appealed to the Board of Directors by any Unit Owner or resident receiving an assessment of damages or other sanctions. Either involved party dissatisfied with any particular sanction or condition established by the Committee may also be appealed.

F. Any appeal shall be heard by the Board of Directors, as a whole.

G. An appeal shall be made by submitting, within five (5) business days of notification of the decision, a written intent to appeal said decision.

H. The Board of Directors shall establish its procedure to consider any appeal made as outlined above for the Grievance Committee. The decision of the Board of Directors is final.

I. If the appeal involves a specific assessment or charge, the Board of Directors shall have the option of adjusting the charge, although it shall not exceed doubling the original charge.

## SANCTIONS AND PENALTIES

Sanctions and penalties imposed may include the following:

A. Informal letter or reprimands
B. Formal letter or published notice of reprimand
C. Loss of voting rights or rights to use recreational areas
D. Correction of violation by Corporation at the ultimate expense of the violator
E. Assessments:
    1. For damages, liquidated and/or actual
    2. For all fees and other expenses incurred by the Corporation including late fees and interest
    3. As prescribed by the Board of Directors or the Grievance Committee
        a. First Violation – No assessment. A letter of reprimand shall be mailed
        b. Second Violation – A $25.00 assessment shall be levied per individual violation
        c. Third Violation – A $50.00 assessment shall be levied per individual violation
        d. Forth and Successive Violation – A $100.00 assessment shall be levied per individual violation
F. Police Action, Towing, etc.
G. Action by Legal Counsel, including court action, liens, and foreclosure
H. All other judicial sanctions available
I. Any other action deemed appropriate.

## CLOSING

The community lifestyle associated with condominium ownership is unique, and in such a community, it is imperative that a harmonious atmosphere is achieved and preserved. It is most important that the rights of others are recognized and protected while, at all times, acting in the best interest of the community as a whole.

The preceding rules were formulated for the purpose of governing the day to day use of the property and the activities of owners, residents, and visitors alike. They were prepared using the best judgment of the Board of Directors and are based on Wisconsin Condominium Law and the Corporation Declaration and Bylaws:

> Please be advised that owners, residents, dependents, guests and any other individuals using the property are subject to the Declaration, Bylaws, and Rules of the Corporation.

Ignorance of the rules after they have been duly published will not be a defense or basis for noncompliance.

These rules are your rules and you all share the responsibility of enforcing them. Review them carefully and thoroughly to your satisfaction of understanding. In as much as no set of rules can address every conceivable situation, it is expected that these rules will, from time to time, be altered and/or excepted, as experience dictates. If you feel any rules or portion thereof is unreasonable, or if you have any suggestions toward making them more comprehensive or easily understood, please submit your written comments to Management. Your constructive criticism is welcome.

The preceding rules and those which may be adopted in the future are in addition to the Declaration and Bylaws and in the event of a conflict, the Declaration and Bylaws shall govern.

# CAMELOT TRAILS CONDOMINIUM CORPORATION

# ADDITION TO RULES

# October 7, 2015

BE IT RESOLVED THAT THE FOLLOWING RULE BE ADDED TO THE RULES OF CAMELOT TRAILS CONDOMINIUM CORPORATION:

RENTAL OF UNIT TAKEN OVER BY THE ASSOCIATION THROUGH FORECLOSURE.

**LANDSCAPING REQUESTS- please remember that any desired work to be done to the exterior of the unit including windows, doors, permanent landscaping, walk or drive replacement, patios, decks, fencing, permanent block walls around trees & flower beds, planting or removing trees & shrubs, satellite dishes, permanent posts, solar tubes in the roof, etc. MUST GET PRIOR APPROVAL from the board with a detailed description and/or diagram of the work to be done.**

Added August 28th, 2014

**CAMELOT TRAILS CONDOMINIUM CORPORATION**

**ADDITION TO RULES**

**AUGUST 2014**

BE IT RESOLVED THAT THE FOLLOWING RULE BE ADDED TO THE RULES OF CAMELOT TRAILS CONDOMINIUM CORPORATION.

**IMPROVEMENTS WITHOUT PERMISSION FINE**

PURSUANT TO SECTION 13, ADDITIONS, ALTERATIONS OR IMPROVEMENTS TO UNIT OWNERS:

*NO UNIT OWNER SHALL MAKE ANY STRUCTURAL ADDITION, ALTERATION OR IMPROVEMENT IN OR TO HIS UNIT, NOR AFIX ANYTHING TO THE EXTERIOR OF HIS NEITHER UNIT NOR ERECT OR CONSTRUCT ANYTHING IN THE LIMITED COMMON AREA ASSIGNED TO HIS UNIT WITHOUT THE PRIOR WRITTEN CONSENT THERETO OF THE BOARD OF DIRECTORS.*

*THEREFORE THE BOARD OF DIRECTORS HAS APPROVED THE FOLLOWING RULE:*

**ANY UNIT OWNER/RESIDENT THAT VIOLATES SECTION 13 OF THE BY-LAWS WILL BE LEVIED A $100 FINE AND THE BOARD HAS THE AUTHORITY TO HAVE THE UNIT OWNER REMOVE THE ADDITION, ALTERATION, OR IMPROVEMENT AT THE UNIT OWNER'S EXPENSE, AND RETURN THE AREA TO ITS ORIGINAL CONDITION.**

**EFFECTIVE SEPTEMBER 1, 2014**

**PURSUANT TO SECTION VII, SECTION 5, PARAGRAPH D:**

(d) Special hardship exception. The Board of Directors shall have the authority to waive the requirement of this section upon request of a Unit Owner if it determines that enforcement thereof in the particular circumstances would result in an unreasonable hardship upon the Unit Owner, and that the exception would not jeopardize the interest of the Association in promoting owner-occupancy of units. Request for a waiver shall be made to the Association in writing, and considered by the Board at a meeting for that purpose. Any exception granted by the Board must be in writing, approved by a majority of the Board, and signed by at least two members of the Board. No Unit Owner shall be permitted to lease the unit pursuant to these rules unless and until the Unit Owner shall pay to the Board of Directors on behalf of the Association all unpaid common charges theretofore assessed against that unit and until the Unit Owner shall have satisfied all unpaid liens against said unit, except permitted mortgages. Any lease must contain the following language:

> "Tenants have been advised of the Bylaws, Rules and Regulations of Camelot Trails Condominium Corporation and have been given a copy of the same. A violation of said Bylaws, Rules or Regulations shall be construed as a violation of this lease."

THEREFORE THE BOARD OF DIRECTORS HAS APPROVED THE FOLLOWING RULE:

**ANY UNIT TAKEN OVER THROUGH THE PROCESS OF FORECLOSURE BY THE ASSOCIATION BY VOTE OF THE BOARD CAN BE RENTED TILL SUCH TIME THE UNIT IS SOLD. THE BOARD OF DIRECTORS HAS THE AUTHORITY TO RENT OR NOT RENT THE UNIT.**

**EFFECTIVE DECEMBER 1, 2015**

**Retain for your records with Rules & Regulations**

Notice to Unit Owners
Regarding an Addition to Rules and Regulations

23 Day of May, 2016

Dear Camelot Tails Condominiums Owner, regarding Radon Mitigation Systems,

In order to clarify the restrictions related to the installation of a Radon Mitigation System the below section is being added to your Rules & Regulations.

**Radon Mitigation.**
Unit owners shall be permitted to install a Radon Mitigation System in their condominium after receipt of approval from the Board of Directors which shall include a detailed submission of the installation request. The unit owner understands they will bear the full cost of the installation and subsequent Owners of the Condominium shall assume full responsibility for the maintenance, repair, replacement, upkeep or removal as required. The current and subsequent Owners of the Condominium assume full responsibility for any and all damage caused to the property or losses claimed by an individual as a result of such installation. Additionally, the below provisions must be followed.

- For attached condominium the system must be installed by way of garage attic method only.
- If you have a free standing condo you may vent the system through the exterior of the building only if you include the downspout upgrade to match the existing downspouts.
- The installation is made in a professional and workmanlike manner by qualified and insured individuals in accordance with industry standards, governmental requirements, and local ordinances.
- The installation process is completed within 30 days of commencement.
- You make all necessary repairs to any portion of the property that is damaged while installing the Radon Mitigation System or that require repair, replacement or upkeep in conjunction with same.

This new rule is effective as of the 23rd day of June, 2016. Approved at the Board of Directors meeting held on 21st day of May, 2016.

Thank you.

Sincerely,

Forest Green Realty & Management,
Managing Agent for Camelot Trails Condominium Corporation

May 23, 2016

To: Camelot Trails Condominium Owners
From: Camelot Trails Board of Directors
**RE: Notice of Radon Mitigation Installation Approval Rule**

The Camelot Trails Board of Directors was recently asked to make a decision regarding a request to approve an owner-installed radon mitigation system. This was the first such request to the Board involving an adjoined condo unit (shared wall). The Board felt it was necessary to look into and adopt a formal rule for our Association that provides for future safe, fair and uniform decisions on this subject.

We have 90 condos in our Association, of which 84 are adjoined units and 6 are stand-alone units.
The Board felt it necessary to formally address the overriding points of neighbor safety, as well as visual aesthetics to neighbors and our community as a whole. This was an issue that the Board felt could not be decided based on the interests of one owner, nor based on individual system placement requests that might be based on individual decorating or basement remodeling choices.

**We all collectively and equally pay the insurance, property taxes, and maintenance for our exterior walls, roofs, and both limited-common and common Association property (*excluding yard and drive maintenance as laid out in our By-Laws)*. Our outside walls and limited common areas are also visually shared by all condo owners – some of whom share adjoining yards.**

**Therefore, the Board adopted the following formal rule to apply to all requests for Owner-installed radon mitigation systems:**

**Any Radon Mitigation System installed in Camelot Trails must be presented in detail and meet the approval of the CTA Board BEFORE installation. For any adjoined condominium, the installation approval will be considered for certified/professional installation using the basement-garage-attic-roof vent method ONLY. This garage-attic-roof ventilation method is also the preferred installation method for stand-alone condos, however, a side wall installation (*opposite the entrance wall*) may be considered by the Board depending on the location, safety guidelines, visual aesthetics, and proximity of the installation to other condo owners. The Camelot Trails Condominium Association has the right (*per the Bylaws*) to remove (*at the owner's expense*) any installation that has not been installed with prior approval or installed in a manner that differs from the method approved by the Board.**
*****Future homeowners come under this rule and bear the same responsibility as current owners.**
**Proper Installation and future maintenance repair, or replacement in regard to any limited-common area problems, issues or components associated with a condo's home radon mitigation system is the on-going responsibility of the condo owner(s) as well as any future owner of the unit.**

The allowable garage-attic-roof vent mitigation method is:

a. A safe and effective installation method;
b. Available to all owners;
c. Not cost prohibitive; (*The last quote received was $179 additional vs exterior wall ventilation)*
d. An acceptable installation method that takes into account the recommended distance between the venting source and the windows, doors, and limited common space of all adjoining neighbors;
e. A solution that takes into account joint home values based on the visual aesthetics of our community as a whole; and
f. A fair decision-making framework that can be applied to all condo owner requests.

The attached page shows some additional links that clarify the Board's decision. In addition to not approving exterior systems for aesthetic reasons, please note that the guidelines indicate that in most adjoined condo cases, the minimum distance guidelines between exterior wall venting and the windows and doors of the owners or adjoining neighbors would be difficult if not prohibitive to meet.

It's a good time for us to remember that the outside walls and roofs of our condos are jointly owned, insured and maintained by the Association as a whole. Our jointly and collectively-owned limited-common property includes the exterior of all of our condos and the entirety of our yards and drives.
Our privately owned property ends at the interior drywall, windows, doors, and roof subfloor.

Our Association By-laws and Rules clearly provide that **condo owners are required to request approval to install (or remove) anything on or abutting our limited common property – such as doors, windows, front walks, driveways, decks/patios, fences, trees, shrubs, flower beds, vegetable or flower gardens, retaining walls, edging or any other installation or removal.**

Our By-laws give the Board the task to approve (or disapprove) owner requests concerning the Association's limited common property. *It is also given specific authority to arrange for the removal, (or replacement) at owner expense, of installations or removals that are not specifically approved.*
**Note: In order to request any approval for any item that affects the limited-common areas of your condo, please fill out a form or email your request to Management via the Camelot Trails website --or email Sarah Auer directly at sauer@forestgreenrealty.com . *Please include descriptions and photos or illustrated plans as they pertain to the request.***

***Thank you for your time and attention.***

***Sincerely,***
***Your Camelot Trails Board of Directors***

**Radon Mitigation --Venting Information - Additional links to information to take into consideration:**

**Excerpts from: http://www.forensic-applications.com/radon/radon.html**

--The radon levels at the exhaust (site) can be quite high and care must be taken to ensure that the radon is not reintrained back into the building shell.

--Some contractors have experienced water vapor build-up from improperly installed systems. As the water vapor is extracted from the soil gas beneath the slab, it can condense within the pipes of the system. When this happens, the fan may be incapable of overcoming the back pressure and the pressure field below grade is disrupted. In some cases, the water vapor has condensed in the fan housing causing fan failure. The system must be designed to ensure that water build-up can safety be drained back into the slab, or to the out-of-doors.

--If the SSD type systems are installed improperly, they can greatly increase the overall radon concentration in the building.

**Common faults include:**

1) Placing the fan in the shell of the structure; if the fan leaks the radon is exhausted into the building.

2) Placing the fan in such a position that the radon is pushed along the exhaust pipe rather than pulled through the exhaust pipe. That is to say, the exhaust is under positive pressure with regard to the ambient pressure of the structure, if the pipe has a leak, the radon will enter the building.

3) Placing the exhaust too close to the plane of neutral pressure. During the stack effect, the lower portion of the building is under greater negative pressure than the top of the building; at a certain point, the pressure within the shell of the structure will equal the pressure outside and the DP will be zero. This point is called the plane of neutral pressure and is typically located 5cm to 8cm below the top most ceiling in the structure. **If the exhaust of the SSD system is located at or below the plane of neutral pressure, the radon can be reintrained into the building.**

**Furthermore, improperly installed systems can result in exposing passers-by to the exhausting radon.**

**The following criteria should be met:**

**1) The discharge point must be at least 3.5 meters (= 11.5 feet) above ground level.**

**2) The discharge point must be at least 3.5 meters (=11.5 feet) (line-of-site) from any door, window or other structure openings that are less than 0.75m (=2.5 feet) below the discharge point.**

**3) The discharge point must be at least 3.5 meters (=11.5 feet) away from any private or public access.**

**4) The discharge point must be at least 3.5 meters (=11.5 feet) away from any opening into an adjacent building.**

**EPA Mitigation Minimum Standards – Ventilation**

## NACHI Section 14.2 Radon Vent Pipe Installation Requirements

https://www.nachi.org/forum/f11/radon-mitigation-exhaust-1246/

**14.2.1** All joints and connections in radon mitigation systems using plastic vent pipes shall be permanently sealed with adhesives as specified by the manufacturer of the pipe material used. (See paragraph 14.3.7 for exception when installing fans, and paragraph 14.2.7 for exception when installing vent pipes in sumps.) Joints or connections in other vent pipe materials shall be made air tight.
**14.2.2** Attic and external piping runs in areas subject to subfreezing conditions should be protected to avoid the risk of vent pipe freeze-up.
**14.2.3** Radon vent pipes shall be fastened to the structure of the building with hangers, strapping, or other supports that will adequately secure the vent material. Existing plumbing pipes, ducts, or mechanical equipment shall not be used to support or secure a radon vent pipe.
**14.2.4** Supports for radon vent pipes shall be installed at least every 6 feet on horizontal runs. Vertical runs shall be secured either above or below the points of penetration through floors, ceilings, and roofs, or at least every 8 feet on runs that do not penetrate floors, ceilings, or roofs.
**14.2.5** To prevent blockage of air flow into the bottom of radon vent pipes, these pipes shall be supported or secured in a permanent manner that prevents their downward movement to the bottom of suction pits or sump pits, or into the soil beneath an aggregate layer under a slab.
**14.2.6** Radon vent pipes shall be installed in a configuration that ensures that any rain water or condensation within the pipes drains downward into the ground beneath the slab or soil-gas retarder membrane.
**14.2.7** Radon vent pipes shall not block access to any areas requiring maintenance or inspection. Radon vents shall not be installed in front of or interfere with any light, opening, door, window or equipment access area required by code. If radon vent pipes are installed in sump pits, the system shall be designed with removable or flexible couplings to facilitate removal of the sump pit cover for sump pump maintenance.

**14.2.8**
**To prevent re-entrainment of radon, the point of discharge from vents of fan-powered soil depressurization and block wall depressurization systems shall meet all of the following requirements:**
**(1) be above the eave of the roof,**
**(2) be ten feet or more above ground level,**
**(3) be ten feet or more from any window, door, or other opening into conditioned spaces of the structure that is less than two feet below the exhaust point, and**
**(4) be ten feet or more from any opening into an adjacent building. The total required distance (ten feet) from the point of discharge to openings in the structure may be measured either directly between the two points or be the sum of measurements made around intervening obstacles.**
**Whenever possible, the exhaust point should be positioned above the highest eave of the building and as close to the roof ridge line as possible.**

# CAMELOT TRAILS POOL RULES

*APPROVED BY THE BOARD OF DIRECTORS AT THE SPECIAL MEETING, MAY 12, 2015*

***The use of the Camelot Trails pool is primarily for the safe enjoyment of all Camelot Trails residents and their immediate household members. All residents and their guests are required to follow these rules. Adult resident pool users are expected to enforce pool rules to minimize risk of injury and to ensure a safe and respectful pool environment for all.***

***Penalties for infractions by a resident, household member or guest are detailed below.***

1. All residents and guests must follow DHS Code 172 state regulations as posted separately on the pool house wall at all times. *Failure to do so could result in the loss of the official pool permit and closing of the pool.*
2. **NO LIFEGUARD ON DUTY! SWIM AT YOUR OWN RISK**!
   Pool users are responsible for their own safety at all times in and around the pool.
3. **NO DIVING ALLOWED** - for liability reasons and based on pool depth and state statute.
4. The pool season runs from May 23rd through September 15th (*unless a safety, repair or special issue has to be dealt with per posted notice outside the pool gate).*
5. The pool opens at 7 am and closes at 10 pm Sunday through Thursday nights.
   The pool opens at 7 am and closes at 11 pm Friday and Saturday nights and nights before a holiday.
   *After hours disturbance or noise complaints are also reportable to the OC Police under municipal ordinance.*
6. Residents age 16 to 17 can use the pool without adult supervision, however 16 and 17 year old guests must have an adult resident present.
7. All children under the age of 16 require the accompaniment of one adult chaperone (per 4 children maximum) and the adult chaperone must be from a Camelot Trails household, an immediate family member or an adult child care provider.
8. **NO SMOKING** or tobacco use is allowed inside the pool fence, building or restrooms.
9. Food and beverages (**NO GLASS**) are allowed in the pool deck area but **not within 3 feet of the pool itself.**
10. Pool code of conduct must assure the right of all swimmers to a safe, courteous, and enjoyable swimming environment. This is a family pool and the use of profanity, offensive language, discourteous or harassing behavior of any kind is not allowed.
    *Disorderly or harassing behavior is also reportable to the Oak Creek Police under municipal ordinance.*
11. Residents are allowed to have guests at the pool. Said guests must identify themselves with the host resident when asked, and the host resident is responsible for the conduct of their guests.
    *Any guest who refuses to identify themselves with a host resident will be treated as a trespasser and reported to the Oak Creek Police as such. Entrance keys identify the host residence.*
12. Rather than choose pool area music for everyone, iPods are encouraged and private portable music is allowed in the deck seating areas. Noise levels at the pool must respect other pool users and nearby home owners.
13. If the pool is overcrowded per posted legal capacity limit, guests will be asked to leave.
14. No pets are allowed in the pool or pool area during the pool season.

**These posted and distributed rules are to stand as the first warning by the Association.**
**Infractions are to be reported as a formal complaint to Management with name, date, time (witness/photo/video).**
**The Board will assess penalties for infractions as follows: First offense: $25 assessment;**
**Second offense: $50; Third offense: $100 plus loss of pool access for the season.**
**Penalty assessments for infractions by a guest or a household member will be assessed against the host resident**

**IMPORTANT**
**The pool phone will automatically dial 911 for Medical/Injury Emergencies only.**
**Contact phone numbers for pool managers and pool address are also posted next to the pool phone per state code.**
**Code DHS 172-required Rescue Equipment and First Aid supplies are accessible near or in the pool wall cabinet.**

***Note: Management provides each resident with 2 address-identified keys for entrance to the pool area and restrooms.***

Camelot Trails
Condominium Homes

**Please *retain for your records with Camelot Trails Rules & Regulations***

**Notice to Unit Owners**
**Regarding an Amendment/Replacement to Rules & Regulations**
**10th day of June, 2016**

*Purpose: In order to ensure compliance & enforcement of a sanction or penalty imposed per the current Camelot Trails Condominium Corporation Bylaws Article V, Section 11 and other applicable Corporation Bylaws, the following Sanctions and Penalties section of the Rules and Regulations has been amended as follows.*

***Please retain and replace this document as Page 23 of the current Rules and Regulations section.***

**Camelot Trails Condominium Corporation**
**Sanctions and Penalties**

***Amended (as underlined)***

**Sanctions and penalties imposed may include the following:**

- **A. Informal letter or reprimands.**
- **B. Formal letter or published notice of reprimand.**
- **C. Loss of voting rights and/or rights to use recreational areas.**
  **Each resident, owner, co-owner, or guest may also incur a $500 assessment levied to the owner's account per individual violation of an existing loss of rights or sanction. In addition, an extension of the existing loss of rights or sanction may be additionally imposed up to the original loss of rights or sanction.**
- **D. Other Assessments:**
  1. **For damages, liquidated and/or actual.**
  2. **For all fees and other expenses incurred by the Corporation including late fees and interest.**
  3. **As prescribed by the Board of Directors unless otherwise stated in specific Rules:**
     **a. First Violation – No assessment. A letter of reprimand shall be mailed.**
     **b. Second Violation – A $50 assessment shall be levied per individual violation.**
     **c. Third Violation – A $100 assessment shall be levied per individual violation.**
     **d. Fourth and Successive Violation – A $200 assessment shall be levied per individual violation.**
- **E. Police Action, Towing, etc.**
- **F. Action by Legal Counsel, including court action, liens, and foreclosure.**
- **G. All other judicial sanctions available.**
- **H. Any other action deemed appropriate.**

This amended portion of the Rules and Regulations is effective as of the 10th day of July, 2016.
Approved at the Board of Directors meeting held on the 10th day of June, 2016.

Sincerely,

Forest Green Realty & Management
Managing Agent for Camelot Trails Condominium Corporation