Rules and Regulations

Of

Green Ridge Condominiums Association

Official Governing Document

- **Association Name:** Green Ridge Condominiums, Inc.
- **Property Location:** 1412 Windsor Way, Mount Pleasant, WI, 53406
- **Effective/Revised Date:** August 27, 2026
- **Last Amended:** July 26, 2026

Important Notice to All Owners and Tenants

The rules and regulations contained within this document are binding on all homeowners, tenants, and guests. These rules are established by the Board of Directors to preserve property values, enhance community safety, and maintain a high quality of life. Please review these policies carefully. Violations may result in fines, suspension of community privileges, or legal action.

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Green Ridge Condominiums, Inc.
Rules and Regulations

Dumpster Rules Amended January 8, 2024
Vehicles/Snow Removal Amended January 12, 2026
Noise Violations June 4, 2025, Tenant/Landlord Rules Amended June 4, 2026
Vehicles/Snow Removal Amended January 15, 2026
Rec Center Access for Renters and Rec Center Rentals Rules Amended April 8, 2026
Parking/Garages, Rentals, Rec Center Rentals, Tenant Registration, Summaries for Landlords/Tenants, and Acknowledgement Page Amended June 10, 2026, and July 2, 2026
Noise Violation Procedure and Noise Complaint Form Revised July 26, 2026

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Preface

Condominium dwelling is unique, and living in such close proximity requires certain rules that are necessary to protect your real estate investment, maintain the common property and ensure harmonious living. Rules and Regulations become necessary and exist due to those who disregard the rights and property of others. The Wisconsin State Statutes, the Green Ridge Condominium Declaration, and the By-Laws provide for the Association to elect a Board of Directors to govern it. The Board has the responsibility and duty to adopt and enforce Rules and Regulations that will benefit the Association as a whole.

Owners and residents have the obligation to each other to consider the results of their activity, and to act accordingly, before engaging in any activity that is disruptive to the peace or damaging to property. Residents may call attention to any rule violation that they observe. If the violation persists, the Association Board should be notified, and appropriate action will be taken.

For the purpose of easier and more convenient reference, parts of the regulatory By-Laws under Art. VII are included with these Rules and Regulations. They are intended to supplement those articles of the By-Law and are not all-inclusive. Revisions will be made when current rules become obsolete, inequitable, or fail to cover existing situation. It is imperative that each owner and resident becomes familiar and complies with the By-Laws and Rules and Regulations.

Any fines which are imposed due to violations of these Rules and Regulations or By-Laws will be done in accordance with Article VI of the By-Laws and herein.

Whenever used herein the use of the singular number shall include the plural, use of either gender shall include both genders, and use of the owner shall include lessee.

A number of the rules and regulations which have been approved are the result of requirements of the Federal, State, or Local Governments or our Insurance carrier.

General

1. No unit owner shall occupy or use his unit or the limited common areas appurtenant thereto or permit the same or any part thereof to be occupied or used for any purpose other than as a private residence for the owners, or lessees, or guests. No portion or part of a unit shall be rented or leased as a co-occupancy unit.

2. Each occupant will be accountable for whom he lets enter his unit.

3. Owners are responsible for any damage or defacing which they, their lessee, or guests may have caused.

4. Owners who are permitted to rent their unit under the Bylaws must submit a copy of the **12-Month Lease Agreement** along with the "**Green Ridge Tenant Registration**" and the "**Green Ridge Acknowledgment Page**" to the management company. The rental must be approved by the Board of Directors within 5 business days after entering into or renewing a lease per Wisc. Stat. 703.315. (Effective July 29, 2026) The above forms are available at the management company.

Renters will not receive a key fob to Rec Center, nor will landlords give key fob to a renter. Owners will receive one key fob per unit. If there are multiple owners in an LLC, the LLC will receive one key fob.

Upon renewal of an existing 12-month lease, owners must submit a copy of the **Renewal Lease**, a new "**Green Ridge Tenant Registration**" and a new "**Green Ridge Acknowledgment Page"** to the management company. The rental must be approved by the Board of Directors within 5 business days after entering into or renewing a lease per Wisc. Stat. 703.315. (Effective July 29, 2026.) The above forms are available at the management company.

Short-term or transient leases are strictly prohibited. Rentals, licensing, or occupancy arrangements through short-term rental platforms, including but not limited to Airbnb, VRBO, and similar transient lodging services, are prohibited.

5. Owners must notify the management company as to who will have a key to their unit in their absence in case of emergency.

6. Outside clothes lines are prohibited.

7. The following rule applies to any owner who installs a satellite dish, C.B., television, or other antenna. The rule does not apply to the extent that it conflicts with applicable law:

a) Owners must notify the Board in advance of installing a satellite dish or antenna.

b) No satellite dishes or antennas may be placed in the common area.

c) In the event that adequate reception quality cannot be achieved by installation on the unit's patio/deck, application may be made to the Board of Directors with a proposed alternative placement for the Board's review.

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d) Satellite dishes must be professionally installed and may not be larger than 3 feet in diameter. Wiring for the dish must be installed through the unit and may not penetrate

the buildings' masonry exterior. All wires must go through part of the "unit" as defined in Association Documents (windows, doors, door frames, etc.).

e) Satellite dishes and wiring must be removed upon termination of service or sale of the unit, whichever occurs first, and any common or limited common area affected during removal removal must be returned to its original condition at owners' expense within 30 days after removal. If the seller does not pay for the expense, the buyer (new unit owner) will be responsible for the cost.

8. No noxious or offensive activity, or noise **(**)**, shall be carried on in any units or in the common or limited common area nor shall anything be done therein which may be or become an annoyance or a nuisance to others. All residents have a right to quiet and privacy without disturbance by loud noises, especially between 10 PM and 7 AM daily. The Association follows the Village of Mount Pleasant's Noise Ordinance. Any violation should be reported to the Police Department. Please understand that you are living in a multi-family residence and you will hear people living in their units or outside on their patios. Please be courteous to your neighbors. **(**)** The informational document and form, **"Noise Violation Reporting and Enforcement Procedure**" and "**Noise Complaint Form**," are available in the main hallway of the Recreation Center and the AppFolio Portal.

9. Nothing shall be done or kept in any unit or in the common or limited common area which will increase the rate or cause the cancellation of insurance on the common or limited common property.

10. Every unit owner is responsible for the maintenance and repair work **(**)** within his own unit which, if omitted, would affect the project in its entirety or in the portion belonging to other owners, and such owner shall be personally liable to the Association for any damages caused by his failure to do so. **(**)** This application form, "**Interior Unit Construction Modifications Guidelines**," is available in the main hallway of the Recreation Center and the AppFolio Portal.

11. Every unit owner must maintain the limited common areas appurtenant to his unit in a clean and proper condition.

12. No sign of any kind shall be displayed to the public view on or from any unit or the common or limited common areas without board approval. Exceptions to this rule are as follows: Real Estate "For Sale" signs may be displayed in the unit window only; signs that support or oppose a candidate for public office or referendum question may be displayed to public view from a unit as long as the sign is no more than 8 inches by 11 inches in size, is placed no more than 60 days prior to the pertinent election or vote, and is removed within 7 days of the pertinent election or vote; and Temporary "Open House" signs may be displayed on the common/limited common area 2 hrs. prior to open house and to be removed by ½ hr. after.

13. No type of solicitation is permitted within the complex. (Exception being for "Trick-or Treat" on Halloween.)

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14. Feeding ducks and/or geese within the complex is prohibited.

15. Placing bread or any other food item on the ground for birds and animals is prohibited.

16. Any Claims to the Association insurance carrier must b through the Association Board.

17. The maintenance request form, "**Request for Action**," **(**)** must be submitted to the Recreation Center office or management company. **(**)** This form is available in the main hallway of the Recreation Center and the AppFolio Portal.

18. Repairs that the Association is responsible for must be reported to the Recreation Center office or the management company by submitting a "**Request for Action**" form **(**)**. The Association will complete the necessary repairs. **(**)** This form is available in the main hallway of the Recreation Center and the AppFolio Portal.

19. There shall be no obstructions of Common Areas and facilities, and nothing shall be stored or parked more than 48 hours **(**)** without prior consent of the Association Board. This includes automobiles as well as all types of equipment: campers, trailers, mobile homes boats, etc. and non-functional motor vehicles. All obstructions shall be removed at the owner's expense. Any damage to common areas will be repaired at the expense of the equipment owner.

(**) However, during a snow event of two (2) inches or more, owners are to remove their vehicles from the parking areas until snow plowing/removal operations are completed.

20. Awnings and outdoor carpeting are no longer permitted. Existing awning and outdoor carpeting installations may remain in place but cannot be replaced or refurbished without Board approval.

21. Decks **(**)** are permitted **ONLY** with board approval. **(**)** This application form, "**Green Ridge Repair and Upkeep of Existing Decks Guidelines,"** is available in the main hallway of the Recreation Center and the AppFolio Portal.

22. When selling a unit there will be a transfer fee of $650.00 due to the Association at closing. This is to help build up the reserve account for future maintenance costs.

Building

1. Changes, additions, or attachments to the outside of the building, doors, windows, or the Common or Limited Common areas are prohibited without the written consent of the Association Board. **(**)** This includes but is not limited to the installation of patios, fencing, storm or entry doors, railings, ramps, etc. Flagpoles, window flower boxes, decorative flags or banners and other decorations are not permitted to be attached to the buildings. The Board maintains a list of approved suppliers and materials. **(**)** The application forms, "**Window/Skylight Replacement Guidelines**," "**Garden Window Replacement Guidelines,**" and "**Patio Door Replacement Guidelines**" are available in the main hallway of the Recreation Center and the AppFolio Portal. Patios, fencing, storm or entry doors, railings, ramps, and flagpoles are referenced throughout the Rules and Regulations and along with the name of the applicable guideline.

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2. Owners must install and maintain a smoke detector in each level of their unit, including in the basement.

3. Grills and other devices in which something is burned (i.e., Chimeras, Weber fire pits, etc.) are prohibited on upper balconies per State law.

4. Use of space heaters (fueled by propane, natural gas, etc.) are prohibited on front porches or any other location which is less than ten (10) feet from a wooden surface (walls, fences, decks, balconies, roof overhangs. etc., per State law).

5. Grills (charcoal, propane, natural gas) are not to be used within ten (10) feet of the building proper.

6. Carpeting is not permitted on sidewalks, stoops, or upper balconies. (See "General", number 20.)

7. Storm door **(**)** replacement must follow the guidelines approved by the Board of Directors. **(**)** This application form, "**Green Ridge Storm Door Replacement Guidelines**," is available in the main hallway of the Recreation Center and the AppFolio Portal.

8. Entry door **(**)** replacement must follow the guidelines approved by the Board of Directors. **(**)** This application form, "**Green Ridge Front Door Replacement Guidelines**," is available in the main hallway of the Recreation Center and the AppFolio Portal.

9. Awnings over upper balconies are not permitted. Existing awnings may continue in place but may not be replaced. (See "General," number 20.)

10. Handrails and ramps for handicapped individuals: Railings have been installed at all locations required by Federal and State Laws. Requests for additional railings or ramps will be considered on an individual basis by the Board. **(**)** The application form, "**Stoops, Ramps, Railings Guidelines**," is available in the main hallway of the Recreation Center and the AppFolio Portal.

11. Patio area. See rule number 1 and 1a under Common and Limited Common Areas."

12. Flooring being installed in an upper unit must be carpet, except in the kitchen, bathroom, and entryway.

13. The only security camera allowed is one doorbell camera on the front door and one doorbell camera by the patio door; the placement must be at the standard doorbell height.

Common and Limited Common Areas

The **Common Areas** and facilities of Green Ridge Condominiums are defined in the Association By-Laws and consist of a) Limited Common areas (those areas appurtenant to individual units) and b) Common Areas which are comprised of all Green Ridge Condominiums except the individual units and the Limited Common areas. (For further details see the Declaration.)

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The **Limited Common Area** includes all patios, entry walks, porches, additional stairways, individual unit utility service areas and storage areas. Patio area is that area immediately adjacent to the building within the fenced area, or that area that would be fenced if fences projecting from the building were connected. Patios are not to be locked.

a) Any changes planned for a patio area **(**)** must be submitted and approved by the Board of Directors. This includes construction of patios, fencing, planting boxes, etc. Details of importance for fencing require that the height, material, design, and appearance be similar to the adjacent fencing which was originally installed by the Association. The Association reserves the right to make changes to the fencing to ensure uniformity and a pleasant appearance. The only maintenance provided by the association in the patio area is grass cutting. All patios in the backyard, including cement slabs, steps, bricks, wooden decks, composite decks, etc. have been added by an owner and is the owner's responsibility. Should a patio pitch toward the building causing the risk of water issues in the unit(s), it is the owner's responsibility to repair/replace the patio. Any repair needed to a unit will be the responsibility of the unit owner whose patio is causing the water damage. **Effective August 2024 cement slabs are no longer permitted** in the back patio area. **(**)** This application form, "**Green Ridge Patio Construction Guidelines**," is available in the main hallway of the Recreation Center and the AppFolio Portal.

b) Before any digging is done for projects like those listed above, underground utilities must be located and marked. There is normally a 3 day wait for such locates.

c) Continuation fencing **(**)** (defined as any fencing which was installed by a unit owner to enclose the space between sections of Association-installed fencing) will not be maintained by the Association. Maintenance, staining/painting, repair or removal will be the owner's responsibility. When the building is sided, the owner will be given a choice of painting the additional fencing himself (with paint/stain provided by the Association without charge) within ninety (90) days of the completion of the building being painted. **(**)** This application form, "**Green Ridge Patio Construction Guidelines**," is available in the main hallway of the Recreation Center and the AppFolio Portal.

d) Trees are not permitted to be planted in the patio area. Bushes and vines must be approved by the Board before planting; this is due to future problems which may be caused due to location and size of plantings. Flowers and vegetables may be planted without approval. **(**)** This application form, **"Green Ridge Planting Guidelines,"** is available in the main hallway of the Recreation Center and the AppFolio Portal.

e) Small playground equipment is allowed in the patio area. This equipment includes swing sets, child sized basketball hoops, inflatable pools, etc. For better and neater appearance of patios and balconies, any out-of-season equipment and furniture should be removed and stored in the basement or garage.

f) Dog houses, coops, and cages are not permitted.

g) Plantings, contact the property management company before planting anything other than vegetables or flowers in your patio or Limited Common area. Neither

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h) vegetables nor flowers may be planted in the Common Area. **(**)** This application form, **"Green Ridge Plantings Guidelines,"** is available in the main hallway of the Recreation Center and the AppFolio Portal.

i) Every unit owner must maintain the Limited Common Areas appurtenant to his unit in a clean and proper condition. Objects (including bushes) **(**)** which are within the patio area are not to exceed the height of the original Association-installed fencing. (excluded from this height limit are flag poles and patio table umbrellas) Exceptions may be made for security and safety needs if approved by the Board of Directors. **(**)** This application form, **"Green Ridge Plantings Guidelines,"** is available in the main hallway of the Recreation Center and the AppFolio Portal.

j) No equipment, toys, bicycles, gardening tools, etc. may be left outside overnight unless they are within the unit owner's patio area.

k) Trellises are not to be attached to buildings or fences. Free standing trellises are permitted within the patio area, but the maximum height is not to exceed the height of the Association-installed fencing.

l) No permanent objects, structures, barbecue grills, etc. shall be placed in the patio area.

m) Grills (charcoal, propane, natural gas) are not to be operated within ten feet (10') of the building proper.

n) Grills and other devices in which something is burned (Chimeras, Weber fire pits, etc.) are prohibited on upper balconies per State law.

o) Use of space heaters (fueled by propane, natural gas, etc.) are prohibited on front porches or any other location which is less than ten (10) feet from a wooden surface (walls, fences, decks, balconies, roof overhangs, etc., per State law).

p) No decorations or displays are to be attached to the outside or tops of fences.

q) Flagpole **(**)** installations are to be approved by the Board prior to any installations. **(**)** The application form, "**Green Ridge Flagpole Guidelines**," is available in the main hallway of the Recreation Center and the AppFolio Portal.

14. Front of Building: The Common and Limited Common Area in the front of a building is the front stoop **(**)** and entry walks only. All other areas including the planting area in the building fronts are Common areas. **(**)** The application form, "**Stoops, Ramps, Railings Guidelines**," is available in the main hallway of the Recreation Center and the AppFolio Portal.

a) Outdoor carpeting is prohibited on sidewalks, stoops, and upper balconies. (See "General," number 20)

b) No lawn furniture, etc. shall be permitted in the front of buildings other than on the cement stoops.

c) Cooking grills must not be used or stored on front stoops or entry walks.

d) Entry walks and front stoops shall not be used to store materials, furniture, flowerpots etc., and shall be kept free of debris. Flowerpots with growing flowers and lawn furniture are permitted in the warm and growing season.

The Common Area:

The **Common Area** consists of all the area of Green Ridge Condominiums except the individual units and the Limited Common Areas.

1. Planting or removal of trees and shrubs in the Common Area is prohibited without the approval of the Association Board. Vegetable plants and flowers are not permitted in the Common Area except as permitted in the front of buildings. **(**)** This application form, **"Green Ridge Plantings Guidelines,"** is available in the main hallway of the Recreation Center and the AppFolio Portal.

2. No objects, structures, bird baths, bird feeders, barbecue pits, etc. shall be placed in the Common Area.

3. Temporary placements of lawn furniture, picnic tables, play equipment, etc. is permitted in the Common Area, but not to be left overnight.

4. Decorative items, including house numbers, outside lighting, flag poles, yard ornaments, etc., are not permitted in the Common Area.

5. Flowers may be planted and decorations may be placed within approved Common Planting Area in the front of the unit.

6. All maintenance of the Common Area shall be the responsibility of the Association.

Parking /Garages

Parking space is not uniform in design or distribution throughout the complex. Therefore, common sense, fairness, and consideration for neighbors is essential if parking problems are to be kept to a minimum. In general, there is an adequate amount of parking space in the complex, it is just not always located where everyone would like to have it. An amicable solution to parking problems may only result if some residents are willing to walk a few steps out of their way. Each building has a designated area to be used by residents and guests of that building. Owners will be responsible for any fines resulting from parking infractions caused by guests or occupants of their unit.

1. Owners/tenants must utilize their garages for parking their vehicle **(* *).** Campers, trailers, boats, etc. are not to be stored in garages if such storage requires that the owner's/tenant's car(s) cannot be parked in a garage.

(* *) "vehicle" is defined as an automobile, truck, SUV, van, etc. which is used for regular or frequent transportation and/or the primary mode of transportation.

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2. Vehicles must not obstruct access to garages or unit entrances at any time. Parking in traffic lanes in front of buildings is permitted for the purpose of loading or unloading packages, groceries, passengers, etc.; but should be limited to 30 minutes. This time is extended for commercial vehicles engaged in deliveries or services to residents, for whom this time is not sufficient.

3. Handicapped residents must have access to their units at all times.

4. Overflow parking is normally available at the Recreation center and at the Maintenance Building.

5. Parking is prohibited on Windsor Way, Cambridge Circle, and Cambridge Lane.

6. Owners and tenants are required to display a Green Ridge parking sticker in the front window of their vehicle. Stickers will be provided to owners and tenants upon registration **(**)** with the management company. Owners and tenants will receive for free two (2) stickers upon registering two (2) vehicles. Any owner/tenant who has over two (2) vehicles will be required to pay a yearly fee. The additional vehicle fee is as follows: 3rd vehicle is $25.00 a year, 4th vehicle is $50.00 a year, 5th vehicle is $75.00 a year, etc. **(**)** This form, "**Green Ridge Owner Registration**," is available in the main hallway of the Recreation Center and the AppFolio Portal.

Vehicles

1. There shall be no obstruction of Common Areas and facilities, and nothing shall be stored or parked for more than 48 hours without prior consent of the Association. This includes automobiles as well as all types of equipment, campers, trailers, mobile homes, boats, etc.

2. Recreational vehicles, commercial vehicles, and vehicles requiring registration in excess of ¾ ton are prohibited. Parking or daily use of such vehicles is not permitted within the complex with the following exceptions:

   a) Recreational vehicles may be brought into the complex for the purpose of trip loading or unloading supplies and equipment but are limited to a period of not more than 24 hours. Note: Recreational vehicles include but are not limited to motor homes, campers, truck campers, travel trailers, etc.

3. Vehicles that leak fluids causing damage or contamination shall not be parked within the complex. Inoperable vehicles shall not be parked within the complex.

   a) Vehicles in violation will be towed away at the owner's expense.

   b) Unit owners are responsible for the cost of cleaning up and/or damage caused by their vehicles, their lessee's vehicles, or guest's vehicles, and are subject to a fine plus any legal fee incurred to collect.

4. Major vehicle repair, draining oil or radiator fluid in the Common Area is prohibited. Minor repair and maintenance are permitted to resident's vehicles only. Vehicle fluids must be disposed

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of in compliance with the Town of Mount Pleasant ordinance.

5. Vehicles acquired for resale shall not be repaired or displayed for sale in the common area.

6. Snowmobiles, All-terrain vehicles and Go-carts shall not be operated within the complex.

7. The speed limit within the complex is 15 miles per hour.

Snow Removal

1. Vehicles must be removed from the common parking areas until snow plowing in those areas are complete. If vehicles are not removed, owners/tenants are responsible for immediately removing snow from around their vehicles. Violators will be subject to fines and towing at the owner's expense. There will be no warning letter as snow removal is an exception.

(* *) For more information see form, "**Snow Removal and Ice Control Information**," available in the main hallway of the Recreation Center and the AppFolio Portal.

Animals

1. No livestock, poultry, potbelly pigs, snakes, or reptiles of any kind shall be raised, bred, or kept within any unit or garage within the complex.

2. No more than two animals (dogs or cats) are permitted per unit.

3. The maximum adult weight of dogs permitted must be 35 pounds. (See number 4 below for more information.)

4. Dogs of certain breeds are prohibited. These include Akitas, American Pit Bull Terriers, Chow Chows, Rottweilers, Dobermans, mixtures of these breeds. wolf hybrids, or mixtures of domestic and wild dogs, nor cats of a domestic and wild mix.

5. Any animal which causes a threat, nuisance, or unreasonable disturbance must be removed at the order of the Association Board.

6. Animals are not permitted on upper balconies.

7. Dog houses, coops, cages, or runs are prohibited.

8. Animal owners must immediately pick up and properly dispose of the excrement of their animals.

9. Animals shall not run at large or be outside the owner's unit (or enclosed patio) unless on a leash extending no more than ten (10) feet and should be walked as far away from buildings as possible.

10. Animals shall not be gathered in the Common or Limited Common Areas unless the animal is within the owner's patio.

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11. Animals must be registered **(**)** with the association. Unregistered animals are not allowed. **(**)** To register complete form, "**Green Ridge Owner Registration,"** which is available in the main hallway of the Recreation Center and the AppFolio Portal.

Garbage/Refuse

1. Dumpsters in the complex are for the exclusive use of the household waste of Green Ridge residents. Dumpsters are not meant for disposing materials during reconstruction or disposing of personal items when moving.

2. All garbage is to be securely placed in plastic bags and placed in the dumpster provided for each building. Recyclable, hazardous, or toxic material must be disposed of in compliance with the Village of Mt Pleasant guidelines. Construction materials are not to be placed in dumpsters. Contractors are required to remove all construction materials from the property. Dumpster rentals that need to be temporarily placed on the property require approval from the Board of Directors.

3. Do not dispose of boxes and other recyclables in dumpsters. Cardboard boxes should be cut down as necessary so they can be laid flat and put out for recycle pickup.

4. Household items that require a special pick-up are the responsibility of the homeowner. Bulk items must only be placed outside when the pick-up date has been confirmed.

5. No items may be left out in the Common Area without a scheduled pick-up.

6. Items that the disposal company will not pick up, such as TVs, are the owner's responsibility.

Holiday Decorations

1. Seasonal decorations for Spring, Summer, Fall, Christmas, etc. are allowed in PATIO AREAS, BALCONIES, PORCHES, STOOPS and PLANTING AREAS IN FRONT OF YOUR UNIT (as described in Rules and Regulations as LIMITED COMMON AREAS) without written permission. Please be careful not to damage the exterior of the buildings or fences.

2. CHRISTMAS decorations are the ONLY decorations allowed in the COMMON AREA. These require written approval from the Property Management on behalf of the Board of Directors prior to decorating. **(**)** The application form, "**Christmas Decorations Guidelines**," is available in the main hallway of the Recreation Center and the AppFolio Portal.

3. When requesting approval:

- Describe or show the type of decoration.
- Explain how and where the decoration will be displayed and/or lighted.
- Understand that no decorations are to be put up before November 15th and no lights to be turned on prior to December 1st.
- All electrical cords must be UL approved for outdoor lighting.

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- Cords and decorations should not obstruct or endanger residential areas and/or walkways.

- All decorations must be removed by January 15th. Any decorations up after that date may be subject to a fine and will be removed at the owners' expense.

4. Owner(s), their successors and assignees agree to indemnify the Association for any cost the Association incurs as a result of claims against it for damages or injuries arising from or related to the decorations.

Communication, Harassing Behaviors

1. Residents shall not engage in any abusive or harassing behavior, either verbal or physical, or any form of intimidation or aggression directed at other condominium members, residents, guests, occupants, invitees; or, directed at the property manager, its agents, its employees, or vendors.

2. Harassing behavior will include any unwelcome contact, and excessive contact (email, texts, phone calls, mail, or visits to a home or place of service) to management, its agents, its employees, or vendors, the Board, or other Green Ridge residents.

3. Excessive is defined as more than one (1) contact; either email, text, phone call, mail, or visit to place of service, per week about the same subject or concern.

4. If a question has been asked and answered and is still being asked, that will be construed as excessive.

5. If a Unit Owner has more than one concern, they should be addressed in one communication. Those concerns may be acted on individually or as a group by the Board or management company, dependent upon the concerns or situations. The Unit Owner will be notified by the Board or management company what determination was made about their concern by email, if possible, or mail.

6. No Unit Owner may interfere with any contracted vendor performing work at the direction of the Board or the Management Company. That will be deemed as harassment and may be subject to possible fines.

7. Any disruptive or harassing behavior by a Unit Owner or his or her proxy holder at an owners' meeting may result in fines being assessed to the Unit Owner.

Anti-Discrimination Anti-Harassment Policy

The Association is a Fair Housing provider under the federal Fair Housing Act. As such, the Association is committed to providing a living environment free from discrimination and harassment that is based on an individual's race, sex, age, religion, disability, color, national origin, military status, marital status, parental status, sexual orientation, or gender identity/expression. This Anti-Discrimination Anti-Harassment Policy ("AD-AH Policy") is intended to implement this commitment.

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This AD-AH Policy is intended to apply to every owner, resident, and guest at the Association, as well as every employee or agent of the Association. Violation of this AD-AH Policy may result in disciplinary action up to and including termination if the violator is an employee/agent of the Association, or penalties, including fines, if the violator is an owner/resident within the Association.

The Policy of the Association:

It is the policy of the Association that discrimination of any kind based on an individual's race, sex, age, religion, disability, color, national origin, military status, marital status, parental status, sexual orientation, or gender identity/expression is prohibited.

It is the policy of the Association that harassment of any kind based on an individual's race, sex, age, religion, disability, color, national origin, military status, marital status, parental status, sexual orientation, or gender identity/expression is prohibited.

a) For purposes of this AD-AH Policy, prohibited harassment includes both "quid pro quo" and "hostile environment" harassment.

"Quid pro quo" harassment is an unwelcome request or demand to engage in conduct, as a condition of providing services or facilities. Quid Pro Quo Harassment might also arise

when a person's access to services or facilities is interfered with because of a failure to submit to demands. Commonly, quid pro quo harassment involves an adverse action that occurs after unwelcome sexual advances are rejected by an owner/resident, or sexual favors are required for an Association service or access to an Association facility which would otherwise be available to the owner/resident.

"Hostile environment" harassment is defined as unwelcome conduct that is sufficiently pervasive or severe as to interfere with the providing of or enjoyment of services or facilities. Hostile Environment Harassment only applies to harassment based on a protected class (sex, religion, race, color, familial status, national origin, or handicap), and the harassment must be on the level of interfering with housing/living environment to be actionable under this AD-AH Policy.

For purposes of this AD-AH Policy, prohibited harassment described above includes insults, jokes, slurs, and other verbal or physical conduct relating to or based on an individual's race, sex, age, religion, disability, color, national origin, military status, marital status, parental status, sexual orientation, or gender identity/expression that has the purpose or effect of unreasonably interfering with an individual's living environment, or creating an intimidating, hostile, offensive, or demeaning living environment.

It is the Policy of the Association that any retaliation predicated on the fact that an employee/agent or owner/resident of the Association in good faith reported an AD-AH Policy violation or suspected violation, or in good faith participated or aided in the Association's investigation of an alleged AD-AH Policy violation, is prohibited.

(Continued)

Application of This AD-AH Policy:

- It is a violation of this AD-AH Policy to discriminate against another individual on the basis of his or her race, sex, age, religion, disability, color, national origin, military status, marital status, parental status, sexual orientation, or gender identity/expression.

- It is a violation of this AD-AH Policy to harass another individual on the basis of his or her race, sex, age, religion, disability, color, national origin, military status, marital status, parental status, sexual orientation, or gender identity/expression.

- It is a violation of this AD-AH Policy to retaliate against an employee/agent or owner/resident of the Association on the basis of the fact that he or she in good faith reported an AD-AH Policy violation or suspected violation, or in good faith participated or aided in the Association's investigation of an alleged AD-AH Policy violation.
- This AD-AH Policy applies to all employees and agents of the Association, including contractors/vendors hired by the Association, and property management personnel.
- An employee/agent who violates this AD-AH Policy is subject to discipline, up to and including termination.
- An owner/resident who violates, or whose guest violates this AD-AH Policy is subject to penalties, including but not limited to fines.

Procedures:

Any employee/agent or owner/resident of the Association who believes he or she has been subjected to, or has witnessed, actions that constitute a violation of this AD-AH Policy promptly must report the matter to the Board of Directors. The individual reporting should not wait until the action he or she believes is a violation of this AD-AH Policy becomes severe or pervasive.

The Association's Board of Directors will timely investigate any report of an alleged violation of this AD-AH Policy and, where appropriate, take appropriate corrective action.

To the extent possible, the Association will protect the confidentiality of allegations of AD-AH Policy violations and of documents created or obtained that concern an investigation into an allegation of an AD-AH Policy violation.

Collection Policy

1. The regular monthly assessments are due on the first day of each month.

2. Special assessments, as may be levied from time to time by the Board, and/or any installment thereof, shall be due on or before the date or dates stated in the Board's notice to the Unit Owners informing them of the special assessment.

(Continued)

3. Any fines, penalties, or other charges assessed against a Unit Owner shall be due on or before the date or dates stated in the Board's notice to the Unit Owners informing them of the fines, penalties, or other charges.

4. All payments received will be applied to the oldest amounts due on record — first to any late fees, interest, attorneys' fees and costs, and then to the assessment or fine balance. Payments

5. tendered for current amounts due will not be accepted by the Association if the instrument of payment is drafted with a future date (i.e., a postdated check).

6. The actual date of the Association's receipt of a payment, as reflected on the ledger of the Association, shall control as to the date that payment was made.

7. In the event a Unit Owner ever submits a payment which is thereafter returned for any reason (e.g. insufficient funds or account closed), the Unit Owner shall be automatically assessed $50.00, or the actual costs incurred by the Association as a result of the return of a unit owner's payment, whichever is greater.

8. No statement of "payment in full," "accord and satisfaction," or other similar notation on or accompanying any payment shall be binding on the Association, unless the statement is written in "red," the check or payment instrument is mailed to the attention of the Board of Directors and the reduced payment amount is accepted by motion of the Board of Directors. However, if the Unit Owner has knowledge that the account has been referred to legal counsel for collection, then the payment must be mailed to the Association's attorney pursuant to paragraph eleven (11) below.

9. A late fee of $25.00 shall be assessed against a Unit owner for any payment not received by the Association by the tenth (10th) day after its due date. This late fee assessment shall be made upon each failure by the Unit Owner to remit good and timely payment of any assessment or installment thereof. In addition, unpaid assessments will incur interest at a compound rate of 1.5% per month (18% per annum) until paid.

10. The basic collection system of the Board shall be as follows:

a) At 15 days past due, a board member or the property manager may call the delinquent owner;

b) At 30 days past due, a past due notice may be sent;

c) At 45 days past due, a second past due notice may be sent; and

d) At 60 days past due, the matter may be referred to the attorney for collection.

11. An administrative fee of $100.00 shall be assessed against a Unit Owner when a matter is turned over to the Association's attorneys for collection. The Unit Owner is responsible for all costs and actual attorneys' fees incurred by the Association in connection with collecting the Unit Owner's past due balance.

(Continued)

12. Once a Unit Owner is notified or becomes aware that its account has been referred to legal counsel, then all future payments, until the account is current, must be submitted to such legal counsel for proper application of same, unless the Association's attorney directs the Unit Owner in writing to pay in some other manner. Unit Owners in collection will not receive further statements from the Association's property manager, and their online access to their account balance will be suspended until their account is brought current.

Enforcement, Fines and Grievance Procedure

1. The following is a schedule of the fines that will be imposed for non-compliance with the law, the Declaration, By-Laws, rules, regulations, covenants, conditions or restrictions (herein collectively "Condominium Documents"):

a) **A Written Warning for a Unit Owner or resident's first violation of the Condominium Documents.** In addition, a member of the Board may attempt to contact the offending party to explain the violation and the need that all residents and Unit owners comply with the Condominium Documents.

b) **Fifty Dollars ($50.00)** shall be assessed against a resident or Unit Owner for a second violation of the Condominium Documents (or for the violation that remains after the Unit Owner has received the warning letter discussed in 1.a). The second violation does not need to be the same violation as the first violation in order for the $50 fine to be assessed.

c) **One Hundred Dollars ($100.00)** shall be assessed against a resident or Unit Owner for each successive violation of the Condominium Documents.

d) Notwithstanding paragraphs (a-c) immediately above, **Five Hundred Dollars ($500.00)** shall be assessed for each violation of the Condominium Documents, when in the sole opinion of the Board of Directors the violation meets one or more of the following criteria:

1. The violation is in direct defiance of a previous mandate from the Board of Directors.
2. The violation was malicious in its intent.
3. The violation is evidence of a pattern of the resident's or Unit Owner's non-compliance with the Condominium Documents.
4. The violation is of such a nature that the violation cannot be corrected and/or that direct monetary restitution cannot be determined. *(e.g., if alterations are made that cannot be restored to their original state.)*

2. Each day that a violation exists shall be a new violation subject to fine at the discretion of the Board.

3. Attorney Fees:

a) The Board may also assess a unit owner who has violated the Condominium Documents for the actual attorney fees incurred associated with reviewing the facts and

(Continued)

Condominium Documents and advising the Board.

b) In the event that the Association retains an attorney to collect any funds due, enforce any rule within its governing documents, bring any claim against a unit owner or defend any claim or allegation by a unit owner, including any counterclaim, the Association shall, if it is the prevailing party in the claim or defense, be entitled to collect from the unit owner all of its costs and expenses, including reasonable attorney fees. In the event that the Association retains an attorney to represent the Association's interest in a suit filed by the unit owner's mortgage company in which the Association is a named defendant, the Association shall be entitled to collect from the unit owner all of its costs and expenses, including reasonable attorney fees. **This Rule does not apply to owners' fair housing complaints, neither State nor Federal.**

c) Any Unit Owner or resident who has been accused of violating the Condominium Documents or been fined may demand that the matter be heard by a Grievance Committee. Such demand must be in writing and provided to the Board of Directors within 14 calendar days of the notice of the violation or fine. If no demand is made within 14 calendar days, then the finding of a violation and/or fine shall be final and binding. If a demand is timely made, the matter shall be submitted to the Grievance Committee within seven (7) days.

Grievances, Committee Rules and Procedures

1. The Grievance Committee shall consist of three (3) members at large of the Association who are chosen by the Board. The members at large shall not be officers or members of the Board of Directors of the Association.

2. The Grievance Committee may either be a standing committee, with each member serving for one (1) year, or the committee may be ad hoc and appointed on an as-needed basis by the Board of Directors.

3. For any grievance hearing, a majority vote of the Committee will determine the action and decisions of the Committee.

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

5. Upon receipt by the Grievance Committee of a grievance, the matter shall proceed as follows:

a) A letter shall be sent by certified mail, return receipt requested, informing all parties:

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

2. Of the right to counsel.

3. That evidence shall be received and a record made whether or not the party complained against attends.

(Continued)

b) The hearing shall be divided into two (2) sections:

1. The hearing.

2. The determination and decision.

c) The Hearing Section shall be open to only the Grievance Committee, the parties involved, their attorneys and witnesses.

d) The Determination and Decision Section of the meeting shall be open only to the Grievance Committee, and possibly the attorney for the Association if so requested by the Grievance Committee. The decision will be rendered in writing to all concerned parties within five (5) business days of the hearing.

e) If the complainant, or their representative, fails to appear at the hearing without a valid excuse acceptable by the Grievance Committee, the grievance shall be dismissed without prejudice and reasonable and necessary costs incurred by the responding party assessed against the complaining party.

f) If the alleged offender fails to appear, the complainant must prove his/her grievance, and no presumption shall be made against the alleged offender for non-appearance.

g) The burden of proof shall be on the complainant to prove the grievance by a preponderance of the evidence.

6. The decision of the Grievance Committee is final and binding. There shall be no appeal of the decision absent evidence that:

a) The award was procured by corruption, fraud, or undue means;

b) There was evident partiality or corruption on the part of the Grievance Committee, or any of them;

c) A member of the Grievance Committee was guilty of misconduct in refusing to postpone the hearing, upon sufficient cause shown, or in refusing to hear evidence pertinent and material to the controversy; or of any other misbehavior by which the rights of any party have been prejudiced;

d) The Grievance Committee exceeded its powers, or so imperfectly executed them that a mutual, final, and definite award upon the subject matter submitted was not made.

Recreation Center and Facilities

(This includes all facilities within the building and tennis courts.)
ALL PERSONS USING ANY FACILITY DO SO AT THEIR OWN RISK!
(The Association is not responsible for injuries or personal items lost or stolen.)

Non-compliance with any Recreation Center, pool, or facilities rules resulting in damage will be charged to the unit owner.

1. The recreation center and facilities are for the exclusive use of owners and their guests and shall not be used by tenants, or on behalf of organizations, clubs, groups, or commercial or political functions.

2. A reservation and deposit are required when owners have more than ten (10) guests per unit. Combining two or more units for the same function is prohibited.

3. Reserved events have exclusive use of the party room, island, kitchen, card room, game room, and tennis courts. Pool and saunas are also open to the reserved event; however, other residents will also have access to those areas during that time.

4. Signs and/or posters are prohibited without specific permission from the Association Board. (Exceptions: signs no more than 8xl0 inches may be placed on the bulletin board).

5. Guests and persons under 18 years of age, must be accompanied by an adult.

6. Animals, bicycles, skateboards, scooters, roller skates, ice skates, etc., are prohibited.

7. Wet swimsuits/attire are prohibited except in the pool area and dressing rooms.

8. Running, horseplay, loud and/or boisterous conduct is prohibited.

9. Smoking is prohibited within the recreation building in its entirety.

10. Propping the front door open is prohibited. The side doors must be kept locked.

11. Parking is restricted to the area immediately east and north of the building.

12. Owners are responsible for damage to the building and/or its contents which they or their guests may cause.

13. Owners are responsible for their guests complying with the Rules and Regulations.

14. The building must be vacated by 10 p.m. daily with the following exceptions:

    a) If it is rented for a Friday night event, it may remain open until 11:59 p.m. Friday.

    b) If it is rented for a Saturday night event, it may remain open until 11:59 p.m. Saturday.

15. If the building is not vacated during the appropriate closing time, the owner will be responsible for all costs associated with resetting the alarms, as well as costs of Police and Fire Departments.

Pool/Pool Area

ALL PERSONS USING THE POOL DO SO AT THEIR OWN RISK!
(NO LIFEGUARD IS ON DUTY)

1. Pool hours are between 5 a.m. and 10 p.m. daily.

2. The wall lights must be on if the pool is occupied after dusk. The light switches are located on the right side of the hall leading to the pool.

3. Guests must be accompanied by an adult gowner, who must remain within the pool area with the guests. For safety purposes, persons under 18 years of age must be under constant supervision by an adult owner.

4. Showers are required before entering the pool.

5. Proper swimming attire must be worn. (No cut-offs, t-shirts, etc.)

6. Swimmers unable to control bowel and/or kidney function must wear waterproof garments which prevent body waste from entering the pool.

7. No smoking, beverages, food, or breakable containers. Water in plastic bottles are permitted but must be removed.

8. No conduct which will result in injury to self or others. (such as running. wrestling, throwing items, towel fighting, shoving or throwing someone into the pool, or other horseplay, etc.).

9. No spitting or blowing the nose in the pool.

10. No artificial swimming aids, except those required for safety or therapeutic purposes.

11. No air mattresses, inner tubes, balls, or large inflatables.

12. No boats, animals, scooters, bicycles, skateboards, roller skates, etc.

13. No electrical devices or equipment.

14. No persons with open sores, athletes' foot, infectious skin disease or condition.

15. Damage to locker room or sauna, caused by owner or guest, will be charged to owner.

Tennis Courts

1. Guests and persons under 18 years of age, must be accompanied by an adult owner.

2. The time limit for use of the tennis courts is 1 ½ hours - if other players are waiting.

Recreation Center Rental Procedure

1. Contact the Recreation Center office (262-886-9709) for dates available for reservation and rental information. The reservation form, "**Recreation Center Rental Reservation**," is available in the main hallway document stand of the Recreation Center or Recreation Center office. Please see numbers 9 and 10 below.

2. Reservations will be accepted from unit owners who reside here only (not persons who are renting units)

3. New Years Eve and Christmas Eve are not available for private use.

4. Reservations will not be accepted for dates more than six months in advance.

5. After an owner has had two reservations in a calendar year, additional reservations will not be accepted for a date that is more than two weeks in advance of that date.

6. Association functions have priority over all other requests.

7. Reservations shall not be made on behalf of non-residents.

8. Owners renting the facilities for an event must be present for the event. Renters are excluded from renting the Rec Center.

9. A $125.00 rental fee plus a $50.00 security deposit from the owner (check or money order only) and a copy of the Homeowner's Insurance must accompany the reservation request. The Association assumes no responsibility for payments not made directly to the office personnel.

10. A reservation is not official until the rental fee, security deposit, and copy of Homeowner's Insurance has been received by office personnel.

11. The rental fee and security deposit will be refunded if a cancellation is made within at least seven days prior to the reservation date. If no cancellation is made, or the cancellation is made less than seven (7) days prior to the reservation date, only the security deposit will be refunded.

12. The security deposit will be refunded if there have been no rule infractions and the post party check list had been complied with. The security deposit (all or in part) may not be refunded if infractions have occurred. Owner who violates Recreation Center rules will be fined by the Board based on severity and number of violations. Any damage in excess of the security deposit is the responsibility of the person renting the facilities. Also, infractions or property damage may result in future reservation requests needing Board approval.

13. Owners renting the facilities will be given a copy of the Rules and Regulations pertaining to the Recreation Center, a copy of the post party clean-up checklist, and are required to sign the Reservation form.

Post Party Cleaning Checklist

1. Place all trash/garbage in the trash containers located in the island area, meeting room, kitchen, and hallways. All trash bags used (either full or partially filled) are to be securely closed and placed in the dumpster (north side of the building). If the dumpster is full, put in another dumpster on property; do not leave it next to dumpster. Replace the liner in each trash container after removing full or partially filled garbage bags.

2. Clean the kitchen, counters, island area and tables used. If any other areas are used by your party, clean them also.

3. Vacuum the carpet and floors. Mop floors, if necessary, due to spills, etc. The vacuum cleaner and supplies are in the Janitor Closet located on the left side of the hallway leading to the pool.

4. Wash all dishes, pans, and silverware used. The dishwasher must be turned off and unloaded before leaving the premises. Dishwasher detergent is located under the kitchen sink.

5. Unplug, clean, and return the coffee pots to their storage location. Turn off and clean the kitchen stoves and ovens.

6. Return all cleaning equipment to the Janitors Closet.

7. Lock all windows and outside doors, including the pool patio doors.

8. Upon leaving, turn off all wall lights in the pool area. Turn off the lights and heat in the saunas and prop open the sauna doors. Turn off the lights in the dressing rooms. Turn off the remaining lights in the building except the lights in the foyer.

9. Check the outside area. Pick up and properly dispose of any litter that may have been left by your guests.

Trash Bag Replacement

All garbage containers	Black bags	Janitor Closet is located to the left of the pool entrance.

Fines for Rec Center Party Infractions

Below is the list of minimum fines for each offense – a higher amount may be deemed appropriate according to the severity of the offense, i.e., Recreation Center is vandalized after entry was gained since doors were left unlocked. Smoke damage due to ovens left on would equal the amount of damage, not $100. Higher amounts would be determined and subject to Board approval.

Doors or windows left unlocked	$25
Lights left on	$25
Burners or ovens left on or not cleaned	$100
Saunas left on	$25
Not vacuumed	$25
Not mopped	$25
Drinks/food in pool area (not allowed)	$25
Life preservers & ropes used as toys (for emergency only)	$25
Garbage not removed	$25
Front door propped open	$50
Guests parked illegally	$10
Furniture not put back	$10
Damaged furniture	Replacement Cost
Alarm	Cost of Police/Fire & Reset

Game Room

Left in disorder	$10
Damaged equipment (cue tips/paddles)	$25 each

Tennis Court

Damaged equipment	$25 each

Reference List of
Forms, Guidelines, and Informational Documents

Forms, Guidelines, and Informational Documents are available in the main hallway of the Recreation Center and in the AppFolio Portal. The Rental forms and Rental Informational documents are available from the management company and in the AppFolio Portal.

Forms-Owner: Return completed owner forms to the Recreation Center office or to the management company. Except for Form 3, which must be returned **only** to the Recreation Center office.

1. Green Ridge Owner Registration: Complete this form to register your vehicles and pets.
2. Noise Violation/Complaint Form: Complete this form to submit a complaint about a noise violation.
3. Recreation Center Rental Reservation: Complete to reserve the Recreation Center. Return the form to the Recreation Center office **only**.
4. Request for Action: Complete for all requests, complaints, and suggestions. Return to the Recreation Center office or management company before the 1st Wednesday of the month to secure Open Forum speaking time and ensure Board preparation.

Forms-Rental (Landlords): Return completed rental forms to the management company.

1. Tenant Acknowledgment Page: Landlords are responsible for providing, maintaining, and enforcing this form with their tenants.
2. Tenant Registration: Landlords are responsible for providing, maintaining, and enforcing this form with their tenants.

Guidelines: Guidelines must be completed and returned to management company.

1. Christmas Holiday Guidelines
2. Flagpole Guidelines
3. Front Entry Door Replacement Guidelines
4. Garden Window Replacement Guidelines
5. Interior Unit Construction Modifications Guidelines
6. Patio Construction Guidelines (Contains information on continuous fencing/Effective August 2024 cement patio slabs are no longer permitted.)
7. Patio Door Replacement Guidelines
8. Planting Guidelines
9. Repair and Upkeep of Existing Decks Guidelines
10. Stoops, Ramps, Railings Guidelines
11. Storm Door Replacement Guidelines
12. Windows/Skylight Replacement Guideline

Informational Documents:

1. Snow Removal and Ice Control Information

Informational Rental Documents (Landlords):

1. Summary of Key Rules for Landlords: Landlords are responsible for following these rules and ensuring their tenants comply with all Association governing documents.
2. Summary of Key Rules for Tenants: Landlords are responsible for providing, maintaining, and enforcing these rules with their tenants.