

THE VILLAS AT ECHO LANE

RULES AND REGULATIONS HANDBOOK

Welcome to The Villas At Echo Lane. AU Owners are required to become familiar with the Documents of the Association and to comply with them. We hope this handbook will be helpful to you.

AU The Villas At Echo Lane residents need to be aware that condominium living is unique. It should be carefree and comfortable. However, to achieve this ideal, residents must realize that they may have to put aside personal preferences and instead assume their new role as "active partners" in the Association and community.

The Board of Directors and the Rules and Regulations Committee of volunteer residents have developed this Handbook in the interest of providing a safer, more comfortable and enjoyable condominium lifestyle for all residents.

The Board and Committee believe these rules are offered in a true spirit of partnership.

These Rules and Regulations and their enforcement are designed to help accomplish three purposes:

- 1. To protect the integrity and condition of the entire condominium complex and thereby protect each Owner's financial investment.**
- 2. To provide a safe and pleasant living environment for all Owners and their guests.**
- 3. To clarify the condominium Declaration and governing Documents of The Villas At Echo Lane.**

Table of Contents

	Page
Preamble ..	1
Section A: Definitions and General Information..	5
1. Common Elements/Common Property.....	5
2. Limited Common Elements/Limited Common Property.....	5
3. Unit Boundaries	5
4. Disclaimer	6
5. Insurance	6
6. Operations.....	6
7. Monthly Maintenance Fee/Lien/Cost.....	7
8. Good Neighbor Policy.....	7
Section B: Responsibilities of the Association	8
1. Buildings	8
2. Grounds/Landscape	8
8. Other.....	8
Section C: Responsibilities of the Owner	9
1. Interior of	
2. Limited Common Elements.....	9
3. Doors/Windows/Screens	9
4. Utility Service/Wells/Water Pressure Tanks.....	9
5. Heating/Air/Ventilation	9
6. Insurance	9
7. Pest Control	9
8. Damage to Common/Limited Common Elements	10
9. Garage Doors.....	10
10. Approved Screen Enclosures... ..	<u>10</u>

11. Approved Satellite Dishes/Antennas/Towers	10
12. Repair Notification	10
13. Landscaped Areas	10
14. Exterior Lights.....	11
15. Snow Removal	11
16. Garbage.....	11
Section D: Rules and Regulations.....	11-18
1. External/Internal Modifications.....	11
2. Nuisances.....	12
3. Pets.....	12
4. Storage - Recreational Vehicles.....	13
5. Laundry/Window Coverings.....	13
6. Garbage Collection/Storage.....	13
7. Garage Sales/Signs.....	14
8. Grounds/Landscape Areas.....	14-16
9. Vehicle Parking/Speed/Repair.....	16
10. Bird Feeders.....	17
11. Damages to Common/Limited Common Elements.....	17
12. Recreation.....	17
13. Safety	17
14. Service Contractors	18
15. Owner Responsibility for Guests.....	18
16. Holiday Decorations.....	18
17. Lawn Furniture/Ornaments.....	18
18. Approved Attachments.....	18
19. Business Activity.....	19

Section E. Actions That Require Board Approval..	19
1. Construction/Alteration/Modification/Replacement.....^.....	19
2. Grounds/Landscape	19
3. Govered/Screened Decks/Patios	19
4. Front/Rear Door Replacement.....	19
5. Exterior Lighting.	20
6. Natural Gas Barbecue Grills.....	20
7. Satellite Dishes/Antennas/Towers	20-21
8. Storm/Screen Doors.....	21-22
9. Window Replacement	22
10. Furnaces.....	22
11. Air Conditioning.....	22
12. Attic Fans	23
13. Procedures for Obtaining Board Approval	23
Section F: Enforcement of Rules and Regulations/Complaints	24
Section G: Lease of Condominium Unit _____ - _____	25
Section H: Sale of Condominium Unit	25
Section I: Forms/Miscellaneous	25
Section J: Historical Documents	25
Section K: General Information	25
Architectural/Landscape Approval Form	26
Partial Listing of Shrubs and Plants	
Directory of Local Agencies.....	29
Typical Floor Plan.....	30

Section A: Definitions and General Information.

1. Common Elements/Common Property.

- a) Common property is everything except inside of the individually owned condominium unit.
- b) Common elements are owned by all Association members. Examples include roofs, lawns, and outside walls of each building. The repair and maintenance of all the common property is done at the Association's expense except as otherwise explained in the Rules and Regulations, the Declaration of Condominium and the Bylaws.
- c) The common elements are for the use and enjoyment of all Association members. Therefore, everyone is required to be considerate in their use of these areas.
- d) Common elements are not the private property or limited property of particular unit Owners.
- e) The Documents of the Association consist of the following:
 - 1) The Declaration of Condominium for The Villas At Echo Lane.
 - 2) The Bylaws of The Villas At Echo Lane Condominium Association, Inc.
 - 3) The Villas At Echo Lane Condominium Association, Inc. Rules and Regulations.

The Board will endeavor to maintain and update a Handbook containing the Documents of the Association and related matters for the use of all Owners.

2. Limited Common Elements/Limited Common Property.

- a) Certain parts of the Association's property are built and designed exclusively for an individually-owned condominium unit. Examples include: exterior electrical outlets, patios, decks, entranceways and driveways.
- b) These are designated common property because the Association has control over how they are to be maintained. Their complete designation is, however, "limited common property" because they are limited to the use of one Owner.

3. Unit Boundaries.

- a) All units and boundaries are set forth on plats recorded with the Register of Deeds Office for the County of Kenosha.

- b) Every Owner received a copy of the plat pertaining to their unit from their Realtor at the time of purchase.

4. Disclaimer.

This Handbook for The Villas At Echo Lane does not replace the legal disclosure materials for The Villas At Echo Lane Condominium Association, Inc., Chapter 703 of the State of Wisconsin Statutes, nor the Declaration of Condominium and the Bylaws of the Association. In the event of any conflicting statements, the legal disclosure documents of the Association shall prevail.

5. Insurance.

- a) The Board of Directors of the Association shall obtain, to the extent available in the normal commercial marketplace, broad form property insurance against loss by fire and against loss by lightning, windstorm, hail, snow storm and other risks normally included within risk of loss extended coverage, including vandalism and malicious mischief, insuring all Common Elements, Limited Common Elements, Units and Unit upgrades or betterments, together with all service machinery appurtenant thereto, as well as all personal property belonging to the association, but excluding any Unit Owner personal property, in an amount equal to the full replacement value, with code upgrades, without deduction for depreciation.
- b) The Association also carries Directors' and Officers' liability insurance.
- c) The Association policy is on an annualized basis.
- d) Each unit Owner must obtain insurance at his/her own expense affording coverage upon his/her unit, personal property, and for his/her liability. (See Section C:6)
- e) We recommend that your personal insurance agent review the Declaration of Condominium and Bylaws of the Association.
- f) Unit Owner insurance coverage must be issued to include items which are the unit Owner's responsibility to repair and/or maintain.
- g) If your insurance agent has questions about the Association's master policy, contact the Management Company.
- h) Owners will provide the Management Company with a certificate showing proof of insurance.
- i) For the name of the Association's insurance agent, contact the Management Company.
- j) Loss claims against the master policy must be filed by the Management Company.

6. Operations.

- a) As a private Association, we are governed by our own Declaration of Condominium, Bylaws, and Rules and Regulations. We have a duly elected Board of Directors from our membership and the Board manages the Association for the benefit of all Owners.

- b) The Board has the power to impose reasonable rules and regulations, and determine fines with notice of violation to enforce the rules and regulations of the Association. (See Section F for enforcement procedures.)
- c) Neither the Board nor the Management Company has the responsibility for law enforcement at The Villas At Echo Lane. The responsibility for dealing with suspicious or criminal activity remains with the Kenosha County Sheriffs Department.

7. Monthly Maintenance Fee, Lien Procedures, and Costs of Collection.

- a) AH monthly fees are due on the first (1st) day of the month and are considered late if not received by the tenth (10th) day of each month.
- b) An administrative late charge of \$25.00 shall be incurred for any late payment and on any unpaid balance (subject to increase without notice).
- c) Any cost, including collection and attorney's fees, recording costs, title reports, and/or court costs incurred by the Association in the collection of delinquent maintenance fees, fines, or assessments shall be added to the amount owed by the delinquent Owner
- d) Maintenance fees and fines past due may cause a lien and foreclosure to be filed against the Owner of the condominium.

8. Good Neighbor Policy.

- a) The Association Declaration of Condominium, Bylaws and the Rules and Regulations define the standard residents may expect from our condominium environment. These documents are designed for the protection and general welfare of all Association members.
- b) Policy and procedures may not replace courtesy and the need to communicate with each other. Before filing a complaint about a neighbor, take the time to have a personal discussion. Neighbors talking to each other, in a non-threatening way, may often achieve quicker results in a friendlier fashion.
- c) Our Documents are our foundation. Our community's success lies within the hands of each resident

Section B: Responsibilities of the Association.

The Association shall be fully responsible for the general upkeep and maintenance of the compound.

1. Buildings.

- a] The exterior of all buildings, foundations and roof, except doors and windows.
- b] The cleaning and repair of all gutters and downspouts.
- c] Entrance area signs, street signs, and unit residence numbers.
- d] The exterior surface (painting preparation, caulking, sealing and painting/staining] of buildings, decks, patios, including trim and doorjambs.
- e] The Association is specifically NOT responsible for the garage doors of units. (See Section C:9 - Responsibility of Owner]
- f] Repair/replace exterior garage coach light fixtures, but not bulbs.

2. Grounds/Landscape. (See Rules and Regulations Section D:8]

- a] Lawn maintenance.
- b] Tree/shrub and bed maintenance.
- c] Shrub maintenance (trimming] when planted by individuals with written approval, unless as a part of the approval the Owner agrees in writing to maintain and trim such shrubbery items. The landscaper is to be notified, in writing by the Owner, of any exceptions where the Owner has primary responsibility.
- d] Basic mulching
- e] Weed control except in beds where Owners have planted flowers.
- f] Maintain an active Grounds Committee.

3. Other.

- a] Streets within The Villas At Echo Lane.
- b] Snowplowing.
- c] Common element insurance.

- d) All other responsibilities as set forth in the Declaration of Condominium and the Bylaws for the management of The Villas At Echo Lane.

Section C: Responsibilities of the Unit Owner.

1. Interior of Unit.

The boundaries of the individually owned condominium unit and everything within these boundaries built and installed for the exclusive use of the Owner shall be maintained by the Owner.

2. Limited Common Elements.

The Owner shall maintain their limited common element except for decks and patios.

3. Doors/Windows/Screens.

All doors/windows/storm-screen doors and window screens. If windows are replaced they must be replaced with Weather Shield (same style) or a comparable window and have written Board approval. (See Section E:8; E:9)

4. Utility Service, Wells & Water Pressure Tanks.

- a) Exterior water faucet and exterior electrical outlets serving the individual unit
- b) The cost of utilities metered for the unit and the utility service line connection.
- c) The maintenance of wells and water pressure tanks to be shared with adjacent unit owner.

5. Heating/Air/Ventilation.

All heating, cooling and ventilation equipment including the pad for the air conditioning unit.

6. Insurance.

- a) See Section A:5 for unit coverage provisions.
- b) The Unit Owners shall be responsible for and shall obtain insurance coverage for the personal property within the Unit, and also for coverage for Building/Additions and Alterations/Improvements and Betterments (Coverage A), and loss assessment coverage, at a minimum limit of the Association's master policy deductible.
- c) Association's Insurance Deductible: In the event of any insured loss on the Association's master insurance policy, the Association's deductible shall be the responsibility of the person or entity (including the Association) who would be responsible for such damage under the Condominium Documents, in the absence of insurance. If the cause of loss originates within a Unit, the Unit Owner is responsible for the damage costs up to the Association's master insurance policy deductible. If the cause of the loss originates in more than one Unit or a Unit and the Common Elements, the responsibility for paying the Association's deductible shall be equitably apportioned by the Board in its sole discretion among the Unit(s) and/or Common Elements.

7. Pest Control

The Owner shall be responsible for the cost of interior exterminating service when required

8. Damage to Common/Limited Common Elements.

The cost of any damage to Association property (Common/Limited Common) caused by the negligence or rule violation of the Owner and/or guests of the Owner.

9. Garage Doors. (See Section B:1 e)

- a) The cost of maintaining, repair, and replacement of the garage door and their mechanisms, tracks, springs, cable, controls, glass and lock.
- b) Any replacement garage door or repair requiring painting shall be painted white.
- c) The replacement garage door must be metal with raised panel and must match the adjacent unit garage door subject to availability of material.

10. Approved Screen Enclosures.

The Owner shall maintain and repair the screen/canvas/covering and internal structure of any approved screened deck or patio.

11. Approved Satellite Dishes/Antennas/Towers.

All expenses connected with any approved satellite dish, antenna, pole or tower shall be the Owner's. No roof installations are allowed. (See Section E: 7)

12. Repair Notification.

The unit Owner shall promptly notify the Management Company of the need for any repairs that are the responsibility of the Association. The Management Company must respond within five (5) business days.

13. Landscaped Areas. (See Section D:8, Rules & Regulations)

- a) The Owner will be responsible for the replacement of any dead or damaged shrub for which the Owner sought and obtained written Board approval.
- b) Diggers HOTLINE must be called before any digging for an approved planting of a shrub by the Owner. **THIS IS AN OWNER RESPONSIBILITY.**
- c) Owners should water the shrubs, trees and lawn adjacent to their unit to prevent browning, disease and dying.

CAUTION: We live in a very tight soil area with maximum clay content and it is easy to over-water. Too much water is not a good thing! Our water is derived from local wells with high iron content. To avoid staining of buildings, keep the water off as much as possible.

- d) Owners shall promptly report the infestation of ants, wasps, and other pests to the Management

Company.

14. Exterior Lights. (See Section E:5 for exterior lighting approval)

The Owner is responsible for promptly replacing the exterior light bulbs in the exterior fixtures. **No colored bulbs.** A 60 watt standard bulb or 13 watt fluorescent equivalent bulb should be used.

15. Snow Removal.

- a) Owners must remove vehicles from driveways before the contractor arrives if you want your driveway completely plowed. Otherwise, the Owner will be responsible for snow removal. The snow removal contractor currently plows when snow reaches the one (1) inch level. This may be changed at any time by the Board.
- b) Owners should use an ice melt product on walkway and driveway areas when conditions warrant. Calcium chloride or other similar ice-melt products are necessary over rock salt for less damage to lawns/shrubs and concrete.

16. Garbage. (See Section D:6)

Section D: Rules & Regulations*

Owners have signified their acceptance of controlled living according to the Declaration of Condominium, the Bylaws, and the Rules and Regulations upon their purchase of a condominium unit, and they have implicitly agreed to comply with and abide by all the provisions of these documents. Owners are liable for the compliance of their guests and tenants.

All questions regarding the interpretation and/or applicability of these Rules & Regulations should be addressed to the Board in writing.

Please seek the advice of the Board if you are uncertain in any way. Remember, if you do not have it in writing, you do not have approval.

SEE SECTIONS E AND F FOR APPROVAL PROCEDURES.

1. External/Internal Modifications.

- a) Owners may not modify the exterior of the units, the buildings, or the grounds without the prior written approval of the Board.
- b) Changes may be made in the front door color of each unit by the Owner, in keeping with generally acceptable architectural standards for "compatible" colors. Owners should not introduce "excessively bright or conflicting" colors to

the general scheme of the community. (See list of pre-approved colors under Section I Forms.) An application must be filed with the Board even for an approved color.

- c) No exterior antennas, reflectors, satellite dishes, light or flag poles, screened in rooms or any other addition shall be erected without prior written Board approval.
- d) No installation other than the original installation maybe made for wiring for electrical, telephone, cable, ventilation and air conditioning equipment, or the like on the exterior of the building, or which protrudes through walls or the roof of the building is prohibited without prior written Board approval.
- e) No interior structural changes shall be made which will alter the structural integrity of the building.
- f) Supplemental structures such as storage sheds, fences, swimming pools, animal shelters, carports, patio awnings or gazebos are strictly prohibited.
- g) Party tents erected for a one-time event are allowed within the lawn area at the rear of a unit. The Owner is responsible for any damage caused by the installation and/or removal of the tent and stakes. The Owner must seek written Board approval at least ten (10) days in advance of the event. As a good neighbor, the Owner should notify the adjacent Owners of the event.

2. Nuisances.

- a) No noisy parties, illegal or immoral acts, drunkenness, vulgar language or disturbing actions are permitted any time day or night.
- b) During the hours of 10:00 PM and 8:00 AM, residents and their guests shall maintain a quiet time. During this quiet time, noises of any kind shall be kept to a minimum so as not to disturb other residents.
- c) No noise producing devices shall be placed outside any unit, or attached to common elements. All items, materials and devices attached to common elements are subject to approval and/or removal by the Board.

3. Pets.

- a) Not more than two (2) domestic pets, with a combined weight of not more than ninety (90) pounds, may be kept subject to these Rules and Regulations. For purposes of these Rules and Regulations, domestic pets are deemed to be dogs and cats.
- b) Dogs trained and used for the aid of blind, deaf, or mobility impaired residents will be exempt from the size restriction, upon application to the Board for a variance.

- c) Pet owners must accept the responsibility to ensure that their pet does not become a nuisance and negatively affect the quality of living of the residents of The Villas-At Echo Lane.
- d) **Pets must be on a leash at all times when outdoors and all excrement must be picked up and properly disposed of immediately.** For the purposes of these rules and regulations, a leash is a strap, cord or line held in the pet handler's hand for restraining and guiding a dog or other domestic animal. Electronic control does not replace a leash, and is not permitted.
- e) Pets must be licensed as required by local law. The Ordinances of the Town of Salem pertaining to dogs/pets apply to The Villas At Echo Lane.
- f) Owners are responsible for urine spotting in common areas. This may require the replacement of shrubs, grass or sod at the Owner's expense on an annual basis.

4. Storage - Recreational Vehicles.

- a) There shall be no outdoor storage of any personal property, furniture, unused vehicles, recreational vehicles, campers, boats, motor homes, bicycles, firewood, lumber, steel or equipment in any common element.
- b) Patios and decks shall not be used as storage areas other than for appropriate patio and deck furniture.
- c) The Board may grant approval for overnight parking of a recreational vehicle, such as a motor home, camper, or boat. The Board may impose a fine for a stay beyond that approved by the Board.

5. Laundry/Window Coverings.

- a) No clothes, sheets, blankets or laundry may be hung from any structure or line at any time. Clotheslines are prohibited.
- b) No blankets, sheets or other such coverings will be allowed to cover windows or doors.

6. Garbage Collection/Storage.

- a) The common elements shall be kept free and clear of rubbish, debris, and any other unsightly material at all times.
- b) All garbage and recyclables shall be stored inside the unit
- c) Garbage and other waste shall be placed in a secure bag or container with secure lid so as to prevent scavengers and the wind from blowing and scattering.

- d) Recyclables should be separated as instructed by the Town of Salem in the container provided.
- e) Containers/bags must not be placed curbside before 12 hours prior to the pickup so as to maintain a neat community appearance, and when empty should be put away within 12 hours after pickup,

7. Garage Sales/Signs.

- a) No individual garage sales. The community may hold an annual garage sale, with written Board approval. Friday and Saturday are the approved days for garage sales to be held,
- b) No signs, advertisements, posters, or banners may be posted on any common elements or the exterior of any building.
- c) A current flag of the United States is permitted. However, only on an approved holder fastened in a prescribed place on the unit. (See Section 1:5]
- d) Nameplates, door kick plates and touch pads are allowed. (See Section D:18)

8. Grounds/Landscape Areas.

(See Section C: 13 for Responsibilities of Owner and Sections E: 13 for approval procedures.)

The Association of members wishes to encourage a green environment for the general welfare of the community and as an enhancement of property values and curb appeal.

The Board will work with Owners to obtain satisfactory enhancements in keeping with all applicable Rules and Regulations, and the guidelines set forth in this Handbook and all applicable Documents of the Association,

YES: As an Owner, you may do the following without Board approval:

- a) Plant flowers in all shrub beds bordering your unit including the front and any adjacent tree rings. Display hanging baskets or pots on decks, patios and shepherd hooks. All such plantings, however, will be the responsibility of the Owner to maintain. This includes watering, weeding, dead-heading, trimming and fall cleanup so as to avoid unsightly beds. Such plantings may not interfere with lawn maintenance, building maintenance, or cause damage or discoloration to Association structures.

NOTE: Bird feeders, birdhouses, shepherd hooks or any type of pole should not be placed on privately owned property surrounding The Villas at Echo Lane. We must continue to be good neighbors to owners of property surrounding The Villas at Echo Lane. The property owner has asked us not to place anything on his property,

- b) The front entranceway may be mulched or covered with decorative stone to suit the Owner.
- c) General mulching service is provided by the Association periodically. Supplemental mulching maybe done by the Owner with a compatible mulching material. (The color and type should be similar to that used by the Association, Le. wood chips with a naturalized color. A natural cedar or hardwood chip would be compatible with weathered manufactured wood mulch.)
- d) Small, easily maintained shrubs may be planted along the front entranceway. The Owner is fully responsible for any damages and their maintenance. Shrubs must be easily maintained at or under three (3) feet maximum. Shrubs shall not interfere with the readability of the unit number and/or lights. (Low growing and dwarf varieties are available, see list in Section I.) In the event that a shrub is overgrown and not kept trimmed and neat, the Association may trim or remove such shrub upon notice to the Owner and at the Owner's expense.
- e) Garden ornaments that do not interfere with Lawn maintenance,
- f) A few vegetable plants that will not be conspicuous in the existing bed adjacent to the rear of the unit.
- g) No artificial flowers in any bed or entranceway garden except temporary holiday decorations.

NO: As an Owner, you may not do the following without prior written Board approval:

- a) Plant a vegetable garden in any area other than the mulched area adjacent to the rear of your unit
- b) Install brick, and hardscape pavers or metal/rubber or plastic edging to delineate beds flush with the lawn to avoid trimming problems. Metal/rubber/plastic edging must be installed by a professional landscaper
- c) Plant invasive type flowers/shrubs. (See Section K (Attachments) for an approved list of plants and shrubs.)
- d) Plant any shrub in any common lawn area, or any mulched area in the common and the limited common elements without written Board approval. As a condition for approval, the Board may require the Owner to maintain such shrub at the expense of the Owner.
- e) Plant any vine that is attached to or will grow upon any building. A separate trellis structure requires written Board approval.
- f) No fertilizing treatment of lawn by Owners in any common element.
- g) Sunflowers and similar large stalk flowers/plants are not permitted.

Please contact the Board with any questions that you may have. This is a friendly community, and we encourage good communications.

9. Vehicle Parking/Speed/Repair.

- a) The speed limit within the confines of The Villas At Echo Lane is **15 miles per hour**. Please adhere to this standard for your safety and the safety of others.
- b) No parking on the lawn areas.
- c) No overnight parking on the street without the approval of the Board.
- d) No parking at any time within 25 feet of the beginning of any of the curves in the road. Parking at these locations is a bottleneck to all traffic. Parking is not allowed on the road when there is one inch of snow or more until it has been plowed.
- e) Unit parking is limited to the unit Owner's garage and/or driveway only.
- f) There shall be no major repairing or rebuilding of vehicles, boats, campers, snowmobiles, ATVs, etc. in the limited or common elements.
- g) No vehicle with a gross weight of over 15,000 lbs (except delivery vehicles) will be allowed to enter upon the private road of The Villas At Echo Lane without the prior approval of the Board. If approval is granted, any damage to the road surface or adjacent area will be the responsibility of the Owner.

- h) Owners are responsible for guest violations of this section and subject to any fines as a result of a guest violation.

10. Bird Feeders.

- a) Two bird feeders and one humming bird feeder or oriole feeder are permitted so long as they are not an obstruction for the landscape service and your neighbors. Bird feeders may only be placed at the side and rear of a unit.
- b) Ground feeding of birds, ducks, geese, squirrels, etc. is prohibited. Foodstuffs placed on the ground are an attraction for rodents and create an unsightly appearance.
- c) ***NOTE: Bird feeders, bird houses, shepherd hooks or any type of pole should not be placed on privately owned property surrounding The Villas at Echo Lane. We must continue to be good neighbors to owners of property surrounding The Villas at Echo Lane. The property owner has asked us not to place anything on his property.***

11. Damages to Common/Limited Common Elements.

- a) Any and all damages to the common/limited common element by an Owner, children, pets or guests, must be repaired or replaced at the expense of the Owner.
- b) Broken windows, torn screens, damaged front doors or damaged garage doors must be repaired as soon as possible by the unit Owner at his/her expense.

12. Recreation.

- a) All toys, recreational equipment, exercise equipment, etc. must be returned to the interior of the unit at nightfall. Those items which cannot be returned to the interior at nightfall are prohibited.
- b) Skateboards and skateboard ramps are strictly prohibited on condominium property.
- c) The operation of snowmobiles and motorized trail bikes and other vehicles (ATVs) is strictly prohibited on the condominium property.

13. Safety.

- a) Flammable or hazardous material may be stored in a garage only in a proper storage container.
- b) Owners shall not pour, or allow to spill any oil, solvent, anti-freeze, or any other volatile or flammable material into any storm sewer or common element.
- c) No open fires of any kind.
- d) No gas grill (liquid propane or natural gas), electric grill, pellet grill or other similar devices used for cooking, heating or any other purpose shall be used or kindled under any building overhang or within 10 feet of any building.
- e) Charcoal or wood burning grills (including hibachi grills), fire pits (wood, gas or electric) are NOT permitted. Fire tables are allowed as long as they are not within 10 feet of any building.
- f) Gas grills may be stored in garage units but must be moved at least 10 feet from the building before being used.

- g) Propane tanks must not be stored within the living space of any unit.
- h) No guns of any nature shall be discharged within the limits of The Villas At Echo Lane.

14. Service Contractors.

- a) The Management Company has service contractors under contract for specific work. Unit Owners should not give these service contractors additional work instructions (i.e. landscape or snow removal contractors). This is to ensure that the contractor is performing the work in accordance with the contractual agreement, All service requests must be submitted to the Management Company.
- b) Employees of any service contractors will not accept the responsibility of moving personal property in common areas.

15. Owner Responsibility for Guests.

The Owner shall be responsible for any loud noises, lewd behavior, drunkenness, violation of any rule or regulation, etc. on the part of Owner's guests.

16. Holiday Decorations.

- a) Decorative items such as Christmas lights or patio lights may not be permanently affixed to the exterior of any building,
- b) Discarded Christmas trees must be removed by the Owner.
- c) Christmas decorations on the outside of the unit will be allowed as long as they are done tastefully, cause no damage to the unit, and are up only within the dates of November 25 through January 25.
- d) Other holiday decorations must be removed within seven (7) days following the holiday.
- e) Firecrackers or fireworks of any kind are prohibited.
- f) A wreath, floral bouquets etc. on front doors should be removed when it becomes faded, tattered, or is no longer appropriate for the season.

17. Lawn Furniture/Ornaments.

Lawn ornaments and/or lawn furniture (unless in use) may not be placed in common lawn and grass areas. Lawn furniture after use shall be removed promptly from any common element.

18. Approved Attachments.

A door wreath, flag holder, doorknocker, touchpad, and brass door kick plate are acceptable. Flag holder can only be attached to garage door jam and be constructed of material that will not rust.

19. Business Activity.

No industry, business, trade occupation or profession of any kind, commercial, religious, educational or otherwise, designated for profit, altruism, exploration, or otherwise, which involves the normal and routine presence of customers or clients at The Villas at Echo Lane, shall be conducted, maintained or permitted in any unit

Section E: Actions That Require Board Approval/Procedures.

1. Construction/Alteration/Modification/Replacement.

- a) No construction, alteration, modification or replacement of any portion of the buildings under the jurisdiction of the Association may be performed without prior written Board approval.
- b) All such plans must be submitted to the Board for approval before any application for construction permits.
- c) Copies of all required construction permits shall be furnished to the Board prior to the commencement of any construction.
- d) Fireplace after initial construction. This is necessary to maintain insurability and safety of the entire building even though this is an interior modification.
- e) Interior modification that is structural in nature, requiring a building permit from the Town of Salem or other authority.

2. Grounds/Landscape. (See Section D:8, Rules and Regulations)

- a) The use of ground cover materials (stones/gravel/hardscape, etc.) which differ substantially from the mulch used by the landscape company, except in the front entranceway area,
- b) Installation of borders surrounding or defining planting areas, including brick, hardscape pavers, metal, rubber or plastic edging installed even with the lawn grade so as to avoid trimming problems. Metal/rubber and plastic edging must be installed by a professional landscaper.

8. Covered/Screened Decks/Patios.

The covering or screening of any deck or patio or portion thereof must have written Board approval.

4. Front/Rear Door Replacement.

- a) The replacement must match the existing door styles as close as possible.
- b) The color must be compatible with the existing doors. (See door color options in Section I.)

5. Exterior Lighting. (Excluding landscape solar light)

- a) Additional exterior lighting must not be an obstruction for the landscape service contractor, and all wiring must be underground in accordance with applicable codes.
- b) Additional exterior lighting must be maintained by the unit Owner and/or any subsequent purchaser of the unit in a manner that will not detract from the appearance of the condominium property nor hinder the safety of the residents.
- c) The Owner must obtain and submit to the Board a written consent statement signed by neighboring units which will be affected by the additional lighting.
- d) Replacement of exterior lighting fixtures on the condominium unit must be the same as provided by the developer, or if no longer manufactured, as close as possible. When necessary, garage coach lights will be replaced by the Association.

6. Natural Gas Barbeque Grills. (See Section D;13 for propane and charcoal grills.)

- a) Must be installed at the rear of the condominium unit,
- b) Gas line connections must be made by the Owner with a licensed contractor and the utility company.
- c) The grill must be a freestanding grill
- d) The unit Owner may not construct any type of a barbeque pit enclosure,
- e) The gas outlet and grill must be at least ten (10) feet from the building and within three (3) feet of the patio edge and not installed in the lawn area.
- f) The installation may not present an obstruction for the landscape service contractor.
- g) The grill must be maintained in good working order as well as appearance at the expense of the Owner and any subsequent Owner.
- h) In addition to maintenance, all appropriate safety measures must be observed.

7. Satellite Dishes/Antennas/Towers.

- a) A Dish or Direct TV satellite dish is permitted providing dishes shall be no larger or installed no higher than is absolutely necessary for reception of an acceptable quality signal. Roof mounted antennas, towers and satellite dishes are strictly prohibited. (See Section C:II)

- b) All dish installations will be outdoors and must be installed entirely within the Owner's limited common element, such as the rear deck or patio area, All installations shall be at the rear of the unit, unless an acceptable quality signal is unavailable. Side area installations may be allowed if necessary to gain an acceptable signal Dish must be mounted to a secure ground support in the mulched area of the unit. No dish may obstruct or interfere with the entry or exit of the unit. Installations are excluded on any sidewalk area, upon or attached to any heating, cooling, or ventilating equipment or concrete pad, or any other utility system for safety reasons.
- c) Dishes must not attach or encroach upon the common elements, which preclude any installation on any exterior door or window surface, or another unit's limited common element. **Supplier's standard installation is not permitted. All wiring must be concealed.**
- d) Installation,
 - 1) All dishes must be installed in compliance with local building and safety codes, in accordance with the manufacturer's instructions, and shall not damage or impair the common or limited common elements.
 - 2) Dishes must be shielded from view from the outside community and from other units to the maximum extent possible.
 - 3) The installation shall not impair the integrity of the building. There shall be no penetrations of the common elements or limited common elements unless it is necessary to receive acceptable quality signal If penetration of exterior surfaces is necessary, then the penetration shall be sealed and waterproofed in accordance with acceptable building codes and industry standards. All installations shall take aesthetic consideration into account.
- e) Maintenance.
 - 1) Owners have 72 hours to remove or repair a dish if it becomes detached. The Association may remove a detached dish at the Owner's expense after 72 hours or at any time if the detachment threatens safety of person or property,
 - 2) Upon the sale of a unit, dishes must be removed and the area restored to its original condition if the new buyer does not wish to have a satellite service.

8. Storm/Screen Doors.

- a) **Front storm doors:** The front storm door shall be of high quality and one that has a full view glass panel with a seasonal full view screen insert. This type of door is NOT a self storing storm/screen door. We will also allow a Larson "Screen Away®" screen/storm door, "Lakeview" or equivalent. This has a screen that rolls up into the top of the door.

- b) **Rear storm doors:** The rear storm door may be the same as the front door, or may be a self storing storm/screen combination door. This door should also be of high quality.
- c) The storm door color must match the color of the trim of the unit or the color of the door as close as possible.

9. Window Replacement. (See Section C:3)

- a) An upgrade in the quality of the windows will be approved provided the replacement windows are identical in appearance to the existing windows.
- b) In the case of damage where the identical window replacement would be made, Board approval is not required. However, an insured and/or bonded contractor must be used.

10. Furnaces.

- a) It is the responsibility of the Owner to pay for the cost of any replacement.
- b) Venting for a 90% efficient furnace requires PVC venting. If you are on a slab, the PVC vent would exit out the roof. If you have a basement, the PVC vent exits at or near the top of the basement foundation. Both the roof and the foundation are common elements and the Board must approve penetrating any common element. The Owner will be required to sign a release establishing Owner responsibility for any damage or leaks caused by the installation of the new venting, (Common Element Agreement.)
- c) If you have a "no heat" emergency requiring a furnace replacement, immediately contact a Board member. The Board member will contact other Board members for immediate approval. The required release documents for the signature of the Owner establishing Owner responsibility must be processed within 24 hours. (Common Element Agreement.)
- d) Furnaces must be installed by a licensed heating and air conditioning contractor, and may require a local building permit.

11. Air Conditioning.

- a) If you have to replace your condenser with a larger capacity and a higher efficiency unit, you may have to replace the refrigerant line set. The reason for this is the new line set on "slab" units would have to be exposed on the outside wall of the unit. It would be the Owner's responsibility to have the contractor supply a kit to hide the line set. The contractor can supply a kit that looks like a downspout. The Owner will be required to sign a release establishing Owner responsibility for any damage or leaks caused by the new installation. (Common Element Agreement)

- b) Air conditioners must be installed by a licensed heating and air conditioning contractor and may require a Local building permit.

12. Attic Fans.

- a) Attic fans may be installed.
- b) These guidelines must be followed:
 - 1) Submit a copy of the proposal from a licensed heating/air conditioning contractor.
 - 2) Submit a specification sheet on the roof mounted powered attic ventilator.
 - 3) Furnish a sketch showing the location on the rear roof.
 - 4) Submit the executed Common Element Agreement (Available from the Secretary.)
 - 5) Agree to spray paint the ventilator to match your roofing color.
 - 6) Owner agrees to assume responsibility for any maintenance or liability issues that may arise from the installation and releases the Association from any liability relating to the installation and ongoing maintenance.

13. Procedures for Obtaining Board Approval.

- a) Complete the Architectural/Landscape Approval Form. Submit the form together with any diagrams or other pertinent information that might be helpful to the Board.
- b) The Board shall review the Approval application and respond as soon as possible, and may:
 - > Request more information.
 - > Grant the request.
 - > Grant the request with conditions.
 - > Deny the request.
- c) The Owner will be responsible for obtaining all required permits from any authority and furnishing evidence thereof to the Board.
- d) Any approved item shall be accomplished within a reasonable period of time not to exceed the duration of the permit.

Section F: Enforcement of Rules and Regulations/Complaint Procedure.

1. Complaints against any Owner/guest for a violation of the Rules and Regulations are to be made to the Secretary of the Board in writing. Complaints may be made by any Owner, the Board or any Board member,
2. The Board shall contact the alleged violator as soon as possible following receipt of the complaint and use all reasonable efforts to gain the compliance and/or cease the violation.
3. If the Board's efforts to gain compliance are unsuccessful, the Board shall take appropriate action.
4. The Board shall act upon the complaint by:
 - a) Issuing a request to the alleged violator to appear before the Board along with a letter of impending fine.
 - b) Should the matter not be resolved at the Board meeting, the Board shall declare a fine as follows:

First offense:	\$50.00
Second offense:	\$100.00
Third offense:	\$200.00
 - c) In case of multiple violations for the same offense, and/or intentional failure to abide by the Rules and Regulations, the Board may declare that each day the violation exists will be considered a separate offense and fines will be imposed on a daily basis.
 - d) Fines and assessments will be imposed and collected in the same manner as monthly fees and assessments under the Documents of the Association, which include the rights of lien and collection.
 - e) All costs incurred by the Board in enforcing correcting, removing, cleaning etc., including the costs associated with collection, court costs and reasonable attorney fees shall be added to any fine or assessment and collected in the same manner as monthly fees.
 - f) The Board may seek such other legal action to prohibit/enjoin as may be available to it.
 - g) In the interpretation and the enforcement of these Rules and Regulations, it is contemplated that all reasonable efforts will be made to resolve issues. However, the Board is obligated by Chapter 703, State of Wisconsin Statutes to enforce the Rules and Regulations for the general welfare and benefit of all Owners.

Section G: Lease of Condominium Unit.

No more than 3 units may be leased at any given time. Leases entered into will conform with the Association Bylaws. See Bylaws^ Article 14, Section 2. In addition, Owners need to submit a Rental Application Borm 30 days prior to the execution of a lease with the tenant.

Section H: Sale of Condominium Unit

See Bylaws, Article 12, Section 1. An "Open House" sign is permitted and may be displayed in the lawn area of the unit from 10:30 AM to 4:00 PM on the day of the open house by Realtor.

Section I: Forms - Miscellaneous. (Attachments)

1. Architectural/Landscape Improvement Application Form.
2. List of suitable flowers and shrubs.
3. Unit plat showing the front entranceway layout of area to be maintained by the Owner.
4. Pre-approved front door color selection.
5. Pre-approved attic ventilation form with installation/guideline details is available from the Secretary.
6. Copy of Common Element Agreement available from the Secretary.
7. Rental Application Form.

Section J: Historical Documents. (To be inserted by Owner)

1. Declaration of Condominium dated May 2, 1996.
2. Bylaws dated October 7,2008.

Section K: General Information. (Attachments)

1. Town of Salem phone numbers.
2. County of Kenosha phone numbers.
3. List of current Board members with phone numbers. This will be furnished annually.
4. Management Company phone number.

The Villas At Echo Lane Condominium Association, Inc. Architectural/Landscape Approval Form

In order to create exterior harmony, preserve the integrity, and follow the guidelines and standards for improvements within the community, all projects which require prior Board approval must use this form.

This form must be supported with detailed drawings for any type of modification, installation, addition, shrub planting, or any other item that requires prior Board approval,

Please submit this form and all accompanying documentation to the Management Company. The Management Company will record the request and submit the form to the Board for appropriate action. The Board may refer the matter to our landscape contractor for investigation. The submitting Owner may request to be heard before the Board at the Board meeting convened for hearing the application. The Board may: a) Approve the plan as submitted, b) Approve the plan with modifications, c) Request additional information from the Owner, d) Request a meeting with the Owner, e) Deny the request

FORM

I, the undersigned Owner of Unit would like approval for the following project (s):

_____ Exterior Lighting/Landscape Lighting

_____ Window, Door, Storm Door, and/or Garage Door Replacement/Repair.

_____ Furnace/Air Conditioner/Attic Fan

_____ Shrubs/Landscape areas

_____ Patio/Deck/Screen Room

_____ Satellite Dish Installation

Other _____

A detailed drawing is attached with dimensions and pertinent information supporting the request.

Owner (print) _____

Date _____

Unit No. _____

Phone _____

Should a permit be required from any agency a copy shall be filed with the Secretary of the Association.

Owner(s) Signature(s)

The Villas At Echo Lane

Partial Listing of Shrubs and Plants

SHRUBS

This is a partial listing of more common shrubs seen in our area. All of these have a number of varieties which can be trimmed and pruned to maintain a low growing habit. Some if left untrimmed will exceed acceptable heights.

Barberry (red and green)	Euonymus
BeautyBush	Forsythia
Boxwood Korean	Holly (marginal)
Cotoneaster (lew & medium)	Juniper
Deutzia	Dwarf Lilac
Dogwood (requires trimming)	Mock Orange (requires trimming)
Privet	Prunus (dwarf}
Spirea	Bush cranberry (dwarf)
Viburnum (requires trimming)	Weigela
Yew - low growing varieties	

Dwarf Conifers suitable for borders and as entranceway specimen plants.

Arborvitae - Hetz Midget	Arborvitae False - Dolabrata nana
Rheingold	
Oriental	
Plicata cuprea	
Cryptomeria- Japonica compresa	Cedar-Atlantica
Cristata	
Globosa	
Vilmoriniana	
False Cypress - Chamaecyparis	Fir – Korean
Lawsonia minima	
Glauc	
Pisifera, nana	Spruce abies nidiformis
Yew Taxus - Baccata, compacta	Plum Yew - Pendunculata prostrata
Cuspidata	
Nana	

FLOWERS - Annual and Perennial

Numerous annual and perennial flowers are available at local garden centers. Check the label for growing conditions.

Annuals: (Most Common)	
Petunias -many new varieties	Snapdragon
Zinnia	Salvia
Marigold	Bluebells

Geranium
Coreopsis
Daisy
Celosia
Cleome

Hibiscus (Midwest)
Dusty Miller Coleus

Perennials: (Most Common)

Achillea
Astilbe Chrysanthemum Coneflower
Coreopsis Shasta daisy Day Lily

Peony
Lupine
Iris
Hosta
Ornamental Grasses
Delphinium

NOTE: These lists are not meant to be all inclusive. Many other species and varieties are available from our local nurseries and garden centers. Many of them will grow well in our community. The choice is largely yours; keeping in mind reasonable restrictions on invasive plants, mature size of plants and the area of involvement.

We would like to bring to your attention the following caveats:

1. Soil.

We have for the most part a very heavy clay base which has a tendency to hold a lot of water at depths of several inches, and yet dry out and even crack on top. Consequently, watering can become a problem for any type of planting. Check with the nursery concerning specific recommendations for our type of soil. Relatively few plants like our soil, however, many will tolerate our harsh conditions with some care,

2. Shrub Varieties.

Many shrubs have numerous varieties, many of which can be suitable for some of our plant bed areas. Be sure to note the mature size of any proposed shrub to be sure that it will fit! The larger the shrub; the larger the root system. As a general rule, three (3) foot shrubs can easily be maintained in a space of approximately three by three (3x3) feet. The landscape contractor will help you make a good decision.

3. Planning/Pruning/Maintenance.

Plan for what you can reasonably control. A condominium community is by its nature more oriented toward less maintenance. Be sure that you really want to take care of your plantings and garden before you start!

4. JUST AS A REMINDER.

ALL SHRUB PLANTINGS WITHIN THE COMMON AREA AND LIMITED COMMON AREA REQUIRE THE WRITTEN APPROVAL OF THE BOARD.

Finally - Have fun and enjoy our community.

The Villas At Echo Lane

DIRECTORY

Emergency:

Kenosha County Sheriff

Emergency only 843-2371 or 911

NON EMERGENCY 653-6600

Salem Fire Dept. 843-2170

Salem Rescue Dept..... -----843-2439

Town of Salem: {www.townofsalem.net}

Town Hall..... 843-2313

Town Utility District.....

Town Assessor..... 925-6707

Community Library..... 843-3348

Kenosha County:

County Clerk..... 653-2552

County Treasurer..... 653-2542

County Health Dept 605-6700

County Planning Dept 857-1895

County Public Works 857-1870

Schools:

Central High School.....843-2321

Wilmot High School.....862-2351

Salem Grade School.....843-2356

Trevor Grade School.....862-2356

Wilmot Grade School.....862-6461

Other:

WI DNR..... 262-878-5600

Diggers Hotline..... 262-242-8511

Green Valley Disposal..... 262-884-7080

WE Energies..... 800-242-9137

Power Outage..... 800-662-4797

Gas Leaks..... 800-261-5325

Lenon Bus Service..... 862-6086

Time Warner Cable 800-933-4662

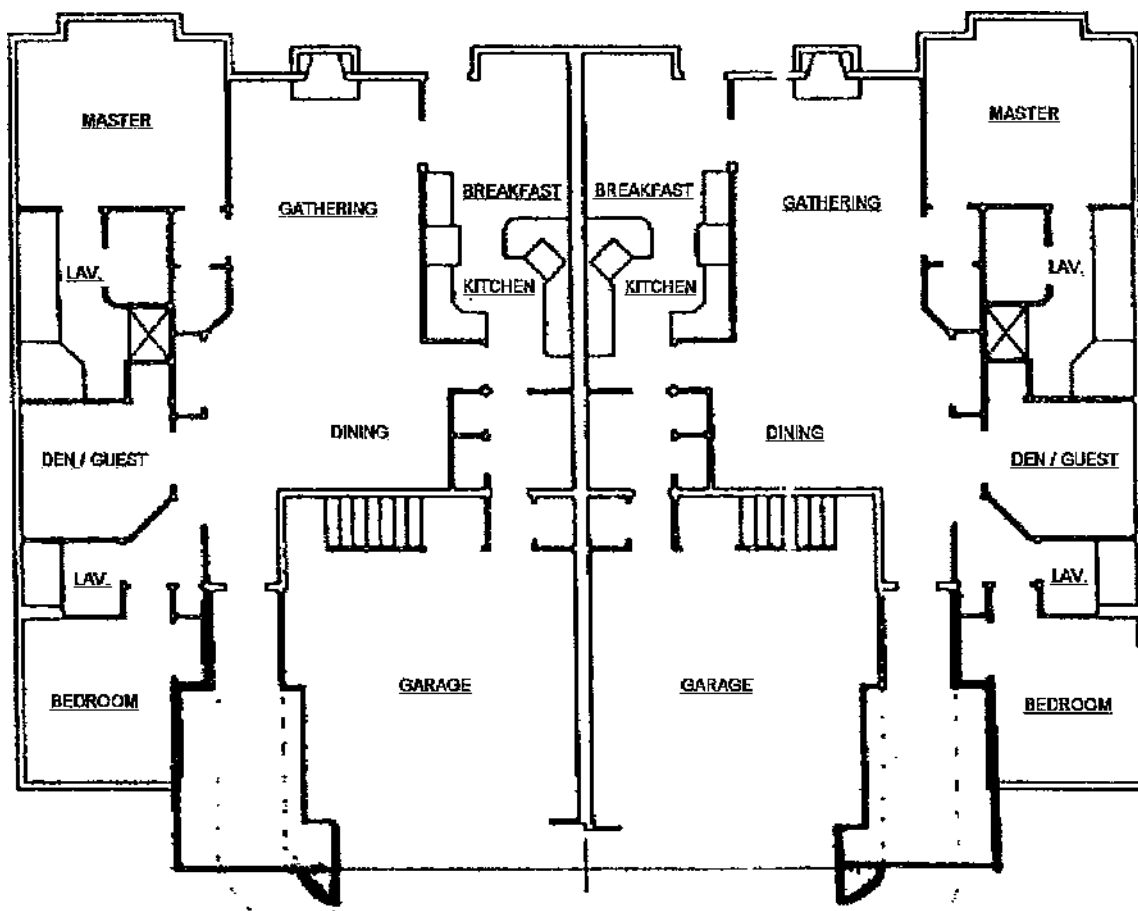
The Villas At Echo Lane Handbook Exhibit.

Entranceway Plat.

These are typical front entranceway profiles.

See Section D:8, Rules and Regulations.

Typical Floor Plan



The Villas at Echo Lane Condominium Association, Inc.

Requirements of Approval of Screened-In Porch

(Submit this letter of agreement and sign)

1. The cost of all screened-in porches, including all upkeep, shall be the responsibility of the unit owner.
2. The screened-in porch must be installed only on the cement portion of the rear patio, or on the wood deck. Aluminum framed units only (no wood).
3. Unit owners will be responsible for any damage that may occur to the exterior of the building due to construction of the porch or due to weather or other events that may cause separation of the screened-in porch from the building. Unit owners will provide a certificate of insurance naming The Villas at Echo Lane Condominium Associations to provide for such potential damage.
4. A detailed drawing is attached with dimensions and pertinent information supporting the request.
5. The color of the awning shall be approved by the Association. The Association approval of the color shall be final and binding upon the unit owner. Color choice: _____

Agreed: _____ Unit No. _____

Unit Owner (s)

Date: _____

Condominium Association

The Villas at Echo Lane Condominium Association, Inc.

Procedure for Installation of an Attic Fan

The installation of an attic fan can only be permitted if we are certain that it will not cause any expense to the Association. To help ensure that the Association does not incur expense, the following must be followed to get Board approval:

1. The owner will assume all expenses involved with installing the attic fan.
2. A drawing must be submitted, showing the location of the attic fan, the means of getting electricity to the fan, and any additional vents proposed to be cut within the unit.
3. Fan details must be submitted, including manufacturer, capacity in cubic feet per minute, and physical size.
4. A contractor must install the fan, and he must show evidence of insurance. Any wood or other housing that holds the fan must be painted to match the roof as closely as possible.
5. The owner must sign a contract accepting full liability for the fan and any consequences of its installation. This contract must be transferred with the deed in any future sale, of the unit.

The application should be transmitted to the Board Secretary, who will notify the other members of the Board for discussion and approval.

May 15, 2006

ssssssddd

The Villas at Echo Lane Condominium Association, Inc. Architectural/Landscape Approval Form

In order to create exterior harmony, preserve the integrity, and follow the guidelines and standards for improvements within the community, all projects which require prior Board approval must use this form.

This form must be supported with detailed drawings for any type of modification, installation, addition, shrub planting, or any other item that requires prior Board approval.

Please submit this form and all accompanying documentation to the Management Company. The Management Company will record the request and submit the form to the Board for appropriate action. The Board may refer the matter to our landscape contractor for investigation. The submitting Owner may request to be heard before the Board at the Board meeting convened for hearing the application. The Board may: a) Approve the plan as submitted, b) Approve the plan with modifications, c) Request additional information from the Owner, d) Request a meeting with the Owner, e) Deny the request.

FORM

I, the undersigned Owner of Unit _____ would like approval for the following project(s):

- ☐ Exterior Lighting/Landscape Lighting
- ☐ Window, Door, Storm Door, and/or Garage Door Replacement/Repair.
- ☐ Furnace/Air Conditioner/Attic Fan
- ☐ Shrubs/Landscape areas
- ☐ Patio/Deck/Screen Room _____ Color
- ☐ Satellite Dish. Installation
- ☐ Other _____ :

A detailed drawing is attached with dimensions and pertinent information supporting the request.

Owner (print) _____ Date _____

Unit No. _____ Phone _____

Should a permit be required from any agency, a copy shall be filed with the Secretary of the Association.

Owner(s) Signature(s) _____

The Villas At Echo Lane

The following are suggested colors for the exterior of foe front entranceway doors:

Steel Blue (Windy Seas - Behr)

Off White, Almond

White

Cranberry Red

Beige

Written Board approval is required for suggested colors or colors not listed.

Leasing Permit

(Effective: May, 2012)

Villas @ Echo Lane Condominium Association

In order to maintain control over leasing of condominiums within the Association this permit has been created to help facilitate the approval process with the Board of Directors. No more than three (3) units can be leased at any time, Owners must be current with respect to monthly fees and assessments.

Leases will contain a statement obligating tenants to abide by the Declaration, the Articles, the Bylaws, and all Rules and Regulations of the Association and an acknowledgement by tenant they have received copies of these documents from the owner.

Please submit this form and lease to the Management Company at least 30 days prior to the proposed occupancy date. The Management Company will record the request and submit the form to the Board for appropriate action.

FORM

I, the undersigned Owner of Unit ____ would like approval to lease my Unit to _____ with an effective date of _____ .

Attached is the lease that will be utilized for this transaction.

Owner's Name _____

Unit Number _____

Phone Number _____

Date _____

Owner(s) Signature(s) _____
