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East Sutton Condominium Association

Rules and Regulations

Effective January 1, 2024

EAST SUTTON CONDOMINIUM ASSOCIATION

RULES AND REGULATIONS
EFFECTIVE JANUARY 1, 2024

INTRODUCTION....1
USE OF UNITS AND COMMON AREAS....2
SECURITY AND SAFETY....3
LEASING OF UNITS....3
PARKING....4
PETS....4
GARAGES AND TRASH....5
VEHICLES....5
ESTATE SALES....5
LAKE AND FISHING....5
LIMITED COMMON AREAS AND LANDSCAPING....6
HOLIDAY AND SEASONAL....6
AMERICAN FLAG AND POLITICAL SIGNS....7

APPENDIX

UNIT LEASING POLICY....1
PARKING PERMIT....2
PET POLICY....3
PET PERMIT....5
ESTATE SALE POLICY....6
FISHING POLICY....7
BIRD FEEDER POLICY....8
HOLIDAY AND SEASONAL DECORATIONS POLICY....9
GUIDELINES FOR UNIT OWNER DIY LANDSCAPE PROJECTS....10
GUIDELINES FOR PLANTING ANNUAL FLOWERS....11
SOLAR LIGHT PARAMETERS....12
STORM DOOR PARAMETERS....12
DECK STAIN PARAMETERS....12
CHECKLIST OF MAINTENANCE RESPONSIBILITIES....13
ASSESSMENTS AND ASSESSMENT COLLECTIONS....17
ENFORCEMENT OF RULES AND REGULATIONS....18
SCHEDULES OF FINES FOR VIOLATIONS....20
WRITTEN NOTICE OF VIOLATION....21
VIOLATION HEARING; NOTICE AND OPPORTUNITY TO BE HEARD....22

EAST SUTTON CONDOMINIUM ASSOCIATION, INC.
RULES AND REGULATIONS

EFFECTIVE JANUARY 1, 2024

INTRODUCTION

Article 2, Section 2 of the Declaration and Article V, Section 3 of the By-laws of the East Sutton Condominium Association gives the East Sutton Board of Directors authority to make, revise and adopt Rules and Regulations governing the use of the common elements and the units as they deem in the best interest of the Association.

The Board must furnish each unit owner the specific Rules and Regulations as adopted or revised before the unit owner shall be subject to the adopted or revised Rules and Regulations.

The Rules and Regulations presented in this document, as well as the included Policies, replace all previously distributed Rules and Regulations.

If there is any conflict between the Rules and Regulations and the Bylaws or the Declaration, the Bylaws and/or the Declaration shall prevail.

If you are unsure about the application of these rules or have any questions about the rules, please contact the East Sutton Property Manager.

USE OF UNITS AND COMMON AREAS

A. Units are to be used for residential purposes only.

B. Prior written approval by the Board of Directors is required for the following:
   1. To alter the Common Areas.
   2. To decorate or alter the exterior of a Unit.
   3. For any improvements that affect the structural soundness of the Unit.
   4. To post or display posters, signs or advertising material on the Common Elements or affixed to the interior of any exterior window. There is an exception for political signs. See Section XII of Rules and Regulations.
   5. To have a window covering in any color other than white, off-white, or natural wood tones.

C. No storage of any personal belongings shall be allowed outside of the Unit. Patio furniture designed for outdoor use, including chairs, tables, deck boxes and umbrellas, that is maintained in good shape and kept on decks and patios all year long shall not be considered storage.

D. No patios or decks shall be used for the airing or drying of laundry, carpets, rugs or clothing. Unit Owners shall keep patios, decks and stoops clean and neat.

E. Unit Owners shall maintain, repair and replace elements that are designated as Unit Owner responsibility on the Checklist of Maintenance Responsibility.

F. Unit Owners shall repair/replace any portion of the Common Elements damaged through the fault or negligence of the owner, owner's family, guests or tenants.

G. Unit Owners and occupants shall not make or allow any excessive or persistent noises which interfere with the quiet enjoyment of other residents.

H. Unit Owners shall grant a right of entry to their Unit in case of an emergency or to a person authorized by the Board for the installation, repair or replacement of utilities that service more than one unit.

I. Unit Owners may place maintained bird feeders in non-mowed areas along the lakeshore, woods edge or above the east retaining wall.

J. Blanket permission is granted for Unit Owners to remove and dispose of buckthorn and noxious weeds in common areas.

See Declaration, Article 7, Sections 1,3,4 5 and 8; Article 8, Sections 1,2,4,8 and 11; By-laws, Article 8, Sections 1,2,3 and 4, Section XII of Rules and Regulations and East Sutton Condominium Association Checklist of Maintenance Responsibility.

II. SECURITY AND SAFETY

A. Every Unit Owner shall provide their current emergency information to the Association's Property Management Company.

B. All Unit Owners or occupants who intend to be absent from the Unit for a period greater than two (2) weeks shall notify the Association's Property Management Company of such absence.

C. Unit owners are responsible for maintaining one (1) fully operational smoke detector and one (1) fully operational carbon monoxide detector on each floor of the Unit.

D. Unit Owners shall promptly notify the Association's Property Management Company of any burned out light bulbs or non-functioning lights in the sensored lamp posts and sensored garage lights.

E. Fire pits of any kind are prohibited.

F. The use of open flame grills, such as charcoal or gas fueled grills, on any deck or inside any garage is prohibited. The use of electric grills and enclosed pellet grills is allowed on decks.

The use of open flame grills is allowed only in the following locations:

1. On driveways at a minimum of ten (10) feet from the exterior walls of any structure.
2. On patios that are constructed of concrete, patio blocks or non-combustible pavers at a minimum of ten (10) feet from the exterior walls of any structure.

G. No parking is allowed anywhere on the main roadway through the Association which is a designated Fire Lane.

H. Stoops shall be kept clear of any materials or objects that would block the safe egress or hinder a timely entrance in case of an emergency.

See Declaration, Article 7, Section 1 and International Fire Code 308.1.4.

III. LEASING OF UNITS

A. Unit Owners may lease their Unit for not less than six (6) months, but not more than one (1) year.

B. Unit Owners shall comply with all provisions of Wisconsin Statutes, Chapter 703, Sections 703.24 and 703.315 and all provisions of the East Sutton Condominium Association Leasing Policy when leasing their Unit.

See Declaration, Article 8, Section 2, Wisconsin Statutes, Chapter 703, Sections 703.24 and 703.315. and the East Sutton Condominium Association Unit Leasing Policy

IV. PARKING

A. Prior Board approval and a Parking Permit are required for extended outdoor parking for a period in excess of two (2) weeks.

B. Campers, boats and trailers may be temporarily parked only during the loading and unloading of these vehicles.

C. Vans, trucks, boats and trailers must be parked in the garage provided that the parking of these vehicles in the garage does not cause the parking of any other vehicle outside of the garage.

D. Unlicensed, inoperative or junked vehicles, motorcycles, snowmobiles or other recreational vehicles may not be parked anywhere on the property.

See Declaration, Article 8, Section 5 and also East Sutton Condominium Association Parking Permit form.

V. PETS

A. All allowed pets must have an approved East Sutton Condominium Association Pet Permit.
   1. One (1) permitted dog per Building is allowed.
   2. Two (2) permitted cats per Unit are allowed.

B. Dogs must be leashed and under the immediate control of a person when on the Common Elements.

C. Dog owners shall be responsible for the proper disposal of their dog's waste regardless of the location of the waste.

D. Dog owners shall be responsible for the behavior of their dog and any handler thereof, including keeping barking to a minimum so as not to be an annoyance to other residents.

E. Dog owners shall be responsible for any damage to the Common Elements caused by the actions of their dog, including damage caused by digging and pet elimination.

F. Cats shall be housed indoors and not allowed to roam at large.

See Declaration, Consent Resolution, page 100; East Sutton Pet Policy; East Sutton Pet Permit/Application form and City of Waukesha Animal License Application.

VI. GARBAGE AND TRASH

A. Garbage and recycling containers must be kept within the garage except for the day of or the night prior to collection.
B. Unit Owners and residents shall follow all Waukesha Recycling Guidelines.

See Declaration, Article 8, Section 7 and By-laws, Article 8, Section 4d.

VII. VEHICLES

A. Vehicle maintenance must be performed within the garage.
B. Vehicle washing is allowed on driveways.

See Declaration, Article 8, Section 6

VIII. ESTATE SALES

A. Unit Owners or, in the case of a death, the estate administrator, may have a one-time Estate Sale at the time a Unit is for sale providing they comply with the East Sutton Condominium Association Estate Sale Policy.
B. No rummage or garage sales are allowed.

See East Sutton Condominium Association Estate Sale Policy.

IX. LAKE AND FISHING

A. No swimming, boating, canoeing, kayaking, skating or walking on ice is allowed.
B. East Sutton and Sutton Place Unit Owners and their guests are the only people allowed to fish in Brookshire Lake.
C. A valid Wisconsin fishing license is required for anyone sixteen (16) years or older to fish in Brookshire Lake.
D. All fish caught, with the exception of carp, must be released back into the lake.

See East Sutton Condominium Association Fishing Policy

X. LIMITED COMMON ELEMENTS AND LANDSCAPE

A. Following the guidelines for planting annual flowers approved by the Board of Directors, Unit Owners may plant annual flowers in the ground of their Limited Common Elements and approved bedding areas.

B. Prior written board approval is required for the following:
   1. Unit Owner "do it yourself landscape plans" of their Limited Common Elements including the removal of shrubs, the planting of perennials and shrubs and the removal of the white stone mulch.
   2. The creation of any new bedding areas or the rejuvenation of any existing landscaped bedding areas.
   3. Approval of materials for bordering the red spardust areas.

C. Removable planters, shepherds hooks, decorative garden items, garden flags, sport flags, bird baths and seasonal decorations are allowed in the Unit Owner's Limited Common Elements including decks, patios and stoops and in approved landscaped bedding areas.

D. Solar lights that meet the established Solar Light Parameters are allowed on the Unit Owner's Limited Common Areas along the sidewalk, patio and on the Unit Owner's deck.

E. Unit Owners are allowed to maintain two (2) birdseed type feeders in their Limited Common Area along their sidewalk and two (2) additional birdseed type feeders in their back limited common area including on their deck. Non-seed feeders, such as hummingbird or oriole nectar and fruit feeders and suet feeders are allowed in addition to the two birdseed type feeders.

See East Sutton Bird Feeder Policy, East Sutton Holiday and Seasonal Decorations Policy, East Sutton Solar Light Parameters, Guidelines To Follow For Unit Owner DIY Landscape Plans and Guidelines For Planting Annual Flowers.

XI. HOLIDAY AND SEASONAL DECORATIONS

A. Approved Holiday and seasonal decorations as defined in the Holiday and Seasonal Decorations Policy are allowed in the Unit Owners Limited Common Areas, approved bedding areas, on front doors, stoops, decks and patios.

B. Holiday and seasonal decorations include non-blinking or non- flashing lights.

C. Holiday and seasonal decorations are not allowed to be attached to the exterior of the units or placed in Common Areas.

D. Unit Owners shall be responsible for any and all damage caused by any decoration or the placement of any decoration.

E. Holiday decorations may be displayed during the time periods listed in the Holiday and Seasonal Decorations Policy.

See East Sutton Holiday and Seasonal Decorations Policy

XII. AMERICAN FLAG AND POLITICAL SIGNS

A. One American flag up to 3' X 5' in size may be hung in the flagpole bracket at the side of the Unit Owner's garage or at the Unit Owner's front door. Additional smaller flags may be displayed as patriotic holiday decorations following the Holiday and Seasonal Decoration Policy.

B. A single political sign may be displayed providing:

1. The sign is no larger than 24 inches in length
2. Only signs authorized or distributed by a candidate or issue sponsor are allowed.
3. Signs may be displayed inside the Homeowner's Unit visible from the outside or in/on the Unit Owner's Limited Common Areas only.
4. Signs may be displayed three (3) days prior to the election date and must be removed within twenty-four (24) hours after the election.

See Wisconsin Statute 703.105

APPENDIX
RULES AND REGULATIONS

UNIT LEASING POLICY
EAST SUTTON CONDOMINIUM ASSOCIATION
EFFECTIVE JANUARY 1, 2024

- Units may be leased for not less than six (6) months, but not more than one (1) year.

- A Unit Owner who leases their Unit must comply with all the provisions of Chapter 703, Sections 703.24 and 703.315 of Wisconsin Statutes.

- A Unit Owner who leases their Unit must notify the Association's Property Management Company within five (5) business days of the following:
  1. The tenant's name(s)
  2. .The tenant's personal and work phone numbers
  3. The number of occupants
  4. A signed written statement stating the tenant(s) will comply with the Association's Declaration, Bylaws and Rules and Regulations.

- Before the tenant occupies the Unit, the Unit Owner shall provide a copy of the Declaration, the By-laws and Rules and Regulations to the tenant, or place the information in the Unit.

- Unit Owners who lease their Units will remain the primary responsible party for the payment of any Association assessments.

See Declaration, Article 8, Section 2 and Wisconsin Statutes Chapter 703, Sections 703.24 and 703.315.

PET POLICY
EAST SUTTON CONDOMINIUM ASSOCIATION
EFFECTIVE JANUARY 1, 2024

- All allowed pets must have an approved East Sutton Condominium Pet Permit.
- The Board of Directors may set restrictions such as size, type of breed or other reasonable restrictions when permitting dogs.
- A Pet Permit/ Application must be submitted to the Board of Directors for approval prior to the issuing of a Pet Permit.
- Not more than one (1) dog is permitted per Building except that the Board will issue a permit for any dog certified as "an animal assisting the handicapped".
- Not more than two (2) cats per Unit are allowed. Cats must be spayed or neutered. Cats must be housed indoors as ordinances of the City of Waukesha do not permit cats to be at large.
- Both dogs and cats require an annual City of Waukesha Animal License.
- A ten dollar ($10.00) application fee shall accompany the completed Pet Permit/Application. This fee is waived for any dog certified as an "animal assisting the handicapped" under Section 106.50, Wisconsin Statutes.
- If a building already has a unit with a permitted dog, applications for a pet permit from other homeowners in that building will be placed on a waiting list in the order in which they are received.
- In the event of the death of a permitted dog, its owner will have three (3) months to apply for a permit for a replacement dog, during which time the owner shall have priority over the homeowners on the waiting list.
- A Pet Permit is a revocable permit and may be revoked by the Board of Directors, following notice to the pet owner and a hearing, for any breach of the rules

EAST SUTTON CONDOMINIUM ASSOCIATION
PET PERMIT/APPLICATION

Name of Unit Owner(s):_____

Unit Number:_____ Phone:_____

Email:_____

Animal Type: _____Dog _____Cat

Pet Name:_____ Breed:_____ Color:_____

Is this dog certified as an "Animal Assisting the Handicapped"? Yes___No___

Attach photo of cat or dog.

Attach copy of Animal License issued by City of Waukesha. Both cats and dogs must be licensed in the City of Waukesha.

(Owner will have 14 days to obtain and submit license, or permit may be revoked)

Cats must be spayed or neutered.

Fee: **$10.00** (Attach check made out to East Sutton Condominium Association)
This fee is waived for dogs certified as an "An Animal Assisting the Handicapped".

I acknowledge that I have read and agree to abide by the East Sutton Condominium Association Pet Policy and the East Sutton Condominium Association Pet Rules and Regulations.

Homeowner Signature:_____ Date:_____

Permit Approved: Yes_____ No_____

Signatures of Approving Board Members: _____

Date:_____ _____

FISHING POLICY
EAST SUTTON CONDOMINIUM ASSOCIATION
EFFECTIVE JANUARY 1, 2024

- East Sutton Place and Sutton Place residents and their guests are the only people allowed to fish in Brookshire Lake.

- A valid Wisconsin fishing license is required for everyone sixteen (16) years and older.

- Guests under the age of sixteen (16) should be supervised by an adult when fishing.

- All fish, with the exception of carp, must be released back into the lake. Care should be taken to remove the hook without causing injury to the fish.

- Carp should not be released back into the lake and must be disposed of by a means other than leaving them on the lakeshore.

- Care should be taken to prevent falls as the terrain of the shoreline is uneven.

- Help keep the lakeshore area clean by removing all of your trash and garbage.

HOLIDAY AND SEASONAL DECORATIONS POLICY
EAST SUTTON CONDOMINIUM ASSOCIATION, INC.
Effective January 1, 2024

- Approved holiday decorations include non-blinking or non-flashing lights.
- Holiday spot lights must be placed so as to not project light onto any adjacent units.
- Approved lights may be placed on shrubs, small trees, along sidewalks and deck railings.
- Holiday and seasonal decorations are allowed in Limited Common areas along sidewalks, stoops, decks, patios, on front doors and in landscaped bedding areas around lamp posts.
- Only Association authorized decorations are allowed to be attached to lamp posts.
- Decorations are not allowed to be attached to the exterior walls of units, garage lights or lamp posts. Decorations may be hung on shepherds hooks that are next to lamp posts.
- Holiday decorations may not include sounds or music.
- Inflatable decorations are not allowed.
- Fall holiday and seasonal decorations may be up from September 15th through November 30th.
- Christmas decorations may be up from Thanksgiving Day through January 15th.
- Decorations for patriotic holidays may be up 1 week before and for 1 week after the holiday.
- All other holiday decorations may be up 1 week before the holiday and for 1 week after the holiday.

GUIDELINES FOR HOMEOWNERS FOR PLANTING ANNUAL FLOWERS
EAST SUTTON CONDOMINIUM ASSOCIATION
EFFECTIVE JANUARY 1, 2024

- Check the list of approved annuals. If a flower you want is not on the list, contact a Building and Grounds Committee member for possible approval.

- Make sure the flowers you want to plant are suitable for the area. For example, plant shade loving plants in a shady area.

- Follow the planting directions that are on the flowers.

- Prepare the planting area by removing stone and underlying landscape fabric.

- Maintain the annual flowers by watering, fertilizing and deadheading if needed.

- In the fall, remove the annual flowers and clean up the planting area.

EAST SUTTON CONDOMINIUM ASSOCIATION
CHECKLIST OF MAINTENANCE RESPONSIBILITY
EFFECTIVE JANUARY 1, 2024

EXTERIOR OF UNIT

AIR CONDITIONER:	
Repair and replacement	Unit Owner
Maintenance	Unit Owner
CAULKING:	
Around exterior doors and windows	Association
Siding	Association
CHIMNEY REPAIR:	Association
DECK:	
Maintenance and repair	Unit Owner
Replacement with Board approval	Unit Owner
Staining with approved stain	Unit Owner
ELECTRIC LINES:	
From the outside to the circuit breaker box	Association
FOUNDATION:	
Structural crack	Association
Waterproofing	Association
GARBAGE : Weekly Collection of trash and recyclables	Association
GUTTERS: Cleaning, repair and replacement	Association
LANDSCAPING:	
Lawn mowing, edging and clean-up	Association
Lawn and common area raking	Association
Deck and patio raking	Unit Owner
Weed control of common areas	Association
Weed control of limited common areas	Unit Owner
Care of bedding areas planted by owner	Unit Owner
Shrub and tree trimming	Association
Shrub and tree removal	Association
Watering limited common areas	Unit Owner

UTILITY LINES:	
Supply lines, waste lines, pipes, wires, conduits and public utility lines that run through a unit to serve more than one unit	Association
WATER SUPPLY AND PLUMBING:	
From The Road To The Individual Gate Valve In Unit	Association
WINDOWS:	
Repair and Replacement	Unit Owner
Washing	Unit Owner

INTERIOR OF UNIT

CAULKING:	
Interior caulking, repair and replacement	Unit Owner
DOORS:	
Repair and Replacement	Unit Owner
Door locks, glass and screens	Unit Owner
ELECTRICAL SYSTEMS:	
Repair and replacement of circuit box	Unit Owner
Repair and replacement of interior wiring	Unit Owner
Light fixtures	Unit Owner
FOUNDATION:	
Structural cracks	Association
Exposed batt insulation	Unit Owner
INSULATION:	
Insulation of walls and ceilings	Association
Exposed interior foundation batt insulation	Unit Owner

- The regular monthly assessments, also called the Condo Fees, are due on the first day of every month.

- When deemed necessary, the Board of Directors has the right to levy special assessments and set the date(s) these special assessments are due.

- The actual date of receipt of a payment by the Association will be the date that determines whether the payment was made timely.

- The Unit Owner will be assessed an automatic $25.00 late payment fee for each payment received more than fifteen (15) calendar days after the due date.

- The Association will provide the Unit Owner written notice of each additional automatic assessment. If the Unit Owner fails to pay the resulting new balance of the late assessment fee and the late payment fee within fifteen (15) calendar days of the date on which the first automatic late payment fee was assessed, an automatic $50.00 late payment fee will be applied to the Unit Owner's account. Failure to receive written notice will not effect the imposition of this automatic additional assessment.

- To avoid further collection procedures, the resulting new balance owed must be paid in full within fifteen (15) calendar days of the date on which the additional assessment was made. Failure of the Unit Owner to pay the resulting new balance owed will result in the Association referring the Unit Owner's account to the Association's legal counsel for appropriate action.

- Upon the referral of the Unit Owner's account to the Association's legal counsel, all costs incurred by the Association, including legal fees, all costs related to collection of the balance owed by the Unit Owner and the filing of a Statement of Condominium Lien shall be assessed to the Unit Owner's account.

- Upon the filing of a Statement of Condominium Lien, the Unit Owner shall not be entitled to cast a vote at any meeting of the Association.

In Wisconsin, under statute 703.165, the Association may place a lien against a Unit Owner's property for failure to pay regular and special assessments for common expenses and charges.

4. Failure to correct the violation, or to submit a written request for a Violation Hearing, within 5 days of receipt of a Violation Letter will result in the Association imposing a fine against the Unit Owner as specified in the Schedule of Fines.

WRITTEN NOTICE OF VIOLATION
EAST SUTTON CONDOMINIUM ASSOCIATION, INC.
EFFECTIVE JANUARY 1, 2024

Name of Unit Owner_____

Address of Unit Owner_____

Date(s) of Violation _____

Description of Violation_____

_____

Specific Rule That Was Violated_____

_____

Date of Courtesy Notification_____

Method of Courtesy Notification_____

Courtesy Notification By_____

The Corrective Action That Needs To Be Taken Within 5 Days of Receipt of This Violation Notification_____

_____

You, the Unit Owner, have 5 days to either correct the violation or to exercise your right of due process by submitting a written request to Property Management for a Violation Hearing.

Failure to correct the violation, or to submit a written request for a Violation Hearing within 5 days of receipt of this notification will result in a fine of $50.00 to be assessed against your account.

Signature_____ Date_____