

About living in Danell Heights...

...in A.—U. sections, that would be 21 parts.

A. Budget

The Association budget includes five areas: blanket insurance policy, summer services to lawns and landscaping, winter services to driveways and entry ways, tree maintenance (removals and replacements) and trimming by rotating areas, and then miscellaneous costs. Less than 2% is in the last category. The current fiscal year budget & reserves statement is available on the Association website at the *Governance* tab.

B. Money for work on your unit is in your pocket

Ours is a minimal condominium association. Minimal means the Association does not collect the money to pay for repairs, replacements or maintenance of roofs, siding, paint, deck, sidewalks or driveways. Owners keep the money in their pockets until they plan and pay for the work on their own units. The quarterly dues are comparatively small.

C. An annual inspection of all unit exteriors

The Design Review Committee, a standing committee of the Board, does an annual exterior inspection and then communicates required or recommended work to owners. All owners must cooperate with their roof mates in getting roofs, siding and painting accomplished...from planning to payment. The Committee's charge is to apply and uphold the standards and principles for unit exteriors as defined in *Declaration* and *By-Laws* of the Association.

D. Ask questions and get answers before beginning any exterior work

If you came from a standard residence or even from another condo association, step carefully here. Ask questions, proceed with understanding and information. **Do not initiate any work on the outside of your unit that involves introducing any sort of change to structure or landscape.** Check the design guidelines for both Standing Committees. Ask questions directly of the Design Review or Landscape Enhancement Committee, if necessary. Replacement with same works without an application. Something changed or added requires an Application for Project Approval (APA).

E. When you are ready to proceed...fill out a project application

Changes to your exterior, such as new gutters, windows, cedar shakes and dimensional asphalt shingles need to be approved prior to the work by the Design Review Committee. An

Application for Project Approval (APA) is always available on the Home Page of danell heights.weebly.com. There are two versions: a blank application to print and fill out by hand or another to fill out online and print only completed.

Prior written approval is required before beginning the planned work. Do not apply after work has begun.

F. Dues will be due

Billings for dues are mailed close to January 1, April 1, July 1 and October 1. The dues payments are to be remitted **immediately** upon receipt.

G. Reserve accounts and how to use them

Each month \$25 from your dues is set aside in a reserve account for each unit. The money belongs to the unit and does not move with an ownership change. The current owner has control of the money. Copy of a paid invoice from the contractor/provider is submitted to the Association Treasurer who will reimburse the owner accordingly, never exceeding the total reserve balance. Your current reserve balance is printed on every dues bill or contact the Treasurer.

What costs can be paid from reserves? The Operations Manual lists these six:

1. Any exterior repair and painting/staining of individual buildings deemed necessary by the Board of Directors under the direction of the Design Review Committee in order to maintain or correct the structural and aesthetic integrity of the units within the Association.
2. Any repair, replacement, and/or maintenance to the exterior of the building including painting/staining, siding, roofing and windows initiated and undertaken by the unit owner(s) provided it is reviewed by the Design Review Committee.
3. The repair and maintenance of individual owner(s) decks and patios.
4. The resealing of all unit owner(s) asphalt driveways every third year (beginning in 2001) and additional repair and/or resurfacing that may be required for both cement and asphalt driveways.

5. Nameplates at mailboxes designating individual units.
6. Projects targeted at permanent and proper interior or exterior maintenance of the unit, the discretion of the treasurer.

Your reserve account will be tapped to pay. Other projects can be approved at the discretion of the Treasurer that go beyond this list, but always targeted at permanent and proper interior or exterior maintenance of your unit.

H. Always at your disposal

Garbage pickup is every Thursday, except after major holidays, when it bumps to Friday pickup. Recycling pickup is *every other* Thursday, except when bumped to Friday due to a holiday earlier in the week. Do not put at curb until late afternoon/evening of the day before. Put garbage inside a container. A bare plastic sack is an attraction for animals seeking food. An annual schedule is available on the *Home Page* of danellheights.weebly.com to aid your memory.

I. About that big white ring binder

The Danell Heights Owner's Manual should be found in every unit and should stay in there. It should be readily available at all times, never used to prop up the ottoman nor relegated to the shelf in the closet or the workshop in the basement. It is especially important during times of transition from one owner to the next. Mortgage lenders, real estate agents, appraisers and prospective owners may request to look at it, so keep it handy for quick reference. The Owner's Manual must be kept up to date when changes are made to it by Association Board action. The Manual may not be taken apart or disassembled, but must remain intact...always. The current documents for the Manual are available and searchable on the Association website.

J. How do we manage around here?

No management company runs our Association. We have 128 units (3 four-unit buildings and 58 two-unit buildings) yet the day-to-day operations are handled by the five-member Board of Directors who are volunteer owners. There are two standing committees (Design Review and Landscape Enhancement) along with other groups (Christmas Party, Newsletter and Blanket Insurance). The consensus among the owners is to put money into direct services to the membership and the development. We'd be spending over \$40,000 to an outside concern which still would report to the Board. Your involvement, support, volunteerism and openness are required to keep things moving forward here.

K. The biggest part of our beautiful home area

I think that I shall never see a poem lovely as a tree.

Poems are made by fools like me, but only God can make a tree.

— First and last lines of ***Trees*** by Joyce Kilmer

Danell Heights is now a “mature” development. Major work on our unit exteriors has been underway for many years: new roofs, new siding, new windows, new driveways, and new patio decks, not to mention the interior work of maintenance, repair and replacement. Beyond the mundane and repeated removal of snow in the winter and the mowing of lawns in the summer, we are facing major consideration of, planning for and expenditure on trees…their trimming, health, removal and replacement. Recently the Board took on all trees in all areas of our development. Formerly it was up to individual owners. That means a higher shared cost, but I am sure you will agree after living here for a time that the living environment, dominated by trees, is one of the most distinctive, beautiful and precious parts of life here. This is no cookie cutter development with a few bushes and shrubs tucked in the same places of identical units. Trees will provide much to you in all seasons, but there will be sizable budgetary expenses as dying trees, especially blue spruce and other pines, are taken out and possibly replaced with a better tree variety, at the discretion of the Board.

L. Be a neighbor to your neighbors

Social Gatherings in summer, Landscape Work Days (a morning in spring and fall followed by lunch), Holiday Dinner Party in early December, Association Garden Tour. These are times to get to know other residents here. You will be notified of these events as they come around through the calendar. It is good to just get out…be a neighbor to your neighbors…be known and get to know others.

M. Let's all pitch in…giving to what we share here at Danell Heights

Most of us are at an age when we might feel that we have done our thing…we just want to be free from schedules and duties. But, being involved on the Board, Committees and other supporting groups is not odious, burdensome or demanding. As appeals for participation and involvement come your way, consider whether it is time for you to contribute some of your experience, time and talent for a set length of time. These jobs are not to the death. Your volunteer work will be a gift to all and return satisfaction back to you.

N. Your own landscaping/planting zone

A five-foot margin around your unit is available for your own distinctive planting and landscaping. Other areas can be assumed under your care with approval of the Landscape Enhancement committee. You will hear from Landscape Enhancement if you have an out-of-control or non-standard landscape situation.

O. Once-a-year Annual Meeting of owner members

Our Annual Meeting is on the second Monday of May, as per Association rules. It is held at the Menomonee Falls Community Center, not far from our home turf. You are strongly encouraged to attend and participate. A printed Agenda for the meeting will be mailed to you in the ***Newsletter*** that arrives ahead of the meetings each year.

P. Communicating, informing, reminding and making aware

The Board has developed various methods of communicating accurately, regularly and transparently with the membership of our Association.

1. The ***Newsletter*** is printed and mailed one time per year.
2. The Association's website is *danellheights.weebly.com*. It is kept up to date, so you can rely on it.
3. A system of *email blasts* is used, but not abused, for timely, short items of information.
4. The regular quarterly dues mailings occasionally contain important printed inserts which will get into every Danell Heights residence.

These means of communication are used to keep members informed of the common life and concerns of the Association.

Q. Two in the garage and then what?

Parking in driveway is permitted, but preferably on a short-term basis. Vehicles that cannot fit inside the garage can be problematic because of our DHCA By-Laws.

Parking on village streets is controlled by the Menomonee Falls Police Department. For overnight parking in the short-term, the department must be called with make of the car, license plate information and street address. Long-term street parking permits are also issued by the police department. Check Menomonee Falls website: www.menomonee-falls.org/64/Police.

R. Pets

Pets are best seen, but not heard. Pets are to be kept under control at all times. Pet food, even for birds, should not become a lure for wildlife looking for their next meal. See article on *Feral Animals*.

S. Mowing of lawns and pickup of garden/yard waste

Grass cutting is done weekly, usually on Wednesday. Dry conditions may find a week skipped from the mowing routine. On the day of mowing, pickup of yard/garden organic waste will follow. **Do not put the materials for pickup out on the curb until late Tuesday or even after mowing on Wednesday, even if you create the waste over the weekend.** No plastic bags can be put out...use carts, bins, paper bags or neat piles. **All the materials will be put into composting, so they must be biodegradable.**

T. Snow plowing, snow shoveling and salting of driveways & walks

Snow plowing is not done according to the day of the week, of course, but by the nature of the snowfall. Plus, the Village of Menomonee Falls plows the streets and our private provider does our driveways and entrance areas. Our snow contractor knows that people need to get out, so they will always attempt to get the removal started and completed early. If the snow is heavy or drifting, there can be complications. The Village coming through with their plows can re-plug the driveways with a furrow of stubborn snow requiring our snow contractor to come back to open up the already plowed driveways. Snow removal is a time when email blasts might be used, even repeatedly in a day, to inform owners of snow removal plans and progress.

It is a good idea to keep a shovel and some ice melt handy for use at your unit because our contractor cannot be everywhere at all times, despite best efforts.

U. Insurance to be sure

The Association, by State Law, is required to carry various insurance policies. Property claims attributed to a single event are subject to a \$20,000 deductible paid by the Association. Unit owners must carry their own insurance for their possessions and personal property. Please become familiar with Article V, Section 2 of the By-Laws (pages 12-14) and Section 4 of the Operations Manual (pages 7-8), especially if you have never lived in a condominium before. Both those references are in the Owner's Manual (the big white binder again or on our website).