Executive Summary

Autumn Ridge Owner's Association

This Executive Summary highlights some of the information that prospective buyers of units in the Autumn Ridge Condominium are most interested in learning, as well as some of the information that they should consider when contemplating the purchase of a condominium unit. However, there are provisions and information contained in the Disclosure Materials that will be of importance and significance to a unit owner that are included in this Executive Summary.

This summary in not intended to replace the buyer's review of the condominium declaration, bylaws and other condominium disclosure materials nor is it a substitute for a professional review of the condominium documents.

1. **Condominium Name.** Autumn Ridge Owner's Association

2. **Condo Governance.** The condominium is governed by the Autumn Ridge Owner's Association, Inc. (the "Association"), a Wisconsin non-stock corporation. All unit owners are members of the Association.

3. **Association Management.** The association is managed by its board of directions and not an outside management company.

4. **Association Contact Information.**

   Contact: Debra Hallgren, Property Manager
   Phone: 703-975-1481
   Email: debrahallgren64@outlook.com
   Address: W141 N9739 Knollcrest Circle, Germantown, WI 53022

5. **Can the condominium be expanded in the future?** No, the expansion period has ended.

6. **Does the condominium have special amenities or features?** No.

7. **Maintenance and Repair of Units**. Each unit owner, at his or her own expense, is responsible for maintenance, repair, and replacement of the unit – including the windows, window frames and doors – and for any utility lines, heating and air conditioning and other improvements located therein.

   - For specific information, see Declaration, Art. VII Paragraph 1; Bylaws, Art. VIII Paragraph 1(a).

8. **Maintenance and Repair of Common Elements and Limited Common Elements.**

Association Responsibilities: The Association is responsible for the management and control including maintenance, repairs and replacement of the common elements

Unit owner Responsibility: Unit owners shall keep the limited common elements appurtenant to his/her unit including the deck, patio and or porch in good, clean, sanitary, and attractive condition.

How does the Association pay for repairs and replacements? Routine maintenance and repair of the common elements is paid through the operating fund. The Association funds the operating fund from unit owner monthly dues. For extraordinary or unexpected expenses, the Association may use reserve funds or special assessments to fund such repairs or replacement.

- For specific information, see: Declaration, Art. VII Paragraph 1 & 2; Bylaws, Art. VII.

9. **Alterations of Units and Limited Common Elements.** A unit owner must obtain prior written consent of the Association's board of directors before commencing any improvements or alterations that affect the exterior of any part of the property which includes any awnings or canopy on a patio, deck or porch. Notwithstanding the foregoing, a unit owner may make interior improvements and alterations within the unit without approval or review of the board of directors provided such improvements or alterations do not impair the structural integrity of the building and comply with the Village of Germantown permit process.

10. **Alteration Requests to the Common Elements.** If an owner desires to make an alteration to the Common Elements, he/she must submit a written request to the board. The board will determine if the alternation is considered major or minor. If minor and approved b the board the alternation may proceed. If major and approved by the board, a "Common Area Modification Agreement" may need to be filed with the Register of Deeds. Ther unit owner is required to check with the Register of Deeds to determine if this is necessary. Any filing fee is to be paid by the unit owner.

- For specific information, see: Declaration, Art. VII Paragraph 4 & 6.

11. **Parking.**

Availability: Each unit has an attached two car garage and driveway.

Cost: Only for a vehicle other than a car. Board permission required.

Guest parking: No overnight parking on Knollcrest Circle.

12. **Rental of Units:** Unit owners are permitted to rent their units for a term of at least 6 months. Any lease or rental agreement must be in writing and approved by the board.

- For specific information, see: Declaration, Art. IX Paragraph 2.

13. **Pets:**

Number of Pets allowed Per Unit: Unit owners are permitted to two (2) cats or two (2) medium size dogs **(55 pounds or less)**, or one (1) cat and one (1) medium size dog, provided they are not kept, bred or maintained for commercial purposes.

Animal Restrictions: No guard-type dogs or pit bulls shall be permitted. Pets must be on a leash and under the control of the unit owner when outside of the unit. Pets shall not be allowed to create a nuisance or annoyance. Owners must immediately dispose of all pet waste. Owners will be warned and fined if in noncompliance.

- For specific information see Declaration, Art. IX Paragraph 2.

Disability Service or Emotional Support Animals: Documentation must be provided by a licensed Wisconsin health professional for an individual who has a disability and a need for a support animal or an emotional support animal. This includes physicians, psychologists, and other health professionals that are licensed in the State of Wisconsin and are acting within the scope of his/her license or certification.

• For specific information see: Wisconsin Statutes 106.50.

14. **Amendments**: Wisconsin law allows the unit owners to amend the Declaration, Bylaws, Rules and Regulations and other condominium documents if the required votes are obtained. Some of these changes may alter your legal rights and responsibilities with regard to your condominium unit.
Declaration: The Declaration may be amended with the written consent of at least seventy-five percent (75%) of the unit owners, subject to mortgagee approval. If certain modifications are approved a "Common Area Modifications Agreement" will be required. This agreement must be filed with the Register of Deeds of Washington County. Owner is to pay the $30.00 filing fee.

By-Laws: The By-Laws may be amended by the affirmative vote of at least sixty-seven percent (67%) of the unit owners at a duly called owners meeting.

Rules & Regulations: May be adopted or amended by the board of directors.

• For specific information, see: Declaration, Art. XV Paragraph 1; Bylaws, Art IX Paragraph 1 and Art. V Paragraph 3.

15. **Fees on Declarant-Owned Units:** This category is not applicable to this condominium because there are no unsold declarant-owned units in the condominium.

16. **First Right to Purchase a Unit**: The Association does not have a first right to purchase a unit (also known as a "right of first refusal").

17. **Transfer Fee**: The Association does not charge a fee in connection with the transfer of Ownership of a unit.

18. 18. **Disclosure Material Fee**: The Association does not charge a fee for the Disclosure Materials Packet.

19. **Payoff Statement Fee**: The Association does not charge a fee for providing a payoff statement under Wisconsin Statutes 703.335. However, if more than one payoff statement is requested for a unit during a two-month period, the Association may charge up to $25.00. Per Wisconsin Statutes 703.335(4).

20. **Reserves.** The Association maintains a reserve fund for replacement or repair of common elements and other extraordinary expenditures. The Association does not maintain a Statutory Reserve Account (Declaration, Art. VII Paragraph 1)

21. **Reserve Balance**. The amount of the reserve balance is **$388,759.16.** This amount is current as of **12/31/2025.**

This Executive Summary was prepared or revised on 1-12-2026.

	Autumn Ridge Owners Association 2026 budget	
		2026 Budget
Autumn Ridge Budget		
Budget Item	**Account#**	
Association Fees	101	235,200
Non-Compliance Fines	102	
Interest on Bank Accounts	104	8,000
Driveway Spl Assessment	105	5,320
Mulch Spl Assessment	106	0
Total Income:		**248,520**
Utility Expenses	**200**	
Electric Common Area	201	375
Germantown Water	202	3,000
Refuse Removal	204	15,290
Total Utilities		**18,665**
Repairs and Maintenance		
Maintenance General	205	3,000
Bldg & Maintenance Repair	206	3,000
Gutter Cleaning	207	1,600
Knollcrest Circle repairs	208	2,000
Driveway Reseal/Repair Assessment	209	5,320
Service Drives Sealing/Repair	210	1,000
Contingency	211	5,975
Total Repairs & Maintenance		**21,895**
Landscape & Groundskeeping	**300**	
Landscaping Contract	301	43,260
Lawnmowing Contract	301B	
Snow Plowing Contract	302	20,000
Bed Mulch and edging	305	0
Tree Trimming, Removal, Replace	306	7,000
Shrub & Plant materials	307	6,000
Clean Water, Pond	309	4,400
Total Landscape & Grounds		**80,660**
Administrative Expense	**500**	
Banking Fees	501	200
CPA Fees & Tax Preparation	502	1,650
Annual Meeting	504	
Office Expenses	506	100
Property Management	508	
Property & Liability Insurance	509	19,150
Federal Tax on Interest Income	510	6,000
Legal Fees	511	
Total Administrative		**27,100**
Total Operating Expense		**148,320**
Capital Reserves Account	**700**	**100,200**
Total Expense & Capital Reserves		**248,520**

RULES AND REGULATIONS
FOR
AUTUMN RIDGE HOMEOWNERS ASSOCIATION

Landscaping –

No annuals or vegetables to be planted in the ground.

Two pots – to be allowed on either or both sides of garage.

Three (3) containers – only on stoop/front porch.

Up to ten (10) containers of various sizes to be allowed on the deck/patio area.

Potted vegetables must be on the deck/patio.

No more than *two (2) Shepherd's hooks* with hanging plants.

Three to five (3-5) lawn ornaments which include Shepherd's hooks, bird baths, bird feeders, statues or other ornamental placements. *All should be in flower beds.*

Flag poles to be no higher than 20 feet with the allowance of 2 flags. Flood lights not to be placed on flags. Proper flag etiquette should be observed.

Planting of any trees and shrubs require Board approval.
No planting of Blue Spruce or thorned bushes.
No trees are to planted within 20 feet of an owner's unit.

Yard waste should not be placed in the conservancy. The Germantown Recycling center accepts yard waste.

Pets

Pets must be vaccinated and licensed yearly.

Pets are to be leashed at all times when outside.

Owners must clean up pet waste.

Exterior Modifications/Upkeep

Decks (laminate or wood) should be maintained and painted or stained a cedar tone when peeling or faded.

Deck Shades may not be bolted to the house and must be approved by the board prior to installation.

Only Storm/Screen Doors that meet the style and color approved by the Board may be installed.

Windows may be replaced with the double hung variety rather than the single hung original windows as long as they maintain the bottom half screen only. All window replacements must have the same amount of window grids as the ones they are replacing and the grid design must be an exact match.

Radon pipes-Pipes for radon removal should be located at either in front of or behind the stairs and vented through the garage roof.

Indoor Modifications/Upkeep

Owners shall install and maintain Smoke and Carbon Monoxide detectors, as required by the law. Owners are responsible for keeping them operable at all times.

Window treatments facing the exterior, whether fabric or otherwise, must be white, off-white or natural wood tones.

Trash

Trash and recycling should be placed in the street close to the curb and away from the mail boxes on trash pick-up day, or the night before.

All containers should be removed from the street by the evening of trash pick-up day whenever possible.

Garden waste should not be put into the trash containers.

Seasonal Decorations

Seasonal decorations including decorative lights are permitted on the façade of the units, providing they do not cause damage. All seasonal décor should be removed within a reasonable amount of time after the appropriate holiday.

Grills

Grills, gas and charcoal, should not be placed on decks. Grills should be placed a minimum of 10 feet away from any combustible structure. Per our insurance carrier, they may be stored in the garage and taken out for use.

Voting

Unit owners are limited to one proxy for voting purposes at annual or special meetings.

General Conduct

Board members and residents shall not engage in any abusive or harassing behavior, either verbal, written or physical, or any form of intimidation or aggression directed at other members, residents, guests, or vendors.

No board member or unit owner will request personal work from a board contractor using a board contract. If personal work with a board vendor is requested, an individual contract with the vendor should be signed by the owner

Assessments

All Assessments are due on the dated stated on the assessment notice. Unpaid Assessments are considered delinquent if unpaid 15 days after they become due.

When an assessment is delinquent, the association may recover all of the following from the delinquent member:

Late Charge – A late charge not to exceed ten percent (10%) of the delinquent assessment or ten dollars ($10), whichever is greater.

Interest – Interest on the delinquent assessment and the collection fees and costs (including reasonable attorney's fees) incurred by the association, at an annual interest rate not to exceed twelve percent (12%), commencing thirty (30) days after the assessment becomes due

Collection Costs – Reasonable collection fees and costs incurred in collecting the delinquent assessment

Attorney Fees- Any attorney fees incurred by the HOA will be charged to the owner's account

The board will consider a payment plan request that is submitted to the board by a delinquent owner.

The board will send notice of delinquency after 15day grace period has expired.

Monthly Dues

1. **All dues are due on the 5th of the month**

2. **After a 10- day grace period late charges may apply. A late fee of $50.00 (approved by previous board on 10/1/2008) may be assessed at the Boards discretion at the ending day of the month assessment is due. In addition, the board may charge interest at a rate of 12% per annum on the unpaid amount calculated from the date the dues were first due until the date it is paid. Owner will be responsible for all bank charges assessed against the association**
3. **Any dues not paid within 45 days of the due date will be sent a past due notice**
4. **Any dues not paid within 60 days of the due date may be sent to the Attorney for collection.**
5. **After 90 days, if dues have not been paid, a lien may be filed with the Washington County Clerk of courts in accordance with Wisconsin statue 703.165.**
6. **After 190 days, if dues have not been paid a foreclosure suit may be filed**
7. **Any owner who is unable to pay assessments will be entitled to make a written request for a payment plan to be considered by the Board of Directors. Additional late fees shall not accrue during the payment plan period if the owner is in compliance with the terms of the payment plan.**

Snow removal- Owners who prevent access to driveways for snow removal are responsible for clearing snow from driveways within 24 hours after snowfall ends. Owners who fail to remove snow will be subject to a $50.00 fine.