

Townhomes of Hunter's Ridge Condominium Association

Rules & Regulations

REVISION - 2025

Effective Date: 7/23/25

General Use and Occupancy

1. Residential Use Only

Units are for single-family residential purposes only. No commercial or business operations are permitted.

2. No Hazardous Materials

No storage of items that may increase insurance risk or violate local codes without Board approval.

3. Noise and Nuisance

No actions that interfere with other residents' peaceful enjoyment of their units.

Parking and Vehicle Rules

4. Garage and Driveway Maintenance

Each owner is responsible for the upkeep of their assigned parking areas.

5. Prohibited Vehicle Use

- No inoperable vehicles stored for more than 72 hours.
- No repairs allowed outside garages.

- Motorcycles, ATVs, snowmobiles, and golf carts must be on approved paved areas only.
- Boats, trailers, and similar vehicles may not be stored outside a unit for more than 12 hours in a 72-hour period.

6. No Commercial Vehicles in Guest Parking

Overnight parking of commercial vehicles over 10,000 lbs. in guest spaces is prohibited without Board approval.

7. No Parking on Grass

Any grass damage caused by vehicles will be repaired at the owner's expense.

Appearance, Modifications, and Use of Common Areas

8. Exterior Changes Require Approval

No signage, awnings, satellite dishes, or exterior alterations without Board approval.

9. Landscaping Restrictions

No unauthorized planting or gardening on common elements.

10. Furniture and Patios

No tarps or broken furniture allowed on patios. All items must be in good condition. Furniture and grill covers are acceptable. Pools must be removed daily and cannot damage grass.

11. Trash and Recyclables

Receptacles must be stored neatly with closed lids and only placed out the night before pickup.

NEW SECTION: Architectural Review Committee (ARC)

18. Architectural Review Committee Establishment

The Board shall establish a three (3) member Architectural Review Committee (ARC) to review all exterior modification requests.

18.1 Committee Composition

- One (1) Board member serving as Chair
- Two (2) additional members appointed by the Board

18.2 Application Process

Submission Requirements:

- Completed ARC Application Form
- Detailed project description with specifications
- Material samples and color charts
- Professional drawings (when applicable)
- Contractor licensing and insurance information
- Digital photographs of current condition

Review Timeline:

- Standard applications: 30 days from complete submission
- Routine modifications: 15 days
- Complex projects: 60 days maximum

18.3 Review Criteria

- Compliance with governing documents
- Aesthetic harmony with community
- Impact on neighboring units
- Safety and structural integrity
- Material quality and durability

18.4 Approved Material Standards

Exterior Colors:

- Primary: Earth tones (specific palette to be maintained by management)
- Trim: Coordinating colors only
- No fluorescent or neon colors permitted

Lighting Standards:

- Dark-sky compliant fixtures required
- LED fixtures preferred for energy efficiency
- Maximum wattage restrictions per village code

18.5 Appeals Process

Unit owners may appeal ARC decisions to the Board within 30 days. Appeal fee of \$100 (refundable if appeal granted).

NEW SECTION: Comprehensive Pet Policy

19. Pet Registration and Requirements

19.1 Permitted Animals

Only domestic household pets are permitted, subject to Board approval and registration.

19.2 Registration Requirements

All pets must be registered within 30 days with the following:

- Completed Pet Registration Form
- Current vaccination certificates
- Proof of licensing with local municipality
- Photograph of pet for identification

19.3 Size and Breed Restrictions

- Dogs: Maximum two (2) dogs per unit, maximum weight 75 pounds each
- Cats: Maximum two (2) cats per unit
- Prohibited breeds: As determined by Association insurance carrier
- Exotic animals strictly prohibited

19.4 Pet Conduct Requirements

- Dogs must be leashed or in secured tie-out areas
- Owners must immediately clean up pet waste
- Excessive noise/barking prohibited (quiet hours 10 PM - 6 AM)
- Pets may not run loose on common elements
- Aggressive animals subject to immediate removal

19.5 Service and Support Animals

Service animals and emotional support animals permitted per ADA and Fair Housing Act requirements. Documentation required from licensed healthcare provider.

19.6 Pet Violations and Penalties

- First violation: Written warning
- Second violation: \$100 fine

- Third violation: \$250 fine and mandatory pet removal
 - Bite incidents: Immediate pet removal required
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NEW SECTION: Communication and Technology

20. Electronic Communications and Social Media

20.1 Association Communications

- Official communications via email, postal mail, and community portal.
- Emergency communications via text/email portal alert system

20.2 Electronic Meeting Participation

Board meetings may accommodate electronic participation with:

- 48-hour advance notice to management
- Audio/video capability for full participation
- Technical requirements specified by Board

20.3 Social Media Policy

Unit owners and residents shall:

- Refrain from posting disparaging comments about Association, Board members, or neighbors, nor its agents
- Maintain civil discourse in community-related online forums
- Respect privacy rights in photos/videos of community areas
- Direct complaints through official channels, not social media

20.4 Data Protection and Privacy

- Association maintains cybersecurity measures for resident data
 - Personal information shared only as legally required
 - Residents may request data access/correction per privacy policies
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NEW SECTION: Financial Management Procedures

21. Assessment Collection and Financial Procedures

21.1 Payment Methods

- Online payment portal available
- Electronic bank transfers (ACH)
- Check payments accepted
- Credit card payments (processing fee applies)

21.2 Late Payment Procedures

Assessment due dates: 1st of each month **Grace period:** 10 days **Late fees:** \$25 after 10 days, \$50 after 30 days **Interest charges:** 1.5% per month on delinquent amounts

21.3 Collection Process

30 days past due: First collection notice **60 days past due:** Final demand letter **90 days past due:** Account referred to legal counsel

21.4 Lien and Foreclosure Procedures

- Lien filing fee: \$500 (charged to owner)
- Attorney fees, late notices and court costs charged to delinquent owner
- Foreclosure proceedings per Wisconsin statutes
- Right to cure period: 30 days after lien filing

21.5 Reserve Fund Management

- Reserve study updated every 3-5 years
- Reserve funds invested in FDIC-insured accounts
- Annual reserve fund report to owners
- Special assessments require Board approval per Declaration

Rentals and Leasing

12. Lease Registration Required

- \$500 lease administration fee per lease
 - All leases and Tenant Acknowledgment of Receipt of Rules and Regulations must be submitted within 30 days
 - Tenants must sign a receipt of the governing documents
 - Failure to register leases may result in \$100/month fines
 - Owners must be in good standing to lease their unit
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Lighting and Safety

13. Exterior Lighting

Must be approved by the Board. No unauthorized lighting installations.

14. Security and Maintenance Access

Units must be accessible for emergency or maintenance as required.

NEW SECTION: Due Process and Violation Procedures

22. Formal Violation and Hearing Procedures

22.1 Violation Notice Requirements

First Notice: Written description of violation, 10 days to cure **Second Notice:** Formal violation letter with fine notice, 15 days to respond **Hearing Notice:** 30 days advance notice if hearing requested

22.2 Hearing Procedures

- Conducted by Board or designated hearing officer
- Owner may be represented by counsel
- Evidence presentation allowed
- Written decision within 10 days of hearing
- Appeals to full Board within 30 days

22.3 Notice Delivery Methods

- Personal service
 - Certified mail, return receipt requested
 - Email (if owner has provided consent)
 - Posting on unit door (as last resort)
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NEW SECTION: Emergency Procedures

23. Emergency Response and Access

23.1 Emergency Contact Information

- All unit owners must provide emergency contact information
- Annual updates required
- 24-hour management emergency contact: 800-619-8608

23.2 Utility Shutoff Procedures

Water emergencies: Master shutoff locations posted **Gas emergencies:** Immediate utility company notification **Electrical emergencies:** Licensed electrician required

23.3 Natural Disaster Response

- Evacuation procedures per local emergency management
- Temporary shelter coordination with local authorities
- Damage assessment procedures
- Insurance claim coordination

23.4 Unit Access for Emergencies

Board/management may enter units without notice for:

- Fire, flood, or gas leak emergencies
- Water shut-off valve access
- Structural damage assessment
- Health/safety hazards

NEW SECTION: Insurance and Liability

24. Insurance Requirements and Procedures

24.1 Unit Owner Insurance Requirements

Mandatory coverage:

- HO-6 condominium policy minimum \$300,000 liability
- Personal property coverage recommended
- Loss assessment coverage minimum \$50,000
- Certificate of insurance filed annually with management

24.2 Insurance Claim Coordination

- Association and unit owner claims coordination required
- Subrogation waivers between policies

- Shared responsibility determination per Declaration
- Professional claims adjuster engagement for major losses

24.3 Liability and Indemnification

Unit owners liable for:

- Damage caused by their negligence
 - Guest and tenant actions
 - Contractor/vendor damage during unit work
 - Common element damage from unit-specific issues
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NEW SECTION: Meeting Procedures and Governance

25. Enhanced Meeting and Governance Procedures

25.1 Executive Session Guidelines

- Personnel matters
- Legal consultations
- Contract negotiations
- Member discipline matters
- Minutes maintained separately with restricted access

25.2 Electronic Meeting Participation

- Board meetings: Electronic participation permitted
- Annual meetings: Hybrid format available
- Voting procedures for remote participants
- Technical requirements and backup procedures

25.3 Special Assessment Procedures

Assessments over \$5,000 per unit require:

- 30-day advance notice
 - Special meeting if requested by 25% of owners
 - Detailed cost breakdown and payment options
 - Professional recommendations (when applicable)
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NEW SECTION: Maintenance and Contractor Standards

26. Maintenance Standards and Procedures

26.1 Preventive Maintenance Schedule

- Annual HVAC system inspections recommended
- Gutter cleaning twice annually
- Seasonal landscape maintenance
- Regular inspection of patios and limited common elements

26.2 Contractor Requirements

All contractors working on Association property must provide:

- Current licensing and permits
- General liability insurance minimum \$1,000,000
- Workers' compensation coverage
- Proof of bonding (for major projects)

26.3 Environmental Compliance

- Lead paint disturbance procedures per EPA requirements
 - Asbestos handling by certified contractors only
 - Hazardous material disposal per local regulations
 - Environmental testing when required
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NEW SECTION: Community Standards and Conduct

27. Enhanced Community Standards

27.1 Guest and Visitor Policies

- Guests remain responsibility of host owner/resident
- Visitor parking maximum 72 hours without Board approval
- Guest violations charged to host unit owner
- Commercial visitors require advance management notification

27.2 Smoking and Vaping Restrictions

- Prohibited in all common areas and enclosed spaces
- Balcony/patio smoking permitted with consideration for neighbors
- Cigarette disposal in proper receptacles only
- Complaints regarding smoke migration subject to mediation

27.3 Holiday and Seasonal Decorations

Permitted periods:

- Halloween decorations: October 1-November 7
- Winter holidays: November 15-January 15
- Spring/Summer: Memorial Day-Labor Day

Requirements:

- Good taste and condition
 - No damage to common elements
 - Removal within specified timeframes
 - LED lighting preferred for safety
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Enforcement and Fines

15. Fine Schedule

- First Violation: Written warning
- Second Violation: \$50
- Additional Violations: \$100 each
- Severe/Repeated Violations: \$500 (e.g., defying Board orders or causing uncorrectable damage)

16. Daily Fines for Ongoing Violations

Continued violations may incur daily fines at the Board's discretion.

17. Attorney Fees

Owners may be liable for fees if legal action is necessary to enforce compliance.

Owner Maintenance Responsibilities & Community Uniformity

To preserve property values and the cohesive appearance of our community, owners are expected to comply with the following responsibilities and restrictions:

Owner Maintenance Responsibilities

Each unit owner is responsible for:

- Maintenance and replacement of window screens, doors, storm doors, and any elements assigned to their limited common area (e.g., patios, front steps)
- Keeping exterior fixtures (lights, grills, furniture) in safe and well-maintained condition
- Any grass or common area damage caused by personal property or guests will be repaired by the Association and charged to the responsible owner

Uniform Appearance Requirements

To maintain consistent aesthetics:

- Window air conditioning units are not permitted under any circumstances
- Items may not be hung or displayed on windows, doors, railings, or siding. This includes:
 - Towels, banners, signage, blankets, antennas, or personal decorations visible from outside
- No changes may be made to exterior lighting, doors, screens, or paint colors without prior Board approval

Patio & Common Area Guidelines

- Tarps, broken furniture, or visibly deteriorated items are not allowed
- Pools must be emptied and removed daily and not left on grass overnight
- No storage of bikes, bins, or personal items on grassy areas or sidewalks

Garbage and Recycling

Receptacles must be:

- Placed out only the night before scheduled pickup
- Stored neatly up against the building with lids closed after pickup