



5582 South 27th Street
Milwaukee, WI 53221

CONDOMINIUM RULES

CONDO RULES

(I) General, (II) Arbitration Procedure, (III) Sanctions or Penalties	25
(A) Parking	26
(B) Speeding	27
(C) Real Estate Signs and Sale Information	27
(D) Flammable Liquids	27
(E) Motorized Vehicles and Non-Motorized Equipment	27
(F) Pets	28
(G) Nuisance Noise	28
(H) Pool Rules	29
(I) Maintenance Fee and Special Assessment Delinquencies	30
(J) Unit Exterior Change Procedure	30, 31

I. GENERAL

- A. The purpose of these rules is to provide greater ease of living together and to prevent damage to the Parnell Woods Condominium Association common property. Accordingly, if a violation of any of these rules results in damage to Association property by a family member, and/or guest violating these rules the unit owner is solely liable to the Association for all damages caused thereby.
- B. These rules are not meant to be restrictive but are designed to provide an environment which will meet the needs and expectations of all homeowners.
- C. These rules may be modified, deleted, and additional rules may be added as deemed necessary by the Board of Directors. (Article V, Section 8, By-laws)
- D. In the event of a conflict between two or more residents, or the Board and a resident, as a last resort the Board of Directors may be requested to select an independent Rules and Arbitration committee to review and decide the issue.
- E. All complains must be written and submitted to the Board of Directors. The complaint must be signed, unsigned complaints will not be acted upon. The complaint will be reviewed and answered in writing by the Board President. In the event that the answer is unsatisfactory the complaint may be re-submitted to the full Board for review. If the complainant is still not satisfied they may request that a Rules and Arbitration committee be established to resolve the issue. The Rules and Arbitration Committee decision is binding on both parties.

II. ARBITRATION PROCEDURE

- A. Any homeowner who is the subject of a complaint receiving an assessment of damages or other disciplinary action may submit within seven (7) days of notification, a written intent to appeal, to the Board and request a Rules and Arbitration Committee. Upon receipt of the notice of intent to appeal, the Board of Directors shall convene within ten (10) days of notification with the disputing parties and select a Rules and Arbitration Committee.
- B. The Rules and Arbitration Committee will consist of one (1) member from the Association Board, to act as chairperson, and three (3) homeowners selected at random from a list of all homeowners. Those persons directly involved with the conflict and the remainder of the Board members will be excluded from the list. The Committee chairperson will have no power or vote to determine the outcome, only to ensure that the issue is resolved in a timely manner and to act as a legal representative of the Association.
- C. After the Rules and Arbitration Committee is established it shall, within seven (7) days, meet with all the disputing parties and decide what action, if any, should be taken. They may review all previous actions concerning the complaint and question any decision concerning the infraction. Members of the committee hearing a complaint must be neutral in regards to the parties involved and the specific complaint.
- D. If the person making the complaint fails to appear at the hearing, the complaint shall be dismissed.

III. SANCTIONS OR PENALTIES

NOTE: Unit owners are responsible for all costs incurred in enforcing rules (Article XII, By-laws)

- A. Informal letter of warning or reprimand.
- B. Assessment of damages, liquidated and/or actual.
- C. All other legal and judicial sanctions otherwise available.

IV. Rules

A. Parking (Article IX. Condo By-Laws)

The following set of rules governs parking in all areas of the complex. Except as noted below, the first violation will result in a written warning; all subsequent violations will be subject to a penalty for liquidated damages.

The Parnell Woods Visitor Parking Permit has been provided for each unit; this permit must be displayed in the vehicle parked overnight in a visitor parking space. Each unit is entitled to one and only one permit. If a permit is lost or destroyed, a replacement may be purchased from the Board of Directors for a \$2.00 replacement fee.

The permit shall be hung from a rear view mirror or placed on the driver's window with the orange address side facing the exterior. Any vehicle parked overnight without the permit will be towed.

Because of limited parking, residents may only use the two parking spaces reserved for themselves at their unit. If you have more than two vehicles for your unit, you must park them on the city streets. Do not use the parking permit to park your vehicle in visitor parking. In addition to being assessed liquidated damages of \$50.00 per occurrence, your visitor parking permit may be void and your vehicle towed.

Notify the Board member assigned to parking if s guest's car will be parked for more than one night

- 1) Fines will no longer be assessed for visitor parking violations, violators will be towed at owner expense if illegally parked. Towing begins 08-01-2017 at 12AM.
- 2) For the purpose of these rules, **unit owners shall be responsible for violations of their visitors.**
- 3) **Do not park in front of mailboxes at any time. Mail will not be delivered.**
- 4) Unit owners shall park in their driveways or carports only: Phase 1, park one car in the car port and one car behind it in the driveway; Phase 2, park one car in the garage and one car in the driveway-- not 2 in the driveway side by side. The vehicles shall not extend beyond the grass line. No parking in/along roadways at any time.
- 5) All vehicles must park in designated parking stalls and occupy only one space.
- 6) Never block or park in another unit's driveway without their permission, for any length of time.
- 7) No unit owner shall park a motor vehicle in designated visitor parking space; live in guests are also excluded from use of visitor parking.
- 8) All vehicles parked overnight in Visitor Parking shall display a Parnell Woods' Visitor Parking Permit.

- 9) Any motorized vehicle which is inoperable shall be determined to be illegally parked and liquidated damages shall be assessed.
- 10) All camping trailers, trucks, cargo vans, trailers, or non motorized vehicles cannot be parked in any area of Parnell Woods. Parking spaces are for passenger vehicles only and no boats, trucks, trailers, or other vehicles or objects shall be placed in or around the parking spaces assigned. (Article IX, Section 2, BY-laws)
- 11) No one is allowed to loiter and egress as set forth in Section A of these rules shall be subject to a fine of \$50.00 per incident.

Note: Pick up trucks (Half ton or under without a camper body) passenger vans, and SUV's used for personal transportation are allowed.

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26.1

Note: If you notice anyone violating our parking rules, please contact the Board member assigned to parking with the following information: location of the vehicle, the violation being committed, the license plate of the vehicle, the color and model of the vehicle. Also it would be of great help if you would happen to know the unit number of where the violator lives or is visiting. The assigned Board member will then check into the situation and see that the matter is resolved. *The person providing the parking violation information is never revealed to the violator. Once the Board member is notified, it becomes an issue between the Association and the violator.*

B. Speeding

1. **A 5 mile per hour speed limit is in effect throughout the complex.**

C. Real Estate Signs and Sale Information

1. Real estate signs can be displayed only on weekends when someone is on premises to show the unit.
2. Open houses during the week need permission of the Board to display a sign.
3. The following items must be transferred to the buyer from the seller. If not, they will need to be purchased for the Board of Directors at the following cost:

a. Book including Declaration, By-Laws & Rules	\$10.00
b. Pool key	\$25.00
c. Visitor Parking Permit	\$ 2.00
d. Maintenance Fee coupon book	\$10.00
e. Special Assessment coupon book	\$10.00
4. New buyer should be notified of the non-refundable transfer of ownership fee of \$500.00 due at the time of sale,

Note: Seller should have buyer review the Condo Rules regarding installation of phone lines, cable television and lines, satellite dishes and lines and the need for prior Board approval (letter of approval) Seller should apprise the buyer that the buyer assumes responsibility and liability for pre-existing equipment in the unit, whether there is a letter of approval from the Board for installation or not.

D. Flammable Liquids

1. Gas, gasoline, and other flammable liquids (except paint thinner and cleaning solvents) may not be stored in any unit.
2. All gasoline-operated equipment must be emptied before being brought into any unit.
3. No flammable gas cylinders can be stored in any unit once the manufacturer's seal has been broken.
4. Paint thinner and cleaning solvents can be stored in any amount not exceeding one gallon. In total. All containers must be sealed and stored in cool areas.

5. No outdoor burners, fire pits or outdoor fireplaces are allowed per City Ordinance and Insurance concerns.

Note: No fireworks, firecrackers, bottle rockets, sparklers, etc. are allowed at any time in the Parnell Woods Condo Association.

E. Motorized Vehicles and Non Motorized Equipment

1. Mini-bikes, go-karts or any vehicles other than non-licensed not to be operated on the grounds, except for ground maintenance vehicles or other vehicles authorized by the Board of Directors.
2. If work must be done on a vehicle, which will disable it for over 24 hours, approval must be granted by the Board of Directors.
3. No cars can be left on stands of any sort.
4. Skateboards, scooters, bicycles, roller skates/roller blades are not allowed on the roadways, parking areas, sidewalks or other grounds within the Parnell Woods Condo Association. Unit owners are responsible for violations committed by their visitors.

F. PETS

1. All pets, as required by the City of Milwaukee Ordinance, must be licensed.
2. Pets must be registered with the Condominium Association by owner's name and unit number, pet's name, animal breed, City license number, and proof of rabies vaccination.
3. A maximum of one (1) dog and one (1) cat is allowed per unit; not two (2) dogs, not two (2) cats.
4. No vicious breeds of dog are allowed as defined by the City of Milwaukee (Milwaukee Ordinance Chapter 78-22). No exotic pets are allowed.
5. All dogs are limited to small-medium breeds.
6. No pet is allowed to run loose. They must be on a leash. No pet is to be tied out of doors alone (i.e., without a person present).
7. You are responsible for picking up all of your pet's waste and properly disposing of it immediately. A \$50.00 fine will be levied if warnings are ignored.
8. It is the pet owner's responsibility to repair or replace any article or property damaged by their pet. Liquidated damages may be assessed for any property damages.
9. No pet houses, sheds or exterior structures for pets and animals are allowed; this includes bird feeders.
10. Complaints about pets are handled by the Department of Neighborhood Services Environmental Health Section of Milwaukee (414-286-5771). Those complaints include, but are not limited to: abused animals, unlicensed pets, too many pets per unit, animal bites, etc. Contact the police for stray animals and animal bites at 414-933-4444.
11. No bird feeding stations or spreading of birdseed on the ground is allowed.
12. A \$50.00 fine will be levied if warnings are being ignored.

G. NUISANCE NOISE

1. Making excessive noise, using offensive language or engaging in activities which unduly disturb neighbors is not allowed.
Contact police at the non-emergency number: 414-286-2489 (#3)
2. Televisions, radios, stereo systems, etc. must be operated with consideration for neighbors at all times. Special consideration and attention must be given to maintaining quiet after 10:00 PM.
3. Failure to abide can result in liquidated damages up to \$50.00 per occasion.

H. POOL RULES

1. All persons using the pool do so at their own risk. There will be no lifeguard.
2. No child under the age of 13 is allowed in the pool unless accompanied by his/her parent or designated adult guardian.
3. No teenage residents (13-18 years of age) are allowed in the pool, by themselves, unless accompanied by a "Buddy".
4. **HOURS:** The pool opens at 9:00 AM every day and closes at 10:00 PM, Except: Fridays and Saturdays it closes at 12:00 AM.
5. The pool is primarily for the enjoyment of Parnell Woods' residents. Guests will be permitted when accompanied by an adult resident. Private pool parties are not permitted.
There is a limit of 4 guests per unit at one time.
6. **NO DIVING.** Jump in from the side of the pool at your own risk. Running or unruly behavior is not permitted at any time.
7. No loud music is allowed at the pool.
8. The pool may be closed at any time due to inclement weather, repairs, or cleaning.
9. Pool furniture is not to be removed from the pool area or placed in the water at any time.
10. Only cans, soft plastic, or paper containers are allowed in the pool area. Absolutely, **NO GLASS.** All trash and refuse should be disposed of properly. Dispose of cigarette butts in the proper containers.
11. Scuba equipment is not permitted in the pool or pool area at any time.
12. Use discretion when using rafts.
13. Non-pool related items are not allowed in the pool area; such as, but not limited to, roller blades, skateboards, bikes, wagons, etc.
14. Wet towels and/or wet swimsuits are not permitted in the clubhouse except for the hallway leading to the restrooms and in the restrooms.
15. The gate to the pool area and the door to the clubhouse bathrooms are to be kept closed and locked at all times. Don't open the door for anyone who knocks to gain entry. If they do not have a key, they don't belong in the pool.
16. Excess suntan oil and lotions should be washed off before using the pool.
17. Pets are never permitted in the pool or pool area, for any reason.
18. Do not enter the pool if you have any communicable disease or any open cut.
19. Shower before entering the pool.
20. Infractions of these rules may result in fines up to \$50.00 per incident.

I. MAINTENANCE FEE AND SPECIAL ASSESSMENT DELINQUENCIES

The method of maintaining Association Property is by payment of the maintenance fees and special assessments. It is not fair to the greater majority of the people who make their payments, and on time, to have people who do not. We hope that any action on our part, with respect to filing of liens, will not be necessary; however, rest assured, it will be dealt with as stated. (Article VII, Section 3, Condo By-laws)

- a. Maintenance fee and special assessment delinquencies are not subject to appeal.
- b. **All maintenance fees and special assessments are due by the 15th of each month.** Any payments received after the 15th of the month will be charged a \$25.00 late fee per payment. If you have a valid reason for being late with your payment(s), contact the Board as soon as possible to discuss a possible waiver of the late fee(s).
- c. Unit owners will be notified in writing of the late fee which is due the 15th of the following month.
- d. In the event that a late fee is not paid within three (3) months, starting with the fourth month, the late fee will be increased by \$25.00 each and every month until paid.
- e. Failure to pay the late fee could result in a lien being placed against the unit.
- f. If any action must be commenced to foreclose on the lien (a procedure which is similar to a foreclosure of a mortgage), the unit owner will ultimately be responsible for all due maintenance fees and/or special assessments and costs incurred in that action, including actual attorney fees.

J. UNIT EXTERIOR CHANGE PROCEDURE

You must have permission, in writing, from the Board of Directors prior to ANY changes to the exterior of your unit. (Article VIII, Section 3, Condo By-laws)

This includes, but is not limited to, the following items:

Addition or replacement of doors and windows, including storms;

Exterior painting of doors, windows, patios, etc. for proper color;

Addition of, or changing, exterior lights (only certain types allowed);

Installing cable TV service, satellite dishes, phone lines in your unit, exterior lines/cables shall enter at ground level with any 2nd story lines/cables run up through the interior, any lines/cables coming down from the eaves near the roofline shall be tucked discreetly along roof lines, rain gutters, etc. before entering the unit at the ground level with no dangling exterior lines;

Attaching any item to the exterior surface of your unit;

Removing/replacing any bushes or trees near unit;

Installing a wooden patio deck;

Any change which requires penetrating the roof or exterior wall (includes high efficiency furnaces, fireplaces, satellite dishes, cable TV, phone lines).

J. UNIT EXTERIOR CHANGE PROCEDURE (CONTINUED)

Patio and carport areas are to be kept tidy and not used as storage areas.

The installation of fencing, construction of sheds or other structures is not allowed.

Porch lights may be brass or in the brown spectrum of earth tones. If you opt for a motion sensor light, you may also consider black.

Exterior entry doors may be full steel or wood. You may opt for a window, but it may not exceed 40% of the total height of the door, and the glass is to be in the upper half of the door. The color of the exterior of the door shall complement the siding and trim (for example, almond, tan, brown). Any door installed must comply with the city building codes.

To seek permission, drop a note into the Clubhouse mailbox describing your request; including a sketch, or other information, showing the desired change, if applicable. You will be contacted or receive written authorization within fifteen (15) business days. Some of the changes requested may require maintenance agreements which must be settled prior to the granting of permission.

This is done, not to restrict changes, but to ensure compliance with Condo By-laws and conformity with the rest of the complex, to inform the Board when anything is being done to the common elements which may affect the integrity, maintenance costs, and appearance of the complex.

Failure to comply with these rules may result in a fine and/or removal of non-compliant revisions. If permission has not been obtained from the Board, the owner bears the responsibility and liability for any necessary repairs and/or removal.

BUYER - SELLER STATEMENT

Unit Address: _____

Unit Owner: _____

Buyer Name: _____

Unit Maintenance Fee: _____ Due Date: _____

Last Payment Date: _____ Arrears: _____

NOTE: Common area insurance, sewer, and water are included in Maintenance Fee.

Insurance Agent: _____

Phone No.: _____

Policy Period: _____

NOTE: Transfer of ownership fee (payable to Parnell Woods Condo Assoc.) is \$350.00, and is due at time of closing.

Assessments Due: _____ Due Date: _____

NOTE: Owner must turn over to Buyer the following item, not later than 15 days prior to closing:

Disclosure packet with this page completed and a copy of the current budget statement.

NOTE: Owner must turn over to Buyer the following items, prior to or at closing:

1. Condominium documents
2. Pool key
3. Visitor parking permit
4. Maintenance fee coupon book
5. Special assessment coupons (if applicable)

Association waives the right of first refusal

Copy of financial statement and budget report attached

Prepared by:

Signature: _____ Phone No.: _____

Title: _____ Date: _____

N) Outside Grills, Barbeques, Fire Pits, outside Heating Units.

1. There is a maximum of 2 grills per unit. Grills are defined as anything you use a heat source to cook or smoke food in.

2. All grills need to be 15 feet away from the buildings when in use. You may use common element to grill- if it does not interfere with traffic from cars. The grill must be returned to where it is stored the same day after it cools.

3. Grills are not permitted on 2nd floor balconies.

3. Grills need to be attended to at all times

4. Fire pits are not allowed.

5. You may not grill under a carport or in a garage.

5. Outside heating units are not allowed within the condo area. They **cannot** be used in garages.

O) Estate, Yard and Garage Sales

1. Estate, yard and garage sales are not allowed. This is due to parking issues, problems with entering and exiting the association and possible damage to common element.

2. If this rule is violated, there is no warning letter. The owner will be fined \$100 as soon as the Board of Directors is notified.

F) Pets.

We are changing the rule to align with the city of Milwaukee regulations.

3. A maximum of 3 pets are allowed.

5. We are removing the size requirement from the rules

11. Owners /Renters are not allowed to put any food outside for pets, wildlife or birds.

All other city of Milwaukee laws about animals apply to the residents of Parnell Woods.

J. Unit Exterior Procedure.

Unit Owners may not install anything into the Hardiplank on the unit. This violates the warranty. There are items for sale that will not puncture the Hardiplank.

Unit owners may not puncture the walls around their patio to hang items.

P) Interior remodeling

Unit owners are permitted to remodel their units. The board requires that you notify the board of any remodeling. The board needs to know if any common element will be altered or if load bearing walls are involved. The Board needs to know if a dumpster is needed and work with the owner for placement of it. Dumpsters are permitted at times for very short periods of time. The Board also needs to know the dates of the remodel in order to coordinate any work the board may have planned.

Q. Being Neighbors

1. No one is allowed on the patios or decks of another unit- unless they have permission. No one is allowed to look in other people's windows. Patios are considered part of the unit they are attached to. We live close to each other and need to be respectful of other people's privacy.

2. Nothing is to be stored in common element. This includes the area near your patio.

R. Garbage and Trash

1. Unit owners are responsible to know the days trash and recyables are picked up. The containers provided by the city may be put out- no sooner than the night before. They must be returned to their storage area on the day they are emptied.
2. Extra trash that does not fit in the containers must be put in bags near the container.
3. Extra trash includes anything you want the city to pick up.
4. If you have called for a special pick up- please contact the board through Homeowner's Services.

S. Signs

1. Celebratory signs are allowed for 2 weeks. Examples include- birthdays, graduations, weddings, retirements. Signs may be up to 25 inches in height and 20 inches in length.
2. Political signs are not allowed on association grounds. Bumper sticker sized signs are allowed inside the unit owners windows.
3. No other signs are allowed within the association

Reminder Rules- not a full list. Just important ones for summer.

A. Parking

1. Do not park in front of your unit or anyone else's. Your company may not park there.
2. Owners are not permitted to park in visitor parking at any time.
3. All visitor vehicles parked overnight must display a Visitor parking Permit given out by the Condo. All cars parked overnight without a permit are subject to being towed. Make sure the permit is visible and legible. If it is not, it may be towed. The Board has no control over the towing.
4. A 5 mile an hour speed limit is set for inside the association.

F. Pets

1. You are responsible for picking up your animal's waste.
2. All animals that reside in your unit- must be on a leash when outside.

Please note- Board members do not see every violation. Board members do not actively search for violations. We rely on owners to report violations. You may put a note in the clubhouse mailbox with the violation, unit number of the violation and your name. If you have a picture of the violation, please let us know in the note.

All notes must be signed by the person submitting it.

You may also call or email Homeowners Services.