RIVERSBEND CONDOMINIUM

RULES & REGULATIONS • POOL RULES • SNOW REMOVAL PROCEDURE

JANUARY, 2013

(Supersedes Green Rule Book dated April 2005)

IMPORTANT INFORMATION

DO NOT DESTROY OR MISPLACE

The information contained herein is compiled from your Riversbend Condominium Documents and policies adopted by the Board of Governors of the Riversbend Owners Association. The Board of Governors has responsibility for the administration and operation of the General Common Elements of the Riversbend Condominium Community.

Sub-Section Associations (Garden Homes, Ranch I, Ranch II, and Town Homes) may also have "Rule Books" relating solely to their section. This Book of Rules, together with your Sub-Section Rule Book and your Condominium Documents cover your **rights** and **responsibilities** as a Riversbend Condominium **owner** or **renter.**

Understanding and complying with these rules and policies is important to maintaining an esthetically pleasing, safe and healthy neighborhood and to harmonious living in our condominium community.

If you have questions about the rules/policies or need any other information about living in Riversbend, please contact a member of your Sub-Section Association Board or the Master Board of Governors. Names and phone numbers are available from the Secretary at the Clubhouse Office – 262-255-6600 or e-mail Riversbend@milwpc.com.

RIVERSBEND OWNERS ASSOCIATION, INC.
N97 W 17770 Riversbend Circle
Germantown, Wisconsin 53022
Phone: 262-255-6600 - Fax: 262-255-6036
E-mail: Riversbend@milwpc.com

CONDOMINIUM RULES AND GENERAL INFORMATION

VIOLATIONS

Any violation of the rules where a specific fine is not defined will normally be subject to an assessment of $50.00 per day, or an amount determined by the Board of Governors for as long as the violation(s) exist. Unpaid assessments may be turned over to the Association's legal representative for action or collection. This action may result in a lien being placed against the violator's unit and a suspension of all owner privileges. The Board will not be responsible for any cost or fees associated with this action.

RENTAL OF UNITS - A unit owner shall give a copy of a written condominium rental agreement or lease to the Riversbend Association within five (5) business days of signing. If a tenant breaches the declaration, bylaws or rules and regulations, the unit owner is liable to the Association for acts of the tenant, including fees, costs and assessments.

OWNERS ASSOCIATION FEES - Association fees are due on the first of each month and should be mailed to Riversbend Owners Association, N97 W17770 Riversbend Cir., Germantown, WI. 53022 or dropped in the slot in the front door of the clubhouse. You might find it convenient to arrange for a direct deposit. A $25.00 fine will be charged when any assessment (fee) is not paid within 7 (seven) days of its due date. When the fee is paid and if the $ 25.00 fine is not paid; it will be added on the next month's fee with interest of 12% per year.

DRIVEWAYS, STREETS AND SIDEWALKS

1. Trucks - Only light duty vehicles with a valid truck license and a weight of no more than 6,000 pounds, will be permitted to park in provided parking areas within the condominium complex.

2. No unsightly materials may be stored in the box of a truck, and there may be no business lettering or displays on the doors or body of any vehicle.

3. Parking behind garage doors in Ranch I, Town Homes or Garden Homes is not permitted. Parking overnight on driveways in Ranch II is not permitted.

4. Parking on Riversbend Circle E. and Riversbend Circle W. is allowed on east (sidewalk side) only. Adequate room is required for emergency vehicles to navigate their equipment. Parking on streets from 2 a.m. to 8 a.m. December 1st through April 30th is not permitted.

5. Inoperative or leaking cars may not be left on roads, driveways or parking areas. Asphalt damaged due to leakage will be repaired at the vehicle owner's expense, auto repair/maintenance is not permitted on driveways or parking lots.

6. Garage doors may not be left open while the garage is unattended for extended periods of time. To air the garage, doors may be left open one to two feet.

7. Motorists must comply with the posted speed limit.

8. Driveways between Riversbend Cir. E. and Rivercrest are the property and responsibility of Garden Home owners; **therefore driveways between Riversbend Cir. E. and Rivercrest are not to be used by any motorists other than those dwelling in, or providing service for, the Garden Homes.**

9. Sidewalks are provided for the use of walkers and runners. Streets are provided for the use of vehicles. For the safety of all, we ask that walkers and runners refrain from walking or running in the streets.

10. Bicycles, roller skates, roller blades, skate boards or motorized vehicles may not be operated on the sidewalks, or within the pool area or on the tennis courts.

PETS

Pets are strictly prohibited on the site of Riversbend Condominium property grounds and buildings. This includes caring for pets of others or pets of guests. The term pet includes dogs, cats, birds and any creature other than human. Violations of this rule are subject to:

1. A **$75.00** fine for each day the violation continues after written notification. If the fine is not paid immediately, it shall become a lien against owner's property.

2. All attorneys' fees shall be paid by violator or become a lien against the owner's property.

MISCELLANEOUS RULES:

1. Snow must be removed from balconies of all units within 24 hours after snowfall.

2. Grills - the use of any type of grill in garages is a fire hazard and is **STRICTLY PROHIBITED.** Charcoal grills of any type, even with a pan underneath, **are not to be used on any wooden balcony or deck**. They may be used only on the grass or on concrete/asphalt surfaces.
   • KEEP **A MINIMUM OF ONE FOOT AWAY FROM BUILDINGS.**

3. Loud music, noise or disturbing neighbors is not permitted.

4. Holiday decorations - Christmas decorations must be removed by February 1st or the staff will remove them at the owner's expense. Lighting for all other holidays must be removed no later than ten (10) days following the holiday.

5. Signs are not allowed. Temporary "For Sale" or "Open House" signs no greater than 3 square feet can only be displayed during periods of open houses and not overnight.

6. Rummage sales are not allowed on Riversbend property.

   ** **SEE PUBLIC SALE OF PERSONAL PROPERTY** (See page – 4)

7. Birdhouses, hanging plants, feeding wildlife: bird feeders shall not penetrate weed barrier - any resident hanging bird feeders or hanging plants outdoors will be responsible for keeping the surrounding area clean. The feeding of ducks and geese or supplying food to any other animal is **STRICTLY** prohibited.

8. A "work order" is mandatory before any work can be done by the grounds manager or staff for individual residents or Sub-Sections. DO NOT phone the office/clubhouse with complaints or requests to have specific work done. Contact your Sub-Section Association officers who will implement the correct procedure for your request or complaint.
   Our personnel can not do the requested work without an approved work order.

9. Ranch II only: Mailbox nameplate/address must have prior approval by Sub-Section and must have uniformity in size and color. These are ordered through the office.

TENNIS COURT:

Tennis court is available for use of all residents and guests. They may be reserved for 1 hour intervals by entering your name, date and time on the board mounted at the southeast corner.

1. Guests must be accompanied by and remain with resident at all times.
2. No more than 3 guests per resident.
3. Tennis shoes must be worn.
4. Only players and the equipment required to play tennis are allowed on the court.
5. When you start play, enter time of starting to be fair to those waiting.
6. One hour time limits are maximum when others are waiting.
7. Violation of rules will result in suspension of privileges.
8. Reservations for playing time are invalid if court is not in use within 5 minutes of reserved starting time.

PUBLIC SALE OF PERSONAL PROPERTY

SALE OF A UNIT and/or SETTLEMENT OF AN ESTATE:

A public sale of personal property is allowed if a unit has been sold or to settle an estate. A "Personal Property Sales Authorization" form must be completed by the resident or executor of the estate and approved by the Board of Governors. The forms are available from the Riversbend office.
Any resident that executes a public sale of personal property without a "Personal Property Sales Authorization" form approved and signed by the Board, will be subject to a fine of $ 1,500.00.

SPECIAL CIRCUMSTANCES AUTHORIZATION:
On occasion, there may be a special circumstance (other than the sale of a unit or the settling of an estate) that necessitates a sale of personal property. Should that occur, the Board will review the situation and make a determination if a sale is appropriate. **No such sale of personal property may proceed without prior approval of the Master Board.**

DEPOSITS/FINES
All sales of personal property require a $ 500.00 refundable deposit. A forfeiture of the deposit will occur for any violation of the rules and regulations governing the public sale of personal property as defined in the "Personal Property Sales Authorization" form.

CLUBHOUSE:

Open Hours: Office - Monday through Thursday 7:30 a.m. to 12:30 p.m.
Clubhouse - Monday through Friday 7:30 a.m. to 4:00 p.m.

The office manager is available Monday through Thursday 7:30 AM. through 12:30 PM.
The Clubhouse is available to residents for socializing and use by the Master Association and Sub-Section Associations for meetings and events. Residents may also rent the Clubhouse for private parties. It is not available to residents or outside groups for business, political or other types of meetings. **Smoking is not permitted in the clubhouse.**

CLUBHOUSE RENTALS:

Owner/ResidentPrivate Parties:
The person renting the Clubhouse must be an owner or resident, must pay the fees and must be a part of the group using the Clubhouse for a party or event. To rent the Clubhouse, contact the office to reserve a date and obtain a Clubhouse Rental form. There are two fees - a $ 40.00 non-refundable rental fee and a $ 75.00 deposit which is refunded if the premises are left in the same clean condition prior to use. The fees must be remitted with two separate checks (one for the rental, one for the deposit).
Association Use:
There is no fee for any event sponsored by the Riversbend Association or any Sub-Section Associations.

MISCELLANEOUS INFORMATION

SELLING OR MOVING:

1. To keep our records accurate, you must inform the office when you have listed your unit for sale, will be moving out of your unit for more than THIRTY DAYS, or are contemplating leasing/renting your unit.

2. It is your responsibility as an owner to provide a current copy of the condominium disclosure material required by the State of Wisconsin. The condominium disclosure materials include copies of the Condominium Declaration, By-Laws, Rules and Regulations, together with an Index of Content, Articles of Incorporation, Current Year's Association Budget, latest annual association operating statement and any Amendments to any of these documents.

3. It is the unit owner's responsibility to **RETURN POOL KEY AND ID CARD** to office so that a new ID card and key can be provided to the new owner of the unit. Ranch II only: It is the new owner's responsibility and expense to notify the office of their address so a new mailbox name plate may be ordered.

4. Inform office of owner's phone number and alternate phone numbers and address of absentee owner. Unlisted, unpublished numbers will be held in confidence and used only by staff and association officers.

5. A copy of the rental lease must be filed within 5 days to the Association office along with owner and tenant phone numbers. Unit owners shall be liable to the Association for any infraction of the rules by tenants.

COMPLAINTS:

Complaints should be reported to one of your Sub-Section Association officers. If you feel that the problem has not, or cannot be resolved at the Sub-Section level, you may appear before the Riversbend Association Board of Governors. The Riversbend Association Board meets the second Monday of each month at 7:00 p.m. at the Clubhouse. All meetings of the Master Board Association and for Sub-Section Association Boards are open to residents. Complainants must identify themselves by name and unit number at any meeting.

PLANTINGS - No plants or ornaments are allowed in mowing areas. Plantings outside of immediate patio or deck areas must be discussed with Sub Section Association boards.
Ranch II owners should consult the Ranch II Association Guidelines and Policies booklet. Garden Homes shall use containers and not in-ground planting.

BUILDINGS OR GROUND CHANGES:

Any outside building or ground changes you may want to make should first be discussed with your Sub-Section Association Board. Again, issues that cannot be resolved at the Sub-Section level may be brought to the Riversbend Association Master Board of Governors.

OWNERS RESPONSIBILITY:

Owners are responsible for windows, exterior doors and overhead garage doors and water heaters. Other responsibilities vary depending on the type of unit you own (Garden Homes, Ranch I, Ranch II, Town Homes). If you have questions, consult your condominium documents or contact your Sub Section Association Board.
Any replacements shall conform to specifications of the appropriate sub-section association.

WATER SOFTENER:

Water is provided by the Village of Germantown and is individually metered. The water is relatively hard. The use of a water softener is recommended to prevent permanent damage to your pipes and fixtures. Garden Homes has a water softener included in the maintenance fee. All other units are built with plumbing attachments for easy installation of a water softener. Except in Garden Homes, water softeners are the responsibility of the unit owner.

MAIL

Riversbend has no control over mailbox assignment or mail delivery. If applicable to your sub-section you must go the Germantown Post Office for an assignment and a key.
The Germantown Post Office is located at W156 N11304 Pilgrim Road. Phone: 262-251-5520.

Ranch II only: Mailbox nameplates for Ranch II units must be ordered through the Clubhouse Secretary. The owner must pay the cost of the nameplate.

OTHER DELIVERY SERVICE:

Riversbend assumes no responsibility for deliveries/services to a unit where no one is at home to monitor the situation.

GARBAGE, TRASH AND RECYCLING:

GARBAGE:

Garbage is picked up by the staff on a regular weekly schedule:

Monday	Town Homes
Tuesday	Ranch II - Units D21-D30, D57-D78, D95-D98 & Appletree Crt.
Wednesday	Garden Homes
Thursday	Ranch II - Units D1-D20, Mulberry and Bramblewood Crts.
Friday	Ranch I and Ranch II - Sherwood and Lilly Crts.

If your pickup day falls on a holiday, it will be picked up by staff on the next working day.

Garbage must be secured in a strong plastic bag and tightly tied.
Put your garbage out on the morning of the pick-up before 10:00 a.m.
► **Do not put it out the night before!**

RECYCABLES: (use green/yellow containers)

Recyclables are picked up by Waste Management every other Thursday. **Green/yellow-containers for recyclables** are to remain with your unit. If you move, you must leave this container for the next occupant.

These items may be placed in your green/yellow container for pick-up:
Glass - brown, green and clear
Bi-metal and aluminum cans
Number 1 through 7 plastics (caps & covers allowed only if they have the triangle mark)
Newsprint in paper grocery bags (do not use plastic bags)
Magazines and telephone books (tied or in paper bags)
Corrugated cardboard cut in 2 ft. x 2 ft. pieces, flattened and tied
Office paper and paper board

HAZARDOUS WASTE:

Paint may be dried in its container, soaked up and dried with kitty litter or painted onto cardboard or wood and then disposed of with the garbage.
Pesticides or household hazardous waste should be stored at home for disposal during a "Clean Sweep" program. For information on the "Clean Sweep" program call the Village of Germantown – 262-253-8250.
By law, vehicle batteries must be taken by the dealer when you purchase a new battery.
Oil and antifreeze are accepted at the Village's Recycling Center (262- 253-8276). The center also accepts paper, cardboard and yard waste.

DUMPSTERS AND OTHER WASTE MATERIALS:

Residents may use the two dumpsters behind the Clubhouse for additional disposal of **non-toxic** wastes.
Hazardous waste, cardboard boxes or yard waste **may not** be placed in the dumpsters or left at the dumpster site. Offenders can be fined.
DO NOT use the dumpsters to dispose of any of the following:
Appliances - refrigerators, freezers, air conditioners, humidifiers, televisions, microwaves, stoves, dishwashers, dryers, water heaters, dehumidifiers,
Furniture, mattresses, springs, inner springs, carpeting, sofa, day beds etc.
Tires, rims or other large car parts
Mechanical equipment such as lawn movers, engines, bicycles, grills, scrap metal, etc.
Hazardous material such as paint, car batteries, oil, etc.

YARD WASTE:

Yard waste (leaves, plants, dirt, branches, etc.) will not be picked up and it must be taken to the designated yard waste area. This area is located behind the storage building on the north parking lot of the Garden Homes section. All yard waste must be removed from the plastic bags or containers prior to disposal.

HOW TO DISPOSE OF DIFFICULT ITEMS:

If you purchase a large item, such as an appliance, mattress, sofa ask your dealer to remove the item it is replacing.
If the old item is still useful, donate it to a charity that will pick it up (Purple Heart, Disabled Vets or St. Vincent DePaul).
Haul the item to one of the dumpsites listed below (if you can) or call the waste contractor to arrange for a special pick-up.
Our grounds staff can haul an item away if:
1. You ask your section Association President to give the grounds manager a work order to pick the item up and dispose of it for you.
2. You place the item to be discarded in your garage.
3. You pay a $ 50.00 fee plus the dumpsite fee. To verify the dumpsite fee, you will be provided with a copy of the receipt from the dumpsite.

THE FOLLOWING DUMPSITES WILL ACCEPT LARGER ITEMS FOR A FEE. CALL AHEAD.

Waste Management of Milwaukee
Orchard Ridge Landfill
N96 W13503 County Line Rd.
Menomonee Falls, WI.
262-253-8620

Batteries Plus (takes car batteries)
N96 W18355 County Line Rd.
Menomonee Falls, WI.
262-255-0222

Refrigerant Recovery, Inc. (takes refrigerants)
1125 W. National Avenue
Milwaukee, WI.
414-643-7740

**If you have additional questions about disposal of waste materials, please call someone on your Sub-Section Association or grounds manager at clubhouse at 262-255-6600