EMBASSY CONDOMINIUM HOMES ASSOC. INC.
OVER 55 COMMUNITY (HOPA)

RULES & REGULATIONS

INDEX

		Page #
Fines		1
Notice and Orientation		1
#1	Assumption of Liability	1
#2	Security	1
#3	Smoking	2
#4	No Solicitations	2
#5	Bulletin Boards	2
#6	Outside Decorations	2
#7	Elevators	2
#8	Laundry Rooms	2
#9	Refuse/Recycling Room	2
#10	On Floor Storage	3
#11	Underground Storage	3
#12	Garage/Indoor Parking Stall	3
#13	Parking	4
#14	Children	4
#15	Nuisances	4
#16	Christmas Trees	4
#17	Fireworks	4
#18	Pets	5
#19	Bird Feeders	5
#20	TV	5
#21	In-Unit Washer/Dryer	5
#22	Water Heaters	5
#23	Smoke Alarms	5
#24	Move In/Out Fees	5
#25	Watering the Grass	5
#26	Assistance Animals	5
#27	Scavaging Garbage/Recyclables	6
#28	Gas/Charcoal Grills	6
#29	Rental Storage Rooms	6

	Page #
#30 Reimbursement Policy	7
#31 Credit Card Use Policy	7
#32 Surveillance Camera Policy	7
#33 Password Security/Computer Usage Policy	8
#34 Guidelines for Owners Selling	9
#35 Guidelines for Cleaning Out Units	10
Clubhouse	11
Passageway	12
Patio/Balcony	13
Pool	14
Recycling	15
Remodeling and Modifications	16
Remodeling/Modifications Form	17
Garden	18

EMBASSY CONDOMINIUM HOMES ASSOCIATION, INC.
OVER 55 COMMUNITY (HOPA)

RULES AND REGULATIONS

Revised 2/11/25

FINES

The revised State Statute (703.24) (2) allows for fines for violations of our declaration, by-laws, or rules. A fine of $25.00 per day, per violation has been established by the Embassy Board of Directors. Owners are responsible for tenants' fines if not paid within 30 days and will receive a copy of the violation letter. Fines are assessments (703.165) (1) and, if not paid, will become liens. At least one warning will be given and a Grievance Committee, consisting of non-board members, can help resolve issues.

NOTICE AND ORIENTATION

Owners and/or **rental unit owners** must notify the office upon listing a unit for sale or rent. All necessary forms will then be sent to the owner and/or listing realtor. All **Buyers/Renters** must contact the office to schedule an orientation before moving in. **The office must be notified of any additional person(s) moving into a unit. Some may need Board approval. (Please see sections #34, #35 for additional information.)**

1. ASSUMPTION OF RESPONSIBILITY

Each owner is responsible for the behavior of all occupants of their unit including family members, employees, tenants, and guests and shall assume the responsibility of making them aware of the policies of the Embassy Condominium Association including those set forth in these Rules and Regulations.

A. Owners are responsible for any damage caused to the common property by themselves, their family members, employees, tenants and/or guests.
B. **Owners desiring to modify or alter their units, or any "Special Limited Common Areas" (Declaration Article VI, Sec. 6.02) must first obtain Board approval. (See page 16 & 17)**
C. Any property left behind when a resident moves becomes the property of the Embassy and after 30 days will be disposed of.
D. Owners must show proof of homeowners insurance.
E. All Rental Units require a minimum of a year's lease for any new tenants moving into the community.

2. SECURITY

This is a secure building and all exterior doors of the Embassy buildings (lobby, garage, end stairwells and clubhouse) shall be closed and always locked unless attended. Do not give anyone entry if you do not know who they are.

A. Doors to individual units are to be kept always closed for added security, noise control and to eliminate the escape of cooking odors.
B. Two (2) numbered security keys have been issued and recorded to each owner and must be transferred upon selling your unit. Two (2) additional keys may be purchased at a cost of $18 each. No more than four (4) keys per unit will be issued. There will be a $50.00 fee for any lost or stolen key replacements. **All security keys remain the property of the Embassy Condominium Association and must be transferred upon the sale of your unit.**
C. **Garage door remotes are restricted to residents only and must be transferred upon the sale of your unit**. When purchasing a new remote you must turn in the old one. **No more than two (2) remotes are allowed per unit. (Please see #32 and #33 for additional security policies)**

3. SMOKING

Smoking is **prohibited** in any **enclosed common** areas of the Embassy including the clubhouse, elevator, lobby, corridors, stairwells, laundry rooms, storage rooms, refuse rooms or anywhere in the basement/garage area. Smoking is **prohibited within 20 feet of any entranceway to ALL Embassy buildings**. (Including Clubhouse)

4. NO SOLICITATIONS

No trade or commercial solicitations or door-to-door canvassing by outsiders or residents are permissible in or about the condominium property.

5. BULLETIN BOARDS

Bulletin boards are for positive informative notices such as signup sheets, death notices, thank you notes or announcements pertaining to the Embassy residents. Notices of a personal nature are limited to the laundry room bulletin boards only and **must be signed and dated**. They should not be left up more than two weeks.

6. OUTSIDE DECORATIONS

No decorations are to be affixed to or around entrance doors of either the South or North buildings or clubhouse without Board approval.

7. ELEVATORS

Please do not hold doors open unnecessarily as others may be waiting for the elevator. Grocery carts are available for transporting goods up the elevator and are stored in the elevator room. Use care when maneuvering in the elevator room. **Please return carts promptly.**

8. LAUNDRY ROOMS

Please wash only on the floor you live on and read all instructions posted in laundry rooms.

A. When washing before 7AM or after 10PM please close the laundry room door so you do not disturb nearby residents.
B. Check the time and please remove your clothes promptly from washers/dryers so that others may use the machines. Clothes not removed in a timely fashion may be removed from the machines. Any clothes left in the laundry room more than 24 hours will be removed.
C. Wipe off washers/dryers and clean lint screens when done. Take empty bottles to the recycling room.
D. Non-working residents are encouraged to leave evenings and weekends free for use by working residents.
E. **Please follow the directions posted in each laundry room if there is an issue with a machine.**

9. REFUSE/RECYCLING ROOM **(See detailed Recycling page 15 in this booklet)**

A. Read and follow the instructions in the refuse/recycling room in each garage.
B. Wash all empty cans, glass bottles or plastic containers and dispose of them in the proper receptacles in the refuse/recycling room in the basement.
C. Place newspapers, magazines, mail, and paper in bins in the refuse/recycling room in garage.
D. Cardboard cartons should be broken and placed in the cardboard bins in the refuse/recycling room in garage.
E. Grease should be placed in the refuse/recycling room in a sealed container in the “Grease” bucket.
F. Plant disposal is your responsibility.

G.Trash, cardboard and recycling are not allowed in the garage on **Sundays**. If you need to dispose of yours please take it out to the back parking lot and place in the correct container.

10. ON FLOOR STORAGE

Areas are marked off with yellow lines on the floor of each storage room and numbered. Contents must be kept within these lines and neatly piled. Please inventory your property.

11. UNDERGROUND STORAGE

A. Individual underground storage lockers are intended for normal storage of personal belongings. Safety precautions dictate that no flammable, volatile or explosive materials should be stored in these lockers including oily rags, flammable thinners, or ammunition.

B. **No storage of any produce is allowed.**

C. Residents should periodically house clean their lockers.

D. Turn off lights when leaving the storage lockers.

E. Corridors adjacent to the underground storage lockers must always be kept clear. Nothing may be stored outside in the corridors or under stairwells.

F. Nothing can be stacked, placed, or piled higher than 82" from the floor. This is the top of the locker walls. Nothing can be hanging from the sprinkler pipe system. No electrical cords can be left plugged into the hallway outlets or hanging outside your storage unit when not in use.

12. GARAGE/INDOOR PARKING STALL REGULATIONS

A. Each unit has one assigned inside parking stall. When someone parks in a basement parking stall where the unit is either for sale or the owner is gone for an extended period of time written permission from the owner of the stall should be given to the Embassy office along with vehicle information. **Only residents are allowed continuous parking in garage stalls**. Exceptions may be made for visitors.

B. Please turn on your headlights when entering or exiting the garage and **drive slowly**.

C. Car washing is available but limited to resident vehicles only. Please rinse down the floor after you wash your car.

D. Auto and motorcycle maintenance including oil changes is prohibited (except for Embassy machinery) either inside or outside on Embassy property.

E. **There are 75 owner garage stalls in each building, one of which is legally assigned to each unit.** The Embassy owns a few additional stalls and uses them or rents them out to residents only on a first come first served basis. **Only one Embassy stall rental is allowed per unit.**

F. No parking in the garage except for designated stalls.

G. Please do not let your engines run any longer than necessary in the garage.

H. No garage stall vehicle can be larger than 21 feet long, 7-1/2 feet wide and 6 feet 8 inches tall. Any large vehicle must be parked in the center of their stall and as close to the front wall as possible. The antenna must not touch the lighting.

I. Any items stored in the parking stall must be placed against the front wall and within the stall space (8 feet). The following are allowed:

1. Closed cabinets or open shelving units with covered bins
2. Closed bins with lids
3. 1-2 bicycles
4. Personal transportation carts and mobility devices
5. Lawn chairs

6. Electric bicycle/motorcycle if small enough to fit within designated space

J. All items must be at least 18" from ceiling.

K. No garage stall vehicle can extend 31" beyond the cement columns.

L. Putting any signs and/or markings on the cement walls in the garage, which are considered common areas, must have prior written approval of the Embassy Board of Directors.

M. A plastic wrapped tire may be used as a bumper, but it is not recommended. Floor bumpers are allowed.

N. Your individual garage parking stall may only be rented to another resident. Please provide written permission to the office with name and vehicle information.

13. PARKING

A. Do not park in front of the lobby doors. This area is for pick-up and unloading only.

B. Overnight parking is not allowed in the circle drive or anywhere in front of the building. Overnight parking is defined as: Parking for more than 30 minutes between the hours of 11:00 P.M. and 5:00 A.M.

C. Resident parking in the circle is limited to 15 minutes to allow room for visitor parking.

D. **No parking in the garage except for designated stalls.**

E. Please do not let your engines run any longer than necessary in the basement.

F. Vehicles such as RVs, boats, ATV, Golf Cart, trailers, and commercial vehicles are limited to two (2) consecutive nights only in the Embassy parking lot in the rear of the buildings.

G. **ALL vehicles** kept on Embassy property **MUST be registered with current license plates.** Registered Vehicles allowed include cars, trucks, vans (under 21 feet), motorcycles and bicycles. Anything else parked on the premises requires Board approval.

H. Vehicles may only park in marked stalls in the **back parking** lot and not by the "island" on the south end. This "island" area needs to remain open so there is no interference with snow removal or access to our garbage and recycling containers by the City of West Bend and our waste management company.

14. CHILDREN

A. Children are not allowed to play/run in the corridors, storage areas, basement, or any other enclosed common areas. This is for the safety of everyone.

B. Children under the age of eight (8) shall not be allowed to operate the elevators unless accompanied by an adult.

C. Please refer to the Pool Regulations on page 14 regarding children.

15. NUISANCES

A. Consideration should be given to others when using your TV, stereo, radio, garbage disposals, dishwashers, and vacuum cleaners.

B. **NOTHING** is to be hung over your balcony railing. This includes rugs, towels, swimsuits, or clothing.

C. **NOTHING** should be swept, shaken, or thrown from your balcony.

16. CHRISTMAS TREES

No live, fresh cut trees or wreaths are allowed on Embassy property.

17. FIREWORKS

No fireworks of any kind are to be used on Embassy property for safety reasons.

18. PETS

No pets (**as defined by the Embassy Declaration Article XIV, Sec. 14.10**) are allowed on the premises at any time. This includes pets belonging to visitors.

19. BIRD FEEDERS

Bird feeders are not allowed on the premises or any feeding of birds or animals in any way as it attracts mice, moles, and other "critters".

20. TV

No direct TV hookups are allowed using satellite dishes mounted on the balcony/patio cement, railings, building or roof.

21. IN-UNIT DRYER VENTS

Any personal in-unit dryers vented outside the unit must provide proof of professional cleaning every three (3) years. Permission to install a washer or dryer or to vent an existing dryer outside the unit must be obtained from the Board of Directors.

22. WATER HEATERS

The City of West Bend requires all water heaters to be replaced by a licensed plumber. The plumber will obtain a permit from the city of West Bend and the City will inspect the installation.

23. SMOKE ALARMS

A minimum of two (2) smoke alarms is required (one in one-bedroom units) in the bedrooms or near the doorways. Embassy personnel will check them in November of each year to make sure the alarms are in working order. (**Most smoke alarms are only viable for approximately 10 years.)** If a problem is found a letter will be sent to the resident stating the problem. The resident will have 30 days to comply and prove that the problem has been corrected. If nothing is done a fine of $50 will be charged and $25 per month thereafter until the problem is corrected. You will be notified of the inspection date each year.

The Embassy must have a key for all units and cannot be denied access for any safety issues.

24. MOVE IN AND MOVE OUT FEES

A move in or move out fee will be charged to owners or tenants in the amount of $75 plus a $200 security deposit. The $200 security deposit will be returned if no damage is done. These fees are due two weeks before the move.

25. WATERING THE GRASS

There should be no sprinkling of the lawn by individual owners. Contact the Building and Grounds Chairman or the maintenance man to request permission.

26. ASSISTANCE ANIMALS

The Embassy Board of Directors must be notified, in writing by the unit owner/tenant, of a request to bring an assistance animal onto the property. Determination to allow an assistance animal on the property shall be made on a case-by-case basis. In the event the Board of Directors grants a reasonable request for an assistance animal, the unit owner/tenant or visitor shall abide by the following rules and regulations:

A. When in common areas assistance animal must be in the company and control of its owner, or someone on the owner's behalf, by leash or carrier. If these devices interfere with the animal's work, or its owner's disability prevents using these devices, its owner must maintain control of the animal through voice, signal, or other effective controls.
B. If an assistance animal must relieve itself outdoors it must be done in the grassy area to the east of the back parking lot and must be cleaned up after immediately.
C. Assistance animals must not make nuisance noises, such as barking, or be hostile to other residents.
D. Unit owner/tenant is responsible for any damage done to common areas by assistance animals.
E. No assistance animals are allowed in the pool.
F. Depending on severity and/or quantity of offenses the assistance animal may be evicted by the Board of Directors of the Embassy Condominium Association.
G. All assistance animals must be registered with the Embassy office and an identification tag shall be provided for the assistance animal which must be displayed prominently on the assistance animal.

27. SCAVAGING GARBAGE OR RECYCLABLES

Per the City of West Bend ordinance 11.11 it is unlawful to go through, sort or take anything from the refuse containers without City authorization. Therefore, the Embassy Condominium Board of Directors expressly Prohibits anyone, including residents, from violating this ordinance.
In the event of any violations of this City ordinance, or Embassy Condominium Association rule, the Board reserves the right to penalize the offender and/or report the violation to the City of West Bend at its discretion.

28. GAS/CHARCOAL GRILLS

The use of gas or charcoal grills is only allowed in an assigned garden plot and is limited to one grill per assignee. (i.e.: if a resident has 3 garden plots only one grill is allowed) The following regulations shall apply:

A. The grill owner is responsible for use of the grill and the proper disposal of ashes (if it applies).
B. The grill owner is responsible for any damage to Embassy Condominium property and liable for any injury due to use or placement of grill.
C. Propane tanks cannot be stored inside buildings or on patios/balconies. Propane tanks cannot be chained to the garden fence.
D. The Embassy Condominium Association is not responsible for any theft of grills or equipment.
E. Anyone placing a grill in their garden plot must first notify the Embassy office in writing via email or note to office.

Anyone not adhering to the above regulations shall have their garden and grilling privileges revoked. **This regulation may be revisited at any time by the Board of Directors.**

29. RENTAL STORAGE ROOMS

There is one rental storage room on each floor (old refuse rooms) that may be rented by any resident. **These rooms are for storage only.** The following rules will apply:

A. The rental is $35 per month to be paid quarterly ($105) with a one-month security deposit due at initial rental. These are on a first come first serve basis with seniority rule on duplicate requests.
B. One resident will be registered with the Embassy office per room. However, you may choose to share

C. your room with other resident(s) but the registered resident will be the one responsible.
D. Nothing may be attached to the walls.
E. No storage of flammable liquids, volatile or explosive materials, ammunition or produce is allowed.

The Embassy Condominium Homes Assoc. Inc. will have a key to each room and reserves the right to enter each room. The Embassy also reserves the right to discontinue rental of the storage room with a 30-day written notice to the registered resident.

30.REIMBURSEMENT POLICY

Any personal funds used to purchase items for the Embassy Association shall not be made without prior Board approval except in emergency situations. All reimbursement requests need to be submitted using the **EMBASSY REIMBURSEMENT FORM** (available from the office) and should be made in a timely manner.

31.CREDIT CARD USE POLICY

Credit card usage should be done by authorized personnel only: Board Officers, maintenance personnel, office manager and committee chairs. These authorized personnel are responsible for all receipts to be turned into the Embassy office.

Committee Chairs may designate a committee member to use a credit card. Committee chairs must request prior Board approval for each purchase over $200.

32. SURVEILLANCE CAMERA SECURITY POLICY RULES AND RESTRICTIONS FOR ACCESS AND USE.

The purpose of this Security Camera Policy is to enhance the safety and security of the Embassy community while respecting the privacy rights of its residents. This Policy governs the installation, operation, and maintenance of security cameras within common areas managed by The Embassy Condominium Homes Association, Inc.

1. **Scope**: This Policy applies to all common areas within The Embassy community, including, but not limited to, entrances, exits, lobbies, pool, clubhouse, walkways, and parking lots. This Policy does not govern the use of personal security cameras by homeowners within their private properties. The Association does not warrant that the equipment will be functioning and recording 100% of the time. There will be times when the cameras are down for maintenance, service, or repair. The Association reserves the right to discontinue video recording at any time.

Video surveillance provides not only a deterrent to inappropriate behavior but can also be used as a means of identification in the event of damage to property or criminal activity.

In order to ensure that video surveillance is not abused or misused, the Embassy Board of Directors ("Board") has adopted the following rules and restrictions for governing the use and access to video equipment in the community.

2. Installation and Placement of Video Surveillance Equipment

2A. Video Equipment

2A.1 Type of equipment

The Embassy will use Blink Cameras System hardware to collect and retain real-time video for a maximum storage of 7 days. Any videos saved by the Embassy for security proposes, will be saved for 30 days, and then deleted.

2B. Placement

2B.1 Video recording equipment will only be placed in visible locations that allow the cameras to

obtain the desired coverage, specific surveillance areas, and have adequate lighting. Cameras will be positioned so as not to willfully intrude on any homeowner's property or privacy without express written consent from the homeowner.

2B.2. Cameras shall only be installed in common areas where residents do not have a reasonable expectation of privacy. There will be video recording only, no audio.

2B.3 Camera installation locations must be approved by the Board and comply with all local, state, and federal laws.

2B.4 A list of all locations of Embassy surveillance cameras will be posted in each mail room.

3.Access to Video Records

3.A Association

Access to video surveillance records shall be secured and restricted to the Board. Video surveillance footage shall be viewed by person(s) approved and designated by the majority of Executive Board members, and only in response to an event that has occurred, including but not limited to, events that would require footage review **such as property theft or damage or litigation evidence, etc.**

3B. Law Enforcement

If access to video surveillance is required for the purpose of a law enforcement investigation due to criminal activity or potential criminal activity, video surveillance will be reviewed by the Board, and pertinent footage related to the investigation will be provided to the police.

3C. Residents

The duration of time, for historical data being available, is limited to the specific device's drive capacity. Requests for data must be made within four days of a specific event and should be limited to a specific date range and time.

3D. Security/Storage

Active video records shall be stored in secured enclosures with limited access. No video shall be published on the internet or streamed to mobile devices. Archived video records shall be stored only for investigative or legal purposes and shall be stored within the Embassy.

4. Signage: Clear and conspicuous signs will be posted at all entrances and in areas under surveillance, notifying individuals of the presence of security cameras.

5. Use of Footage: Footage will only be used for the purpose of enhancing security, investigating incidents, and ensuring the safety of The Embassy residents. Footage will not be used for any discriminatory, harassing, or invasive purposes.

6. Non-retaliation: Residents shall not be penalized or retaliated against for raising concerns or complaints about the security camera system.

7. Amendments: This Policy may be amended from time to time, after input and review by the IT committee and/or the Rules and Regulations committee, with the approval of the Executive Board of Directors. Residents will be notified of any significant changes.

8. Compliance: Failure to comply with this Policy may result in disciplinary action, including, but not limited to, fines and legal action.

9. Legal Exceptions: The main purpose of this camera policy is to govern its usage by and for the Embassy Condominium Homes Association Inc. It is not intended to supersede the usage and rights to the videos, and gathered information by the Blink Corporation, as outlined in their licensing agreements.

33. PASSWORD SECURITY AND COMPUTER USAGE POLICY, RULES AND RESTRICTIONS FOR ACCESS AND USE

Purpose: The purpose of this Password and computer policy, is to enhance the safety and security of the Embassy software applications and computers. This policy governs the operation, authorized users and usages of software applications and computers owned by the Embassy Condominium Homes Association Inc.

Scope: This policy applies to all software and computers owned by the Embassy including, but not limited to, office computers, iPads and software applications like Blink and the Embassy email address. This Policy does not govern the use of personal computers and software by homeowners within their private properties. In order to ensure that the Embassy's computers and software are not abused or misused, the Embassy Board of Directors has adopted the following rules and restrictions governing the use and access of Embassy owned computers and software applications in the community.

2. Equipment: The Embassy owns the following types of equipment which will be covered, but not limited to, by this password and computer policy:

2.A Computers

2.B iPads

2.C Blink Camera System Hardware

3. Software applications: The Embassy has the usage rights and/or licenses to the following types of software applications which will be covered by, but not limited to these, under this password policy:

3.A Microsoft Office

3.B Blink Camera software

3.C Embassy email account

3.D Accounting software and other software usage rights and/or licenses used by the Embassy.

4. Access to Embassy software and computers

4.A Association Access to Embassy computers and software shall be secured and restricted to the Board of Directors or their designees. Computer and software usage shall be by person(s) approved and designated by a majority of Executive Board members.

4.A.1 Blink camera software, shall be limited to the board President and Vice President and others as designated by the majority of Executive Board members.

4.A.2 Embassy master email, shall be limited to the board President, Vice President, Secretary, office manager and others as designated by the majority of Executive Board members.

4.A.3 Microsoft Office software, shall be limited to the board President, Vice President, Secretary, office manager and others as designated by the majority of Executive Board members.

4.A.4 Accounting software and other software programs used by the Embassy shall be limited to those designated by a majority of Executive Board members.

4.A.5 Computers and iPads usage shall be limited to those designated by a majority of Executive Board members.

5. Security/Storage: Passwords shall be stored in a password book and when not in use stored in a locked drawer or cabinet. It will be stressed that the Embassy computers and software applications are only to be used by those authorized by a majority of the Embassy board and only for functions related to Embassy business, not for personal use. Failure to comply with this policy could result in disciplinary action including not limited to, fines and legal action

6. Amendments: This Policy may be amended from time to time after input and review by the IT committee, Rules and Regulations committee and Board approval. Residents will be notified of any significant changes.

7. Compliance: Failure to comply with this Policy may result in disciplinary action, including, but not limited to, fines and legal action.

34.GUIDELINES FOR OWNERS SELLING THEIR UNIT.

In an effort to aid you in the sale of your unit we have assembled the following guidelines for your information. Please inform the office upon listing your unit.

1. To ensure a smooth real estate transaction the Embassy requires the following from prospective Buyers 30 days prior to closing:
   A. Completed Residential Condominium Offer to Purchase form.
   B. Completed Application for Ownership form.
   C. Completed top portion of the Embassy Waiver of Right of First Refusal.
   D. $75 move in fee and $200 security deposit is required before sale can be completed.

2. You or your realtor will need to provide the following documents to the potential buyer:
   A. Executive Summary
   B. Complete set of recorded covenants (Articles, Declaration and By-Laws)
   C. Rules/Regulations booklet
   D. Current budget
   E. Last two (2) copies of the Board of Directors minutes.

3. The listing agent's lock box may be placed in the outer lobby.

4. $75 move out fee and $200 security deposit is required before the sale can be completed.

If you are missing any of the above (other than the covenants) please contact the office and we will email those that you need to you or your agent. If you need a hard copy of the covenants there is a fee.

35.GUIDELINES FOR CLEANING OUT UNITS

1. The office should be notified of the planned move out date and a $75 move out fee and separate $200 security deposit is required. The security deposit will be returned if no damage is done to any common areas.
2. Please follow the **Recycling Regulations** on page 15. **Non-recyclable items should not be placed in our green trash bins or dumpsters. You are responsible for their disposal.**
3. Any gently used clothing, furniture, household items, etc., may be donated to St. Vincent DePaul, Goodwill or Habitat Restore.

If you have any questions please contact maintenance at 262-335-3822, the office at 262-335-2114 or email: embassycondo55@gmail.com and someone will respond to you as soon as possible.

EMBASSY CLUBHOUSE REGULATIONS

- The maximum occupancy of the clubhouse is 70 people.
- Clubhouse hours are 8AM to 10PM daily or closing at 1AM with a paid rental.
- Children under the age of eighteen (18) are not allowed in the clubhouse without an adult **resident** present.
- **Smoking is prohibited in the clubhouse.**
- Guests accompanied by a **resident** age eighteen (18) or older are welcome to use any of the facilities: saunas, showers, exercise equipment and pool table. All are available on a first come/first serve basis. **Use of exercise equipment is not permitted with rental.**
- If the clubhouse is not previously rented small groups (12 or less) for card or game playing are permitted under the following conditions:
    1. The calendar should be signed "cards/games" and include the name of the resident and time.
    2. The heat or air conditioning may be turned on by the resident host but must be turned down when leaving the clubhouse.
    3. A maximum of twelve (12) players may be present, including the host resident eighteen (18) years or older.
    4. The clubhouse must be left clean and orderly. Dishes, glasses and cups are stored in the cupboards and are intended for inside use only. All beverages taken outside must be in unbreakable containers. Kegs of beer on tap must be kept outside the clubhouse. Only water in a plastic bottle may be taken into the pool area.
- You must do the following upon completion of using the clubhouse:
    1. Dispose of refuse properly.
    2. You must provide your own dish, towels, cloths and soap for cleaning purposes.
    3. Vacuum all rooms and put tables and chairs back.
    4. Leaves are not to be removed from tables.
    5. Clean the stove and refrigerator and empty the dishwasher if used.
    6. Turn off the lights upstairs and down.
    7. **Turn the heat or air conditioning back to the original settings.**
    8. **Check that all doors are locked.**

RENTAL OF CLUBHOUSE

The fee is $30 plus a $75 deposit to guarantee proper cleanup. The Clubhouse Rental Agreement form (signed and dated) and separate checks, made payable to the Embassy Condominium Homes Association, should be dropped off at the office. **Once payment has been made your reservation will be placed on the clubhouse calendar.** If the facility is cleaned properly by 10AM the following day the $75 cleanup deposit check will be returned to you.

RESERVATIONS ARE ON A FIRST COME-FIRST PAID BASIS

The Board of Directors shall have the authority to deny the use of the pool or clubhouse to any resident refusing to comply with any of the foregoing rules and regulations, by-laws, or declaration of the Association. There are provisions in the Declaration to deal financially with a resident not willing to comply.

Clubhouse reservations do not include exclusive use of the pool. All pool rules apply.
The resident making the reservation may use their 2 white and 4 yellow tags in the pool area.

PASSAGEWAY REGULATIONS

A. All passageways and corridors throughout the buildings shall remain unobstructed at all times. Nothing shall protrude from the alcoves beyond the wall. This is to keep the corridors clear for emergency personnel to get through with their equipment. Halls and alcoves are common areas and are under the jurisdiction of the Embassy Board of Directors.

B. As per the City of West Bend Fire Department regulations no paper products are allowed to be hung in your alcove. There is no sprinkler system in the corridors.

C. Nothing is to be hung on the wall or placed in front of the wall containing a fire extinguisher or a fire alarm pull. **The fire alarm pull only sets off the alarm in the building. A call still needs to be made to the fire department.**

D. Personal decorations may be displayed in the alcove outside your door but should not extend into the hallways. We enjoy everyone's creativity but the House committee will contact you if you become too "creative".

E. No real lighted or unlighted candles may be used.

F. No rugs or mats are allowed in front of the individual unit doors.

G. Seasonal decorations should be taken down in a timely fashion.

H. If you need to put a nail hole in the wall please fill or repair it when finished using it. Ask the maintenance person for touch-up paint so that it will match the original paint.

I. Nothing edible is allowed in the alcoves or in any common areas.

J. Footwear is required in all interior common areas of the Embassy complex and may not be stored outside your unit.

K. No swim equipment or umbrellas may be stored in the alcove or hallway outside your unit.

PATIO/BALCONY REGULATIONS

1. Plants and decorations should be attractive and tasteful.

2. Hanging plants and/or windsocks should not extend below your own balcony. Hanging flower boxes must be hung only on the **inside** of your balcony railing. No wind chimes are allowed.

3. No storage of bicycles, toys or swim equipment is allowed.

4. Drying of clothes and other items, including swim related items, is prohibited.

5. Nothing may be placed on the stones surrounding the patios by the unit owners.

6. Wall unit air conditioner boxes must be stored in your own storage areas or under the air conditioner.

7. Wall unit air conditioner boxes must be white and repaired if needed before replacing them for winter.

8. Covers for central or free-standing air conditioners must be gray or black.

9. No lightweight furniture or empty planters may be stored on balconies or patios over winter.

10. Carpet may not go up the edge of the building to the patio door and may not cover any metal edging on the balconies.

11. **Patio doors and/or windows with deteriorating grids must be repaired or replaced with prior Board approval.**

12. Holiday decorations should be removed in a timely fashion.

13. **Absolutely no charcoal or gas grills are to be used or stored on patios or balconies.**

14. **Board approval is needed before making any modifications or updates to patios/balconies as these are Special Limited Common Areas and must conform to existing exteriors.**

POOL REGULATIONS

1. The pool will open and close at the discretion of the Pool Committee. Pool hours 8AM to 10PM. Be considerate of others while in the pool as voices echo.
2. Use of the pool can be denied if rules are not followed.
3. The pool area is considered the pool and fenced in the area around pool.
4. Swimmers must sign in on the sheet outside the clubhouse before entering the pool area and sign out upon exiting.
5. **Per State law** the pool gate must always remain latched after entering or leaving the pool. All persons must enter and leave through the gate. **{DHS 172.31(4)}**
6. Everyone in the pool area must always wear a swim tag. A maximum of four (4) guests are allowed per unit. **Pool Capacity is 65 people.**
7. An adult resident must be near the pool area when their guests are present and are solely responsible for their guests' behavior. Also, an adult must be in the fenced in pool area with children under the age of 18. (Exceptions may be made upon request of the Pool Committee.)
8. **Any regularly diapered adults or children are required to wear a swim diaper.** Children under the age of 6 are permitted to wear a swim vest.
9. Do not enter the pool if you have a communicable disease or open cut.
10. Shower before entering the pool.
11. No horseplay, running, etc. is allowed in the pool area. No playing on the rope.
12. No inflatable toys, balls or frisbees are allowed in the pool or pool area. Noodles, paddle boards and dive sticks are allowed.
13. Waterproof suntan lotion is allowed **but not oil.**
14. Glass and breakable beverage containers are prohibited in the pool area.
15. Do not bring food, beverages (other than water), gum or tobacco into the pool area.
16. Anyone with sensitive skin may wear a t-shirt over their swimsuit. No street clothes or cut off pants are allowed as swimwear.
17. Footwear is required in the clubhouse.
18. Clubhouse reservations do not include exclusive use of the pool.
19. **NO DIVING ALLOWED**

ALL PERSONS USING THE POOL DO SO AT THEIR OWN RISK. RESIDENTS AND MANAGEMENT ARE NOT RESPONSIBLE FOR ACCIDENTS OR INJURIES

RECYCLING REGULATIONS

The following guidelines are mandatory. There is a refuse/recycling room in the basement of each building with clearly marked containers. There is no garbage/recycling on Sundays. If you must dispose of items please take them outside to the proper container.

- **ALUMINUM**
  Clean aluminum cans, foil or tins should be placed in marked containers in recycle/refuse room in garage.

- **CARDBOARD**
  Cardboard boxes should be broken down and placed in marked containers in recycle/refuse room in the garage.

- **GARBAGE**
  All garbage must be taken down to a recycle/refuse room in garage or outside in garbage container.

- **GREASE**
  Any cooking grease should be placed in sealed containers and taken to a recycle/refuse room.

- **PAPER**
  Newspapers, magazines, mail, bags of shredded paper and other printed material should be placed in proper container in the recycle/refuse room in garage.

- **PLASTIC-GLASS-METAL**
  Clean plastic (#1-7), glass and metal may be mixed and placed in one of the marked barrels in the recycle/refuse room in garage.

- **STYROFOAM**
  Large pieces of packing Styrofoam should be placed on barrels in recycle/compactor room. Small pieces should be put in regular garbage in recycle/refuse room.

THE FOLLOWING ITEMS ARE THE RESPONSIBILITY OF EACH RESIDENT TO DISPOSE OF PROPERLY AND CANNOT BE LEFT IN RECYCLE/COMPACTOR ROOM OR BY DUMPSTERS:

APPLIANCES AUTO BATTERIES CARPETING/FLOORING

COMPUTERS AND COMPUTER MONITORS ELECTRONICS FURNITURE

MATTRESSES/BOX SPRINGS PAINT/STAIN PLANTS PLUMBING

REMODELING DEBRIS TELEPHONES TELEVISIONS TIRES

SYRINGES/CATHETERS (It is illegal to dispose of them here! Contact your clinic or hospital for proper disposal)

THANK YOU FOR YOUR COOPERATION

REMODELING AND MODIFICATIONS

1. **Regarding the 18 corner units at 151 N University Drive:** No unit owner shall disturb the **Zonolite** affected walls or ceilings in the master bath area without **prior written** approval from the Embassy Condominium Board of Directors. **Removal must be done by a certified contractor.**

   This includes cutting holes, removing, or opening access panels, removing the medicine cabinet, light fixtures or penetrating the walls or ceiling of the master bath in any way. If anyone does this without Board approval, they are completely liable for whatever damage their action may cause.

2. Any type of structural, electrical or plumbing work must have prior Board approval and requires a City of West Bend building permit. A copy of the building permit must be given to the office. This includes new water heater installations.

3. Any change to **Limited Common Areas (Declaration Article VI, Sec. 6.01)** or **Special Limited Common Areas (Declaration Article VI, Sec. 6.02)** must have prior Board approval.

4. All work must be done between 8AM and 5PM Monday through Saturday (except for emergencies).

5. The maintenance man must be notified before work begins on any project.

6. **Unit owners are responsible for cleanup of any common areas during the project.**

7. Installation of ductless air conditioning units must have prior Board approval. (Forms in office)

PLEASE SEE THE NEXT PAGE FOR UNIT REMODELING/MODIFICATION REQUEST FORM
(They may also be found in the mail rooms or request one from the office.)

EMBASSY CONDOMINIUM HOMES ASSOC. INC.
OVER 55 COMMUNITY (HOPA)

UNIT REMODELING/MODIFICATION REQUEST

Before beginning your project please provide this completed form to the Board of Directors for approval. Blueprints (both digital and paper) are available from the office. For any structural, electrical or plumbing work a copy of the City of West Bend building permit is required to be given to the office. This includes new water heater installations.

DATE_____ OWNER_____UNIT #_____

I request to do the following remodeling/modification to my unit, Limited Common Area, or Special Limited Common Area (Declaration Article VI):

_____

_____

_____

_____

_____

_____

Please attach pertinent documents, i.e.: drawings, window/door specs (including # of grids), etc. Include your contractor(s) Certificate of Insurance. If remodeling includes disturbing any Zonolite in the North building corner units a copy of the certified contractor bid is also attached.

I am also aware that work on this project can only take place from 8AM to 5PM Monday through Saturday and that I am responsible for the cleanup of any common areas that have been soiled because of this project.

_____

Owner Signature Date

BOARD APPROVAL ON _____

_____

President Signature Date

EMBASSY GARDEN REGULATIONS

FEES

- Plot fees are determined by the Garden Committee with consultation from the Board of Directors
- Soil tilling fees are determined by the person or company employed
- **Fees are non-refundable**

Each spring the Chairperson of the Garden Committee will notify the previous year's garden renters to see if they are still interested in keeping their plot(s). Residents on the waiting list will be notified next. Then all residents will be given the opportunity to rent remaining available plots.

1. Gardens must be maintained (weeded and cleared of debris) and must be aesthetically pleasing. Signage will be provided to indicate residents.
2. Gardeners who do not maintain their gardens will be given a warning. If improvements have not been made within 2 weeks, the gardener will lose their garden plot and it will be allotted to the next person on the waiting list.
3. If there is a legitimate circumstance for not maintaining your plot the gardener must contact the garden chairperson to discuss the matter personally.
4. If a gardener loses their plot they must remove their personal items within a week. If items are not removed, they will become the property of the Embassy.
5. Please keep your "garden" within the plot lines and not spill over to an abutting plot. Try to keep shared lot line areas free of weeds. Talk to your neighbor about maintaining that area.
6. Any new fencing should be approved by the Garden Committee.
7. A storage bin for garden tools is acceptable if it is visually pleasing.
8. Compost bins are allowed.
9. Garden related items to beautify the garden are allowed.
10. Gardeners may have a grill on their plot. **(See Rules & Regulations #28.)** Please be mindful of keeping the grilling area clean as to not attract animals.
11. One or 2 chairs, a bench and/or a small table may be placed in your garden.
12. Trailers, bikes, etc. are not allowed as gardens are not a storage area. Decorative items may be on the fence.
13. Gardeners may not "sell" or give their plot(s) if they move. The plots are the property of the Embassy Condominium Homes Association, Inc.
14. The gardens will be monitored by the Garden Committee made up of 3 residents. The chairperson will notify the Board of Directors if there is a need for a warning/violation letter to be sent.
15. Gardens are an asset to our community but also a privilege that can be revoked if necessary.