Welcome

We hope you enjoy living here, and make use of the facilities Charlestown has to offer.

The following information will help you answer many questions you may have as a homeowner.

One of our goals is to maintain our buildings and common areas in top condition. In addition to the monthly condo dues, this requires the input and cooperation of all homeowners. The strength of the Association has enabled us to make improvements each year and it is imperative to continue this policy. By doing this the property maintains its value, which is important when and if it becomes necessary to sell. Each building (there are seven), has a Building Director who is a member of the Board of Directors. Refer to your annual list of directors or to your Welcome letter for the director of your building, their address and telephone number. Any questions you may have or concerns that may arise should be discussed with your building directors. The question or concern can many times be resolved and if necessary, can be brought before the Board of Directors for discussion and solution of the matter.

General Information

The Charlestown Condominium Homeowners Association is an organization of residents who own a complex of 7 buildings, of which 6 buildings have 4 units each and 1 building has 6 units. The organization also owns all common areas, including grassy areas. Building A (4 Units) is located on Redwood Street; Building B (4 Units) and Building C (6 Units) are located on South River Road; Buildings D & E (4 Units each) are located on Imperial Court East; Buildings F & G (4 Units each) are located on Imperial Court.

Owners purchase the exclusive use of a unit. The exclusive use consists of space inside the condo walls and the attached patio. Occupancy is limited to 4 persons per unit. The owners have also purchased the undivided interest in the area surrounding the unit, in other words, every owner owns the common area together with all the other owners.

Each member of the Charlestown Condominium Homeowners Association agrees, when taking title to their unit, to abide by the Declarations, By Laws and the Rules and Regulations of the Association.

Board Meetings

Board meetings are held on a Regular Basis.

Condo members should contact their Building Director if they have concerns that should be brought before the Board.

Condo Minutes of Board meetings are distributed to all homeowners.

Annual Meeting

The Annual meeting is held in December at a location that will be announced in the October and November minutes. All Condo members are urged to attend the Annual Meeting. This is a very important meeting as the budget for the following year is presented by the Board for discussion and approval. Directors serve on the Board for a three-year term and are elected on a rotating basis at the Annual meeting. Those unable to attend have the opportunity to vote using an absentee ballot. There is one vote per address.

Condominium Fees

The monthly Condo Fees are due on the 1st of the month, unless other arrangements are made with the Treasurer. Checks should be made out to CCHA (AKA Charlestown Condominium Homeowners Association).

The monthly fee can be paid in several ways. It can be dropped off at the Treasurer's Condo. There is a Black mailbox located next to the patio door of the Treasurer's Condo. It can also be mailed directly to the Treasurer's address or to the Charlestown Condominium Homeowners Association (CCHA) PO Box 962, West Bend WI 56095.

A fifteen (15%) penalty will be assessed if the monthly fee is not paid by the 15th of the month. The 15% late fee must be included in the payment.

Homeowners with special circumstances need to contact the treasurer in regards to making special arrangements for paying. Nonpayment of Condo fees will result in a lien being placed upon the homeowner's unit.

What The Condominium Fees Cover

Buildings — Roof replacements, tuck pointing, and repair of chimneys have been done in previous years. Because of our strong financial strength, no Special Assessments have been levied to cover this work.

Grounds — Maintenance of the non-growing items and includes the Condo lights, the North Conversation Area and the Recreation Area which includes the Children's Playground and the basketball court.

Landscape/Flowers/General Areas — Purchase of Flowers or bushes and weeding of bush areas, etc.

Landscape/Lawn Care —This service is contracted each year and includes mowing, trimming of bushes, periodic fertilizer applications and spring clean-up of winter damage.

Landscape/Trees — Trimming, removal or replacement of trees.

Parking Areas/Driveways — Seal Coating and maintenance of these areas.

Pool Maintenance — The pool is open from Memorial Day weekend through Labor Day (weather permitting). At times the pool will remain open until the middle or end of September depending of the weather. Homeowners are paid to help to take care of the system equipment, clean the pool and maintain the chemical balance of the water. The pool is licensed by the State of Wisconsin as a Public Pool and is inspected annually.

Snow Removal — Plowing and Salting of the parking areas and public sidewalks is contracted. Homeowners are responsible for clearing the snow from their patios. Snow is not removed from the sidewalks in the inner areas of our property with the exception of the sidewalk west of Building C. This area is plowed to prevent water damage to the Building.

Water and Sewer — You will not receive a water and sewer bill. This cost is included in Condo fees.

Keeping Condo Fees Down – Paid Volunteers

Many jobs done around the condo are done by volunteers. This helps us to keep our monthly fees down. The jobs include: making sure the Condo lights are working, opening and pool in the beginning of the year, helping to close the pool at the end of the year, vacuuming the pool, daily testing of the pool water, and small maintenance jobs. We also rely on Condo Residents to weed the areas around the bushes.

Condo Residents will be paid $15 an hour for these jobs. Please, contact Treasurer or Condo Board member to Volunteer for a job. Budgets are strict.

Condominium Insurance

Insurance is included in the dues, so there is no added expense. This insurance includes the exterior of buildings and the grounds including the pool. A copy of the insurance policy is available from the Treasurer. Proof of insurance is sometimes required and is available from our Insurance carrier. Contact the treasurer for this information.

Homeowners are expected to have Personal Condo insurance which provides coverage on their personal contents and the inside of their unit.

Buildings

Any changes or alterations to the outside of buildings or insides of buildings must have Board approval. Contact your Building Director with any concerns.

Doors and Windows — Both storm doors and entrance doors to each condo as well as windows are the responsibility of the homeowner. Replacement is at owner expense. Doors and windows must be white.

Siding & Shutters — Repair or replacement of siding and shutters are the responsibility of the Condo. If repairs need to be made to siding or shutters, the Board should be notified. Any damage to Garage Siding caused by the homeowner is the homeowner's responsibility to repair.

Trim around the Garage Doors — Damage to these areas caused by the homeowner is their responsibility to repair or replace. Other damage will be covered by the Condo.

Building Rain Gutters — Maintenance of rain gutters are the responsibility of the Condo. Many roof rain gutters have leaf guards. If roof rain gutters become clogged, the Condo Board needs to be contacted so this can be taken care of. The Condo is responsible for removing leaves from Building gutters**.**

Garage Rain Gutters — Homeowners are expected to keep their garage rain gutter free from leaves. Some Homeowners have put leaf gutters on their garage gutters.

Keeping water away from foundations of buildings and garages — This is the responsibility of the homeowner. This can be done with a variety of down spout extensions.

Garage downspouts need to drain unto the parking lots and away from the building. Extensions to the garage downspouts must be adjusted by Homeowners in winter so not to cause problems for snowplowing.

Water in Basements — From time-to-time homeowners report water in their basements. This is often caused because a down spout extension has come off or doesn't extend far enough to keep water away from the foundation. Homeowners are responsible for down spout extensions.

To keep water away from buildings, Homeowners are asked to make sure the soil next to the building is higher than the rest of the area. The Condo will cover the cost of adding soil but the homeowner is expected to supply the labor. Please, give Receipts for soil to the Treasurer for reimbursement.

Reasonable Access to Individual Units

The Association shall have the right, at reasonable times and under reasonable conditions, to enter upon or across any unit in connection with the maintenance, repair or replacement of any common element. Except in cases of emergency, the Association shall give prior notice to affected unit owners and/or occupants of its need to make entry. Such entry shall be with as little inconvenience to the unit occupants as practical and any damage caused thereby shall be repaired and restored by the Association and treated as a common expense.

Homeowners are asked to fill out an emergency form. This form includes contact information to be used should the homeowners be unavailable and entrance to their unit is needed. There are several ways entry can be gained. The most common is to give a key or keyless code to a neighbor in the Condo Complex or to a friend living nearby.

Fences

Maintenance of fences are the responsibility of homeowners. Any changes in fences must have Board approval. Some End Units have replaced their fences with hedges. Homeowners are responsible for the maintenance of these hedges.

Middle Units – Both homeowners need to agree on the fence and share the expense of removing, painting or replacing the fence. All fences also need to meet the City of West Band City Ordinances.

City of West Bend Fence Regulations (Taken from City of West Bend Website).

Height Requirements: Fences shall not exceed 6' in height in SIDE & REAR yards. Fences in STREET yards shall not exceed 4' in height. Heights are measured from existing grades. ***For more information see: RESIDENTIAL FENCE SUMMARY CITY OF WEST BEND***

Gardens

Residents are responsible for weeding the garden area in front of their building. For end units, this includes the area on the side of their unit and the area along their patio. Residents are also responsible for trimming shrubs located in these areas. Garden areas are to be no wider that three (3) feet from the building.

- Note: some previous owners asked and were granted permission to expand gardens beyond 3 feet. If your unit has an expanded garden area, homeowners must maintain it. Homeowners may also choose to restore their garden area to the original 3-foot area. If you want to expand your garden area, you must bring your plans to a Board meeting for approval.

Patios/Car Ports

In winter, Homeowners are responsible for shoveling their patios and to maintain a slip free surface.

Some End unit homeowners have added brick or cement additions to their patios. This is done at the homeowner's expense but needs to be approved by the Board before work is begun to extend the patio.

Replacement of Patios is the responsibility of the Condo Association.

Charcoal/Gas grills and Fire Pits can be stored on the patios. However, grills and fire pits cannot be used within 10 feet of a building. This is a City of West Bend Ordinance.

TV Dishes

The Board of Directors must be notified before installation of a TV dish. A dish for TV reception is not to be placed on the roof of the unit. It can be placed on the Garage or Porch roof. It can also be placed in the garden area attached to the unit. When the owners of the unit have the dish removed from the Garage or Porch roof, they are responsible to have the holes made by the dish filled in.

Common Areas

NO GUESTS WILL BE ALLOWED TO USE ANY CONDO COMMON AREA UNLESS THE HOMEOWNER IS ON THE GROUNDS.

ONLY CHILDREN UNDER TEN (10) ARE PERMITTED TO RIDE BIKES — WITH CAUTION, ON THE COMMON AREA SIDEWALKS.

- **North Conversation Area —** Located north of the Pool. There is a table and chairs for Condo use
- **Playground** – The fenced playground area includes swings and a sand box. The playground area gate should be closed at all times. Playground use is limited to children age 12 and under or weighing less than 100 pounds. Children using the playground area must be supervised by an adult
- **Recreation Area/Basketball Court —** The paved Recreation area and Basketball Court are available to be used by Condo members. Charlestown doesn't provide equipment for using the basketball court. Lawn chairs can be found on the east side of the Recreation Area
- **Swimming Pool —** More information can be found under Swimming Pool on Page 10

Tools For Homeowners' Use

A leaf blower, hedge trimmer and various garden tools are available for Homeowners to use. These items are Condo Property. They are located in the Pool House and can be taken at any time. Please return these items to the Pool House when you are finished using them. There is also a wheel barrow located just outside the Pool House.

Many of the tools have been donated by Homeowners. This is appreciated.

Garbage & Recycling

Refuse/Garbage Carts — Green lids: Refuse carts are considered the property of the Homeowner and can be taken when the Homeowner moves.

Garbage carts can be purchased at the West Bend Department of Public Works, 251 Municipal Drive. The office is open 7 am to 3:30 pm. A 65-gallon cart costs $65.50, a 95-gallon cart costs $80. If needed, delivery is available for an additional $10.00. These carts will have "City of West Bend" printed on the side and have an eight- or nine-digit serial number printed on the front of the cart. This number is registered to the purchaser. ***(City of West Bend Nov. 2023)***

Recycle Carts — Yellow lids: Recycle carts are not the property of the Homeowner. Contact the West Bend Department of Public Works for a replacement Recycle Cart. See the chart on page 7 as to what can be recycled.

**Carts should be stored on the homeowners patio, or in their garage. End unit homeowners that have added brick or cement additions to their patios can use this space to store the carts as well. This way they are not hindering grass care or snow removal. This also this helps make the Condo Complex look nice.

Collection Instructions for Garbage & Recycling: The Refuse carts are to be put out every Tuesday. Recycling is collected every other Tuesday. This schedule may be altered because of a Holiday (New Year's Day, Memorial Day, 4th of July, Labor Day, Christmas Day) in which case pick up will be Wednesday. Collection Schedule Calendars will be given to all homeowners at the beginning of each calendar year. See City of West Bend website for more information.

Refuse and recycling carts should be placed at the curb by 6 am on the scheduled collection day, but no earlier than 6 pm the day before collection. After collection, carts shall be removed from the curb within 12 hours. Collection may occur at any point during the scheduled day. It is preferred that the carts to be placed in the street curbside; however, carts may be placed on the area between the sidewalk and the curb if parking or traffic would be impaired with carts curbside.

Residents of Buildings D & E are to place their carts at the end of their patios.

Carts should be placed at least three feet from any obstructions (other carts, mail boxes etc.) and 10 feet from vehicles. They should not be placed in front of mailboxes. The lids must be closed. Cart handles should be on the side away from the street.

West Bend City Refuse Rules (City of West Bend Nov. 2023): *ALL refuse must be placed inside the refuse cart in order to be collected. Other refuse placed outside the cart will not be picked up. Carts should face the street and must be placed away from other carts, structures, light poles, vehicles, etc. Rule of thumb- you should be able to comfortably walk completely around the cart for it to be collected.*

Waste oil and lead-acid batteries are not collected curbside.

State law prohibits disposal of organic materials in landfills. These items may be disposed of at the city drop-off yard. A Drop off Yard Permit sticker is needed. See City of West Bend for more information about the purchase of a Drop Off Yard Permit Sticker. Yard Permit Stickers are valid from January 1 through December 31. At time of purchase, a current vehicle registration for each vehicle must be presented as proof of vehicle ownership and a driver's license or a current utility bill as proof of residency. 2023 Stickers cost $25.

Furniture, appliances, carpet, tires, electronics, and other bulky items are not collected curbside. To view a listing of disposal locations please see ***City of West Bend Website Refuse.***

RECYCLING GUIDELINES			
MATERIALS:	**WHAT DO I RECYCLE?**	**CLEANING AND PREPARATION**	**WHAT CAN'T BE RECYCLED?**
Glass	Bottles & Jars ONLY clear & colored	Rinse Clean	Windows, mirrors, light bulbs & tubes, pyres & dishes, drinking glasses, chemical bottles, medical containers, laboratory glass
Aluminum	Cans ONLY	Rinse Clean Flattening optional	Foil & bottle caps
Tin & Steel	Food Cans ONLY	Rinse Clean Flattening optional	Cardboard sided juice cans aerosol cans, paint cans
Plastic	Milk, soda bottles detergent bottles, other bottles marked PETE #1 - #7	Rinse Clean	Styrofoam, plastic cups & film, hard plastic (toys, pails, etc.) medicine bottles & syringes, plastic shopping bags (these) can be taken to participating retailers for recycling (i.e., Walmart, grocery stores)
Paper & Cardboard	Newspapers, magazines, office paper, cardboard, office stock, books, envelopes, aseptic packaging (milk cartons file folders, glued pads	Cardboard boxes must be broken down	Bathroom waste paper (towels, toilet paper), carbon paper, cellophane, cloth, cork, anything waxed, candy wrappers napkins, paper cups, Styrofoam or food containers, photographs, fiberboard, label backings

Items not listed shall be considered trash/garbage and should be disposed of in appropriate trash container.

Electronics may NOT be placed in trash or recycle dumpsters.

If you need to dispose of electronics, Please contact 920-387-0967 for drop off information.

(Above information found on City of West Bend website Nov. 2023.)

Brush

The City of West Bend considers brush as any type of woody material that could be chipped into wood mulch. Brush includes limbs, branches, sticks and twigs.

- ***Leaves and garden waste are not brush; they are organics. Do not mix brush and organics!***

Brush Pick Up — *The Department of Public Works will pick up brush throughout the City on the same day as your garbage collection day, twice per month, from April to October. Brush Collection dates can be found on the Refuse and Recycling Calendar. Place branches between the sidewalk and curb with the cut end facing the curb. Branches should be no longer than 4 feet, and no wider than 6 inches in diameter. The City will only pick up one 4' x 4' x 4' brush pile for each property on the collection day. If the pile is larger than the allotted dimensions, you will have to wait until the next brush collection to get another 4' x 4' x 4' pile picked up.*

Leaf Collection — *The Department of Public Works will pick up leaves in the Fall of each year, usually late from late October through November. Residents will be notified each year of the exact dates. Leaves and organics are to be*

placed into the street gutter area for collection. Bags of leaves will not be collected and crews will not remove leaves from the area between the sidewalk and curb.

Pumpkins may be placed into the street gutter area for collection along with leaves, they do not go in the garbage.

Leaves and organics can be brought to the Drop-Off Yard with a current yard permit sticker year-round. See City of West Bend website for more information about the Drop-Off yard and the purchase of yard permit stickers. (Information found on City of West Bend website Nov. 2023.)

**Lawn Care is provided through the condo. Each year a fall clean up is completed, this includes leaves.

Vehicles and Parking

Each unit has two private places to park vehicles, the garage and the patio. Vehicles may be parked on the blacktop areas with the following restrictions:

- Motor vehicles parked on the blacktop must not hinder Condo members from getting into their garages or using their patios
- No vehicles larger than a van may be kept on the grounds without permission of the Board. No washing or maintenance of commercial vehicles can be done on the grounds
- Any vehicle with a kickstand (including motorcycles, scooters, minibikes, electric bikes, etc.) must be parked on the patio or in the garage. The kickstands cause damage to the blacktop
- No personal watercraft (such as boats, jet skis, canoes, etc.) and or trailers are allowed to be parked on the blacktop for long periods of time. This also applies to campers or any trailer used to transport snow mobiles, personal equipment or trash. Short term use is allowed for loading, unloading or temporary repair or maintenance

****Please bring any parking situations outside of standard vehicle parking to the Board for approval prior to parking****

Some end units Homeowners in Buildings A, B, C, F and G, have paid to have the black top extended so parked cars don't block garages. Additions to the blacktop need to be approved by the Board. The cost of blacktop additions is the responsibility of the Homeowner.

Visitors are encouraged to park on the street. However, they may park on the blacktop areas if they do not hinder Condo members from getting into their garages or using their patio.

Portable Storage Containers — No Portable storage/moving containers (POD's, Mini-mobile, Pack-Rat, etc.) are allowed to be used in the parking area.

School Year Parking

During School Year, there is a 2-hour time limit on street parking (7:30 am to 4:00pm) when school is in session. This includes River Road, Redwood Street and Imperial Court. Homeowners can purchase a sticker for their car at West Bend City Hall. The cost is $5.00 and is good for a 5-year period, Aug. 1 – July 31. This sticker allows parking on the street during School Hours.

(Information found on City of West Bend website, Nov. 2023)

Winter Parking

When snow is predicted Homeowners' vehicles should be parked in garages, on patios or on the street so as to not interfere with Condo snow removal. If vehicles are not properly parked, and the snow plow is not able to plow the snow, the Homeowner will be charged $20 or the amount included in the current Snow Removal Contract.

The City of West Bend enforces overnight street parking from 11pm to 6 am December 1st through April 1st. Cars should park on the even or odd side of the street (house addresses indicate even or odd) corresponding with the date. A fine can be given by the City of West Bend if a vehicle is parked improperly.

(Information found City of West Bend website, Oct. 2023)

Pets

City of West Bend Pet Ordinance (City of West Bend Website Oct. 2023)

- *Homeowners can only have 2 dogs and 2 cats per City of West Bend Ordinance.*
- *All dogs and cats over 5 months of age must have a license.*
- *A valid license tag must be attached to the dog or cat's collar, whenever the animal is outdoors, unless the dog or cat is securely confined in a fenced area.*
- *Animals must be kept on owner's premises or on a leash less that ten feet in length.*

More information on cost and License Application forms can be found on the City of West Bend website under Dog and Cat Licensing.

Charlestown Pet Rules

- Charlestown Common areas are considered private property and may be used by homeowners and their pets for recreation purposes. However, if pets are not on a leash, Residents must have control of their pets at all times and take full responsibility
- When walking a pet, pet waste must be picked up by the owner and carried away for disposal. Homeowners are responsible for immediately cleaning up after their pets. The Lawn service is not responsible for cleaning animal waste
- If Pet owners do not clean up after their pet, a fine of $25 will be imposed for each incident. All fines will be due with the following month's Condo Fee
- Pets should never be left outside tied up and unsupervised
- Pets are not allowed in the Pool Area

Swimming Pool

The Pool is considered a Public Pool and is licensed by the State of Wisconsin. Pool Care is under contract. The Pool is open Memorial Day to Labor Day. Some years the Swimming season may be extended, depending on the weather, to the middle or end of September.

Please, contact the Pool Director if you wish to review copy of State Laws for Public Pools.

Life Guard Staffing Plan — We are not required to have a lifeguard on duty. However, we are required to have an Attendant on Duty whenever there are patrons in the Pool area. Every Spring each Homeowner will receive a copy of the Patron Pool Rules for the Attendant on Duty to enforce along with an Agreement form for the Homeowner to sign. This Agreement form must signed and returned before the Pool can be opened.

The Pool always needs volunteers. Please contact the Pool Director for tasks, projects, etc. We want each Pool Season to be enjoyed by all and volunteers help to make this happen.