Laurelwood Condominium Association Rules and Regulations

Property Managed By:

Ogden & Company
1665 N Water St.
Milwaukee, WI 53203

Contact: Becky Hinkel 414-270-1386

Monthly association fees and other monies owed are due on the first day of each month. There is a 15-day grace period, after which a $25 late fee will be assessed. Payment reminders are sent to delinquent owners after the 15th day of the month, and legal action will be taken if necessary, at the delinquent owners expense.

These Rules and Regulations have been written according to the Laurelwood Condominium Association bylaws, so that the Board of Directors may govern the operation and use of the property. These Rules and Regulations are intended to prevent damage to the condominium property and to protect the rights of Laurelwood residents, thus enabling them to enjoy their condominium without infringing upon the rights of other Laurelwood residents.

The rights and responsibilities herein also apply to any tenants occupying the premises. It is the responsibility of the owner to furnish their tenants with a copy of these Rules and Regulations. Additional copies of the Rules and Regulations are available through our property management company, at a cost of $5.00 each.

Infractions of these Rules and Regulations may result in the assessment of charges to the owner responsible. Fine amounts may be actual damages or a per day fine of from $25.00 to $100.00, as stated in our bylaws.

GENERAL PROCEDURES FOR ENFORCING THE RULES AND REGULATIONS

1. The first step towards enforcement of any rule is for the owner who observes the infraction to politely remind the violator of the Rules and Regulations. A tactful, non-accusatory approach is recommended.

2. If the violation persists, a written notice, detailing the infraction, should be sent to our property management company, making note that it is pertaining to Laurelwood Condominiums.

3. The Laurelwood Board of Directors will attempt to resolve the problem. If the problem persists, the Board may assess fines, seek legal counsel and/or legal action.

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Condominium Protocol

1. No one shall occupy or use a unit or common area for any purpose other than as a private residence. Individual rooms of a unit may not be rented and transient tenants may not be accommodated.

2. Unit owners shall not allow their unit to be used to carry on any activity that may become an annoyance or nuisance to others (for example loud music, late partying, exercise equipment, remodeling, etc.) between the hours of 11:00 pm and 7:00 am.

3. Unit owners shall not allow their unit to be used for any improper, immoral, unlawful, or objectionable purpose that would injure the reputation of Laurelwood.

4. Unit owners shall not allow unreasonable or unsightly accumulations of waste, litter or any form of trash in any area.

5. Any unit owner, tenant or guest who soils or damages common areas (for example walls or carpet) shall be responsible for all cleaning or repairing costs.

6. Lawn furniture and grills shall be stored on decks and porches; other items may not be stored outside of your unit. Items are deemed to be stored if they remain in place longer than 24 hours.

7. Porches or decks shall not be used for shaking or drying laundry, carpets or rugs. Porches and decks shall not be used to dispose of smoking material or trash.

8. Storage of personal belongings shall not be allowed outside of storage lockers provided. This is a safety hazard and violation of fire codes.

9. Hallways shall not to be used for storage. The only exception being that boot caddies are allowed from November 15th through April 15th.

10. Smoking is not permitted in any common areas, including hallways, stairways, garages, laundry areas, or entryways. Smoking is permitted in individual units only.

11. Hallways and garages are not to be used as play areas. Children shall not be left unattended in common areas.

12. Washers and dryers are for the use of the owners and tenants only. Prompt removal of laundry items and cleaning of lint filters is required. Laundry shall not be left in machines overnight.

13. Visible real estate signs or "For Sale" signs of any size are prohibited. "Open House" signs may be displayed during the hours of the open house only.

14. For our security and protection, ask for identification before granting anyone access to the building. Check to see that security doors are closed tightly after entering and exiting the building. If you need to report suspicious activity, call the Thiensville Police Department at 262-242-2100, or in an emergency dial 911.

Parking/Garage

1. All units are assigned one indoor and one outdoor parking space. Guests must park on the street if the assigned spaces are occupied.

2. Vehicles of any type shall not be placed in any driveway or parking space for storage.

3. Boats, campers, trailers, recreation vehicles or other vehicles of similar nature shall not be stored or parked in an outdoor area for periods longer than 24 hours in any one-week period. Individuals shall not be allowed to occupy the vehicle while it is parked on the property.

4. Permission of the Board of Directors is required for temporary parking of boats, campers, trailers, recreation vehicles or other vehicles of similar nature.

5. Parking areas shall not be used for the repairing or restoring of any motor vehicle.

6. Vehicles leaking oil or fluids shall be repaired as soon as possible and any residue cleaned promptly.

7. All units shall be issued 1 garage door opener (remote), such remotes are the property of the Laurelwood Association, and shall not be tampered with or reprogrammed. Owners or tenants may not use non-issued remotes, due to remote programming limitations.

Garbage and Recycling

1. All garbage and refuse must be placed inside bags before disposing in dumpsters.

2. Trash or other waste items shall not be placed outside of the dumpsters.

3. All cardboard boxes must be flattened, cut to less than 24"x24", and placed inside of the appropriate recycling bin.

4. Furniture, carpeting, small appliances or toxic waste may not be disposed of in the dumpsters. It is the owner's responsibility to pay for arrangements for disposal of these items. Waste Management charges Laurelwood for the proper disposal of these items, which increases the overall expense of our association.

1. Pets shall be limited to one (1) dog (no greater than 30 pounds), cats or birds; this includes boarding of any animals. Any other pets require written approval from the Board of Directors.

2. Pets will be allowed provided owners take all reasonable actions to prevent their pets from being a nuisance or danger to any unit owner or tenant.

3. The person in control of a pet shall immediately collect and dispose of all animal waste; this is according to a Thiensville ordinance.

4. The person in control of a pet shall ensure that the pet is leashed whenever outside of a unit.

Architectural Alterations

1. The Board of Directors must approve any planned improvements outside a unit.

   Examples of external improvements that require approval:

   a. Installation of awnings, canopies, doors and windows.
   b. Installation of any television or radio antennas or satellite dishes.

2. Any structural changes within a unit require Board of Directors approval.

   Examples of internal improvements that require approval:

   a. Removal or modification of existing walls.
   b. Installation of wood or laminate flooring.

Leasing

As of July 1st, 2013- All Owners need to follow these leasing requirements.

1. Units may not be leased without a written lease of at least one (1) year.

2. The unit owner must supply a copy of these Rules and Regulations to any tenant before the lease is signed. The owner must supply the name and former address of the tenant to our property management company along with a signed statement of compliance and copy of the lease, prior to occupancy.

3. Owner must provide tenant contact information to property management company upon receipt of Guidelines.

4. The rights of the tenant shall be subject to covenants, conditions and restrictions set forth within the condominium documents.

5. The owner shall be held responsible for any damage done by their tenants to the common areas and charged accordingly.

6. A unit owner who leases their unit shall remain liable for the payment of fees and s due under the condominium documents, and the association shall have the option to pursue the unit owner for payment.

7. Tenants are not allowed to have pets.

8. Proof of Renters insurance to the owners and association. - Prior To Occupancy -

9. Written warning for infractions of the Rules & Regulation/Governing Docs and lease agreement given 1st to both tenant and owner must be remedied within 2 business days. Owners must supply written remedied response and must confirm with proof within the following 2 business days of warning issued.
10. If guidelines are not followed a $50.00 per day fine will be applied to the owner.
11. One indoor/outdoor parking space only with unit- 2 cars maximum.
12. Laundry machines for named Leasee only.
13. The owner must provide working smoke detector and Carbon monoxide detector in unit.
14. Grills are to be 10 feet away from the structure- NO grills are allowed on the Second floor.

General Guidelines

Simple suggestions to make Laurelwood a pleasant place to live:

1. If you have a problem with a neighbor TALK to them before reporting to Ogden, many problems can be solved by communication, not confrontation.

2. If you have plants or flowers on an upper deck, please place saucers under your containers, this will prevent water from draining onto the deck below.

3. All residents of second floor units, especially those with wood or laminate flooring, shall ensure that their day to day activities do not cause excessive noise to the unit below.

4. Please clear snow from upper decks, this will prevent melting snow from draining onto the deck below.

5. Salt is provided at the entry and in the basement, if you notice icy patches, please apply salt to them, as you may notice the problem before the snow removal crew does.

6. If you make a mess in the common areas it is your responsibility to clean it up, the association pays for weekly cleaning only.

7. Garbage disposal units are not designed to handle fibrous and starchy waste (such as potato peels, cabbage, celery, etc). Any common area plumbing problems traced back to a unit owner's misuse of their disposal will be at the unit owner's expense.

8. Toilets should not be used to dispose of dental floss, diapers, personal care products or kitty litter. Any common area plumbing problems traced back to a unit owner's misuse of the plumbing system will be at the unit owner's expense.

This is your home, please treat it as such. Any assistance you provide in maintaining the condominium buildings and the property will help decrease overhead costs, which will only help to maintain and increase the value of your property.

Thank You!!!

Laurelwood
Leasing Requirements
As of June 2013

As of July 1st, 2013- All Owners need to follow these leasing requirements – Please keep these with your documents

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Smoking Policy for Units and Common Areas

Adopted by the Board of Directors of Laurelwood Condominium Association

WHEREAS

The Board of Directors of the **Laurelwood Condominium Association** ("Association") is responsible for the operation and governance of the condominium property and the enforcement of the Declaration, Bylaws, and Rules and Regulations; and

WHEREAS

The Association seeks to maintain a clean, safe, and comfortable environment for all residents and to minimize nuisances affecting the use and enjoyment of the property; and

WHEREAS

Smoke migration into common areas and neighboring units may create a nuisance and negatively affect other residents.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Permitted Smoking Locations

Smoking of any substance, including but not limited to tobacco, vaping products, or similar items, shall be permitted **only** in the following locations:

- Inside an individual condominium unit; or
- Outside the building.
- All smoking materials must be distinguished & disposed of properly.

2. Prohibition in Common Areas

Smoking is **strictly prohibited in all interior common areas**, including but not limited to:

- Hallways
- Stairwells
- Lobbies
- Shared entryways
- Laundry rooms
- Garages or enclosed parking structures
- Any other enclosed common space

3. Smoke Migration

Residents who choose to smoke within their units **must take reasonable steps to prevent smoke from migrating into common areas or other units**. Smoke shall not permeate into common hallways, shared ventilation systems, or other common areas.

4. Nuisance

Any smoke that infiltrates common areas or neighboring units and interferes with another resident's quiet enjoyment may be deemed a **nuisance** and a violation of the Association's Rules and Regulations.

5. Enforcement

Violations of this resolution may result in enforcement action by the Association, including but not limited to:

- Written warnings
- Fines in accordance with the Association's enforcement policy
- Other remedies are available under the governing documents and applicable law

6. Applicability

This rule applies to **all unit owners, tenants, occupants, and guests**.

7. Effective Date

This resolution shall become effective on **March 18, 2026** and shall be incorporated into the Association's Rules and Regulations.

Adopted by the Board of Directors on: __3/18/2026_____

President: ___Robert Kruesel ____(Robert Kruesel)_____

Secretary: ___Romona Waters____(Romona Waters)_____
