TIRA GLEN CONDOMINIUM ASSOCIATION

RULES & REGULATIONS

I. ASSOCIATION RESPONSIBILITIES

A. Building

1. Building exterior, foundation and roof.
2. Sealing of driveways where appropriate.
3. Cleaning and repair of gutters and downspouts.
4. Building signage and unit numbers.
5. Repair of exterior light fixtures attached to the buildings but not light bulbs on outside entrances (front door or sliding doors).
6. The exterior surface of doors and buildings including trim and door jams. Not to include screens.
7. Care, staining and sealing of decks where appropriate.
8. Decks, patios, porches and dryer vents.

B. Agricultural

1. Grass cutting and fertilization of lawn areas.
2. Care and maintenance of trees and shrubs and basic mulching.
3. Replacing basic landscaping items as appropriate.
4. Weed control as appropriate.
5. Snow plowing of driveways and shoveling of sidewalks when snow accumulation is at least two (2) inches.
6. Common area insurance.

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II. UNIT OWNER RESPONSIBILITIES

A. Garbage pickup, as scheduled by the City of Kenosha, is currently on Friday unless there is a holiday and then it will be picked up the following day. The City of Kenosha will advise of any changes in pick up date as that falls under their jurisdiction. **Garbage can be put out the night before but not any earlier than 5pm per City of Kenosha ordinance**. Recyclables are picked up every **other** week. If the garbage or recyclables are put out late (after 6:30am on collection days) and do not get picked up, they must be removed from the curb and stored in your garage until the next garbage collection. You must call the City of Kenosha – Public Work's Department to schedule a bulk pick up. Items they will collect are large boxes, furniture, some appliances, etc. The City will charge a permit/sticker fee for the scheduled pick up which is the responsibility of the owner to pay. This is not an Association expense. Call them directly to schedule a collection for these oversized items. Leaving them on the curbside is unacceptable and results in all the owners being charged to have them hauled away.

B. Unit owners are responsible for maintenance of their limited common areas except for decks, porches and patios.

C. Maintain all doors, windows (except exterior trim surface) garage door & window screens. In the case of damage, where the identical replacement would be made, Board approval is not required. Any upgrade in the quality or style of the window must be approved by the Board prior to installation. New windows and doors must follow the building integrity including color of door and style (2 window 4 panel aluminum doors). New windows must maintain the existing grid pattern. Storm doors must be single pane glass from top to bottom. **Owners must replace damaged screens.** Periodic inspections will be made to ensure conformance.

D. Maintenance, repair and replacement of the garage door and their mechanisms, tracks, springs, cables and lock. All garage doors must maintain the raised panel effect when replaced.

E. All heating, cooling, ventilation and plumbing equipment.

F. Window coverings must present a neutral (white, off white, cream, beige, light beige) color when seen from the exterior of the building.

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G. Residents shall not modify the exterior of the units or the garages.

H. Decorative items such as Christmas lights may not be permanently affixed to the exterior of any unit. Decorations must be removed no later than 14 days following the appropriate holiday i.e. Independence Day, Halloween, Thanksgiving, etc.

I. The garage must be used as the primary parking space. If the resident has more than two vehicles, the extra vehicle must be parked on the unit's driveway space in front of their garage. **Owner vehicles are not to be parked in the visitor or handicapped areas.**

J. Patios and decks shall not be used as storage areas. Appropriate patio and deck items include: outdoor furniture, holiday decorations and flower/vegetable planters. Planters must be an appropriate size so that it does not impact the structural integrity of the deck structure. Objects weighing an aggregate of 300lbs are not allowed on decks.

K. Any unreasonable noise that distracts or disturbs others is prohibited. Residents are to comply with the City of Kenosha's ordinance which "prohibits unreasonable noise from radios, TVs, musical instruments and similar devices between the hours of 10 PM and 7 AM." Residents must refrain from any activity that creates a nuisance.

L. Owners are responsible for immediately picking up after their pets. Any excrement found in the lawns will be cleared by the Association and all costs associated with same will be charged to the offending owner. All pets must be on a leash at all times when outside on the Association grounds.

III. ENFORCEMENT PROCEDURES & ASSESSMENTS FOR VIOLATIONS.

If any unit owner or his tenant violated a rule in a manner which, by the determination of the Board, affects the rights of others or their property, immediate legal action will be initiated. The entire cost of effectuating the legal remedy to impose rule compliance,

including attorney's fees, shall be added to the account of the violating unit owner. In accordance with the procedure outlined below, an assessment of up to but not exceeding one hundred and no/00 dollars ($100.00) per occurrence may be levied by the Board on any owner found in violation of the *Rules and Regulations or Bylaws*. In the case of a tenant who is in violation, the owner of the unit in which said tenant resides will be held liable for the assessment.

A. In addition, all costs for extra cleaning and/or repairs stemming from the violation of the *Rules and Regulations* will be added to the assessment.

B. Prior to the imposition of an assessment for a rule violation a written demand to stop the violation will be served upon the alleged violator and his owner specifying the following.

1) The alleged violation.

2) The action required to stop the violation.

3) A 24-hour time period during which the alleged violation must cease without the imposition of an assessment.

4) If the same rule is violated past the time period above, or over a period not to exceed twelve (12) months, the Board will serve the violator and his owner written notice of a hearing to be held by the Board. This notice will contain the following: the nature of the violation; the time and place of the hearing, including at least ten (10) days' notice; a request for the violator and/or his owner to attend a hearing and supply any statement of evidence on his/ her behalf; and the intent of the Board to impose a one hundred and no/00 dollars ($100.00) assessment per violation occurrence.

5) At the hearing, the Board and the alleged violator(s) will have the right to present any evidence.

6) This hearing will be held in Executive Session and proof of hearing, evidence of written notice to violator to abate action, and intent to impose assessment shall become part of the hearing minutes.

7) The assessment will only be imposed by a majority vote of the Board members.