*Approved by the CCTCA Unit Owners **in May 2026** and replaces any prior Executive Summary*

This document should be given to your Real Estate agent upon putting your unit up for sale. If you are selling your unit yourself, this document should be given to prospective buyers before accepting an offer to purchase. There will be a transfer of unit fee of $500, payable by the buyer upon completion of a unit sale.

The Clayton Crest Terrace Condominium Association does not have the right of first refusal when a unit is sold, EXCEPT pertaining to the size and type of dog that can reside in the condominiums. Information about pets must be obtained and shared with the Board of Directors before an offer to purchase is accepted.

EXECUTIVE SUMMARY
FOR
Clayton Crest Terrace Condominiums

1. **CONDOMINIUM IDENTIFICATION:**
   Condominium Name: Clayton Crest Terrace Condominiums

2. **EXPANSION PLANS:**
   The condominium will not expand.

3. **GOVERNANCE:**
   Management: Self-governed by a five member Board of unit owners

4. **AMENITIES: The condominium has no special amenities which require members to make additional and separate payments.**

5. **OWNER RESPONSIBILITIES FOR MAINTENANCE AND REPAIR OF UNITS:**
   All interiors and utilities are the responsibility of the unit owners. This includes unit area watering, windows, doors, skylights, and garage doors.

6. **MAINTENANCE, REPAIR, AND REPLACEMENT OF COMMON ELEMENTS:**
   The Association will hire a contractor to trim and mow lawns generally once a week during the season. Once a year the contractor will trim shrubs (not trees), clean gutters and window wells. The owner is responsible for watering the lawn. Maintenance the grading level of 4 feet around the building and of the berms, are the owner's responsibility including the removal/replacement of any plantings, shrubs, and trees after board approval.

   The Association will hire a contractor to remove snow over 1.5 inches from the driveways. Walkways and porches will be shoveled at the same time. Salting needs are the owner's responsibility. Funding for the above derives from Quarterly fees and occasional assessments.

7. **MAINTENANCE, REPAIR, AND REPLACEMENT OF LIMITED COMMON ELEMENTS:**
   Limited common elements are those things that serve only one unit, such as porches, decks, patios, sidewalks, driveways, lateral pipes that move water to the street, driveways, window boxes, sprinkler systems, external lighting, and mailboxes. They are the responsibility of the unit owner.

8. **RENTAL OF UNITS:**
   Occupancy of a unit by the owner's relative is considered a rental. By unanimous vote of Unit Owners in May 2025, Sec B-12 (c) regarding Leases will be applied only to immediate family members of the Unit Owner. Leases to other relatives or non-relatives or use of the said Unit as an investment property is not allowed.

9. **UNIT ALTERATIONS:**
   Unit owner must obtain written consent from the Board of Directors to make any structural changes, major changes to the interior of the Unit, the exterior of the building, or any common or limited common elements. Basement finishing by a previous owner becomes the responsibility of any subsequent owner. This includes any maintenance/damage to covered basement walls.

10. **PARKING:**
    Parking is available in individual driveways and garages. There is no parking of the following on any portion of the common elements (including driveways) of any vehicle over 6000 lbs., inoperative vehicles, unlicensed vehicles, boats, campers, recreational vehicles, snowmobiles or trailers. All truck parking must be approved by the board.

11. **PETS:**
    Some small pets (one dog or two cats) are allowed but there are restrictions as to size. <u>The breed of dog and size must be disclosed to the Association Board for approval before an Offer to Purchase is accepted.</u>

12. **RESERVES:**
    The condominium maintains a reserve account for the repairs and replacement of common elements.

13. **AMENDMENTS:**
    Wisconsin law allows the unit owners to amend the condominium declaration, bylaws, and other condominium documents and established Association practices if the required votes are obtained. Some of these changes may alter your legal rights and responsibilities with regard to your condominium unit.

(This document is a summary and not intended to be a complete representation of the Bylaws, Declaration, or Rules and Regulations. Specific questions may be addressed to the President or Secretary.)

This document was originally prepared by the law firm of Jonathan B. Levine in 2006 and has been modified by the board to adjust to current conditions and practices. (March 2017)