The Terraces of Morningside Hills Condominium, Inc.
Information, Rules, Regulations, and Procedures

Consolidated and reformatted without content change – June 28, 2023[1]

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I. General Information

Declarant has sold all units and the condominium complex has an association of unit owners (referred to as Association). Right of first refusal was deleted by Amendment to Declaration in 1987.

[1] No changes were made from originating documents: Rules and Regulations Updated June 2022, Trash Rules May 2021, Pool Rules undated – taken from website 6/19/2023, and Explanation of Notice and Right to Cure and Schedule of Fees (updated June 2022). This re-formatted consolidation uses only the original wording with an added index and Roman Numeral Outline identifiers. Issued June 28, 2023.

- Association comprises 126 units in 21 multi-family buildings (6 units in each building).
- Units are for residential use only. Use for trade or business is not permitted.
- Units may not be subdivided.
- A room(s) within a unit may not be rented or used to accommodate transient tenants.

Each two-story, all electric building consists of:

- Two two-bedroom lower units with adjoining private patio • Four one-bedroom upper units with adjoining private balcony
- Six attached garages; one per unit.
- Six assigned outdoor parking spaces; one per unit, assigned by unit number.
- Six enclosed storage lockers in basement; one per unit, assigned by unit number.

II. Occupancy

- Two-bedroom units are limited to a maximum of four occupants and no more than two unrelated persons.
- One-bedroom units are limited to a maximum of two occupants.

III. Leasing or Rental of Condominium Unit

Federal Housing Administration (FHA) financing regulations prohibit the Association from allowing more than 10% of the units being rented.

Any owner desiring to rent or lease their unit must notify the Board of their intent. Board approval is required prior to leasing a unit. Owners who lease or rent their unit(s) are delegated the obligations of the Board as set out in the Declaration of Condominium. The owner is fully responsible for obligations of the unit owner and all actions of their tenant(s).

Before the Board will approve a lease or rental, the owner must provide:

- Date the unit will be available
- Duration of the lease
- Credit and background check

Upon the Board's approval of a lease or rental agreement, the owner must:

- Provide the Association Rules to the tenant.
- Provide a copy of the lease or rental agreement to the property manager.
- Notify the property manager of the name(s) of the tenant(s) and all other requested information regarding the occupant by completing the Welcome Packet Information Form(s) and returning it with the first month's condominium fee.

- Notify the property manager of changes in occupancy, including information about the tenant(s), their contact information, and an updated copy of the lease.

Tenants are expected to follow condo rules. If a tenant does not comply with the rules, the owner will be assessed the applicable fine(s).

Failure to comply with these rules is a violation of condominium rules and will result in a fine as determined by the Board.

IV. Windows, Patio Doors, Front Doors, and Garage Doors

IVA. Rules for Replacement

Replacement costs for all windows, doors, doorbell, and intercom system (if applicable) are the responsibility of unit owner. Owner must secure Board approval prior to ordering the replacement product(s). Board approval is required for each window or door the owner plans to replace. The request must include:

- Name of manufacturer
- Name and phone number of installation company

The Board reserves the right to request a color chip before approving the outside color of window or door. Color specifications for the garage door must be provided by the Board.

Any window(s) or door(s) replaced without prior Board approval must be replaced within three months with a Board approved item.

The Board may impose fines for any of the above violations at its discretion and in amounts in its discretion.

IVB. Window Specifications

- Windows must be vinyl or aluminum.
- All windows must be sliding panels. Small windows must be two-panels; large windows may be two-panel or three-panel.
- Trim style is a 2 ½" profile.
- Screens may be full or half options.
- Tilt-out sashes are acceptable.
- Owners can select the manufacturer of their choice.

IVC. Front Door Specifications

- Front door dimensions are 3' x 6' x 8' made of steel.
- Nine panel doors are acceptable.

- Front doors on upper units may have a window. Front doors on lower units include a sidelight that is a direct set, insulated glass panel.
- Owners can opt to have a peep hole.
- Owners can select the hardware of their choice.
- Owners can select the manufacturer of their choice.

IVD. Patio Door Specifications

- Patio door must be a vinyl or aluminum sliding door.
- Trim style is a 2 ½" profile.
- Owners can select the hardware of their choice.
- Owners can select the manufacturer of their choice.

IVE. Garage Door Specifications

- Doors must be a four-panel, flush door.
- Doors may not have windows or decorative design. Doors may have a handle but are not required to.
- Doors must be painted to color specified by the Board.

V. Air Conditioners

VA. Through-the-Wall Air Conditioners

- The air conditioner sleeves are permanently installed and cannot be removed or replaced. Most manufacturers sell mechanisms to adapt smaller units to the existing sleeve.
- Window air conditioners are not allowed; the air conditioner must be a through-the-wall model.
- Owner can select the manufacturer and model of their choice.

VB. Portable Air Conditioners

- In-window model air conditioners cannot be installed.
- Portable air conditioners may be used in bedrooms. Portable air conditioners allow the unit to remain in the room and exhaust through a vent(s) mounted in the window.
- Venting installation must not protrude outward from the window frame. The window screen cannot be modified to accommodate the vent.
- Owner can select the manufacturer and model of their choice.

VI. Water Heaters

Owners are responsible for maintaining the unit's water heater and cost of replacement. Water heaters must be replaced by a licensed plumber. The City of Waukesha requires a

permit prior to replacing a water heater. Owners must confirm who will be obtaining the permit (the plumber or the owner).

VII. Rules and Regulations for Common and Limited Common Areas

VIIA. Tennis Court

Use of tennis courts is subject to posted rules, without any additional fee.

VIIB. Swimming Pool

Swimming pool is generally opened Memorial Day weekend through Labor Day weekend. Opening or closing of the pool may be extended if weather permits.

Use of the swimming pool is subject to posted rules, without additional fee. Additional rules include:

- Each unit is allowed one key. Key is transferred from seller to buyer when ownership changes.
- Residents may use umbrellas provided by the association. Anyone who uses an umbrella must close the umbrella before leaving the pool area to prevent damage to the furniture and pool area.
- The pool is open daily from 8:00 am – dusk during the season. Using the pool after hours will result in a fine and surrender of pool key.
- An owner's key is required to enter and exit the pool area. The pool is private and for use by residents of the Terraces of Morningside Hills Condominium. All guests must be always accompanied by a resident.
- There is no lifeguard on duty; swimming is at own risk.
- Swimmers must shower before entering the pool.
- Running, rough play, and diving are prohibited.
- Residents are responsible for their guest's behavior.
- Children under age 16 must be accompanied by an adult resident.
- Small toys and pool noodles are allowed if they do not interfere with others. Rafts and oversize floats are not permitted in the pool.
- Non-alcoholic beverages in plastic containers are allowed in the pool area. Please keep containers off the pool deck.
- Food, alcoholic beverages, gum, and tobacco are not allowed within the fenced area of the pool.
- An adult must be in the water with children who are unable to swim.

- Children who are not toilet trained must wear Little Swimmer type garments under their swimwear.
- Persons with open cuts or sores are not permitted in the pool.
- Umbrellas must be closed before leaving the pool area to avoid wind damage to the umbrellas and tables.

- See Fee Schedule for additional information.

VIII. General Rules and Regulations

- Residents cannot paint, decorate, or alter the appearance of any portion of the property outside of the unit. Residents must not attach anything to the face of the building or the mailbox.
- Residents must not remove or replace outdoor light fixtures.
- Residents may not, for any extended period, turn off any circuit breaker in their unit that provides electricity to the basement.
- Garage doors must remain closed overnight.
- Residents must limit noise between 10:00 pm and 7:30 am by lowering the volume on radios or televisions, not using washing machines, dryers, dishwashers, vacuum machines, etc.
- Seasonal decorations are permitted on patios and balconies and wreaths may be placed on front door. All seasonal items must be removed at end of intended season.
- Door mats are allowed at the front door between April 1st and October 31st. They are prohibited during the winter months as they interfere with snow removal.
- Grilling is permitted on grounds. Grills cannot be used on patios or balconies, under building overhangs, or within less than 10 feet of any structure.
- Except for birdfeeders, residents are prohibited from feeding or attracting wild animals in accordance with Wisconsin statute NR 19.60(1)(a).

VIIIA. Parking

- Units are limited to two onsite parking spaces, the attached garage and one lot space.
- Parking spaces cannot be transferred to another unit.
- All vehicles parked in lot spaces must be licensed and operable.
- Vehicles must be moved from outdoor parking spaces within 24 hours of snowstorm so the spaces can be plowed.
- A limited number of visitor's parking spaces (marked Visitor) are available for guest use only. Residents may not use visitor spaces.
- Residents cannot park boats, recreational vehicles, trailers, snowmobiles, commercial vehicles, or trucks larger than ¾ ton in parking lots.

- Residents may not wash vehicles in common or limited common areas.
- Skateboarding and rollerblading are not permitted on the grounds, including driveways and parking lots.

VIIIB. Storage

- Basements are not humidity controlled; association is not responsible for loss of items or damage of items placed in storage area. This includes, but is not limited to, damage or loss due to theft, mildew, mold.
- Storing cloth items (for example, upholstered furniture, mattresses, etc.) is not permitted in basement storage unit.
- Basement area cannot be used in a way that interferes with another owner's use. For example, basements cannot be used for workroom, exercise, crafts, etc.
- Any item not contained in a designated storage space may be disposed of without formal notice.

VIIIC. Patio and Balcony

- Awnings, enclosures, or other coverings are not permitted on patios or balconies.
- Residents cannot use balconies or patios for storage. Heavy objects (for example, heavy furniture) must be removed from balconies and patios November 1st through April 1st.
- Patios and balconies cannot be used to dry or air laundry, carpets, rugs, towels, or clothing.
- Grilling on balconies or patios is prohibited.
- No heavy objects may be attached to balcony railings.
- Residents may have a bird feeder on their patio or balcony. One bird feeder is permitted per unit.
- Wind chimes are permitted if they do not disturb neighbors. One wind chime is permitted per unit.

VIIID. Displaying Flags or Political Signs

Flagpole brackets or other attachments to the face of the building, balcony railings, or mailbox are prohibited. Small flags in an in-ground flag holder or similar container (for example, a flowerpot) is allowed.

Placement of political signs is limited to one window only within an individual unit. Signs are not allowed in patio doors. Signs must be placed on the inside of the window and must be removed immediately after election day. Signs may not be placed outside a unit.

VIIIE. Pets

The association is a no pet complex. An owner may not lease a unit allowing the tenant to have an animal. Residents are not permitted to house animals. Exceptions include:

- Residents who had a pet prior to February 1, 2005, are all owed to keep that pet(s) until the resident moves or the pet dies.
- Residents with an approved variance for a therapy animal.

VIIIF. Therapy Animals

In accordance with the Americans with Disabilities Act, the Terraces of Morningside Hills Condominium Association may allow a temporary variance of the condo association bylaws and deed restrictions. The temporary variance is granted to the present resident only and is nontransferrable. A temporary variance requires:

- The pet must be registered with the City of Waukesha.
- A letter from a medical professional, licensed in Wisconsin, verifying the need for a pet.
- A signed declaration agreeing to comply with the rules for housing a therapy animal.
- A picture of the animal, the verification letter, and signed declaration must be filed with the property manager.

Therapy animals must be on a leash and accompanied by the owner when outside the unit. The animal may not be outside unattended. Residents must clean up after their animal immediately. Excessive noise disturbing other owners is strictly prohibited.

When transferring ownership of the unit, pet owners are responsible for ensuring the subflooring is not damaged because of having an animal. Cleaning the carpeting is not sufficient. The owner is required to inform their real estate agent that this is a no pet complex and that they must convey that information to prospective buyers.

Animal owner is required to arrange off-site care for somewhere other than in the complex when away from the unit for more than one day. It is against association rules and bylaws for other owners to pet sit.

VIIIG. Trash Removal and Recycling

Association dues include trash removal through a contracted vendor. The city of Waukesha provides recycling pick-up. Recycling containers are regulated by the city. Units are required to place household trash bags into a receptacle and cover the receptacle with an attached lid. Trash cannot be placed outside without being in a receptacle.

Trash and recycling containers cannot be stored outside; it is recommended that containers be stored in the residents' garage. Residents may move containe rs outside starting at 6:00 pm the night before pick-up. Containers must be store d back in the garage by 10:00 pm on pick-up day. Contact the property manager (PMC) for current pick-up schedule.

VIIIH. Definitions

Resident: any individual whose primary residence is the Terraces of the Morningside Hills

Adult: any resident (and/or guest) over age 18

Child: anyone under the age of 16

IX. Explanation of Notice and Right to Cure and Schedule of Fees

Unless otherwise indicated in the Schedule of Fees, owner must be provided a 10-day notice to cure any violation of the condominium documents or condominium rules. The owner must show that they promptly, upon receipt of the notice, took all reasonable steps to promptly cure the violation.

Notices must be provided in writing and may be sent by email or by U.S. mail. Notices sent through email are deemed received on the date the email is sent. Notices sent by U.S. mail are deemed received five days after mailing. Notices given to an owner's representative is considered notice to the owner.

Any collection costs, attorney's fees, and other expenses incurred by the association will be charged to the owner. All outstanding, unpaid fees and related charges will result in liens against the unit involved. All outstanding fees, late charges, fines, and related charges and collection expenses must be paid in full at the time of any transfer of the property. Association will not sign off its rights unless the unit owner is current in all financial matters.

Pool privileges are revoked for any resident when there are any outstanding assessments, late charges, or fines. Resident must return key to Board president.