Authentisign ID: 931AA8C3-A0DE-F111-91F2-0022482B51B6



# REAL ESTATE CONDITION REPORT

## DISCLAIMER

THIS CONDITION REPORT CONCERNS THE REAL PROPERTY LOCATED AT **2975 River Birch Dr., Unit G** IN THE **City** (CITY) (VILLAGE) (TOWN) OF **Brookfield**, COUNTY OF **Waukesha** STATE OF WISCONSIN.

THIS REPORT IS A DISCLOSURE OF THE CONDITION OF THAT PROPERTY IN COMPLIANCE WITH SECTION 709.02 OF THE WISCONSIN STATUTES AS OF **November** (MONTH) **12**. (DAY), **2026** (YEAR). IT IS NOT A WARRANTY OF ANY KIND BY THE OWNER OR ANY AGENTS REPRESENTING ANY PARTY IN THIS TRANSACTION AND IS NOT A SUBSTITUTE FOR ANY INSPECTIONS OR WARRANTIES THAT THE PARTIES MAY WISH TO OBTAIN.

A buyer who does not receive a fully completed copy of this report within 10 days after the acceptance of the contract of sale or option contract for the above-described real property has the right to rescind that contract (Wis. Stat. s. 709.02), provided the owner is required to provide this report under Wisconsin Statutes chapter 709.

## NOTICE TO PARTIES REGARDING ADVICE OR INSPECTIONS

Real estate licensees may not provide advice or opinions concerning whether or not an item is a defect for the purposes of this report or concerning the legal rights or obligations of parties to a transaction. The parties may wish to obtain professional advice or inspections of the property and to include appropriate provisions in a contract between them with respect to any advice, inspections, defects, or warranties.

## A. OWNER'S INFORMATION

A1. In this form, "aware" means the "owner(s)" have notice or knowledge.

A2. In this form, "defect" means a condition that would have a significant adverse effect on the value of the property; that would significantly impair the health or safety of future occupants of the property; or that if not repaired, removed, or replaced would significantly shorten or adversely affect the expected normal life of the premises.

A3. In this form, "owner" means the person or persons, entity, or organization that owns the above-described real property. An "owner" who transfers real estate containing one to four dwelling units, including a condominium unit and time-share property, by sale, exchange, or land contract is required to complete this report.

Exceptions: An "owner" who is a personal representative, trustee, conservator, or fiduciary appointed by or subject to supervision by a court, and who has never occupied the property transferred is not required to complete this report. An "owner" who transfers property that has not been inhabited or who transfers property in a manner that is exempt from the real estate transfer fee is not required to complete this report. (Wis. Stat. s. 709.01)

A4. The owner represents that to the best of the owner's knowledge, the responses to the following questions have been accurately checked as "yes," "no," or "not applicable (N/A)" to the property being sold. If the owner responds to any question with "yes," the owner shall provide, in the additional information area of this form, an explanation of the reason why the response to the question is "yes."

A5. If the transfer is of a condominium unit, the property to which this form applies is the condominium unit, the common elements of the condominium, and any limited common elements that may be used only by the owner of the condominium unit being transferred.

A6. The owner discloses the following information with the knowledge that, even though this is not a warranty, prospective buyers may rely on this information in deciding whether and on what terms to purchase the property. The owner hereby authorizes the owner's agents and the agents of any prospective buyer to provide a copy of this report, and to disclose any information in the report, to any person in connection with any actual or anticipated sale of the property.

CAUTION: The lists of defects following each question below are examples only and are not the only defects that may properly be disclosed in response to each respective question.

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## B. STRUCTURAL AND MECHANICAL

| | | YES | NO | N/A |
|---|---|---|---|---|
| B1. | Are you aware of defects in the roof? Roof defects may include items such as leakage or significant problems with gutters or eaves. | ☐ | ◉ | ☐ |
| B2. | Are you aware of defects in the electrical system? Electrical defects may include items such as *defects in solar panels and systems*, electrical wiring not in compliance with applicable code, knob and tube wiring, 60 amp service, or aluminum-branch circuit wiring. | ☐ | ◉ | ☐ |
| B3. | Are you aware of defects in part of the plumbing system (including the water heater, water softener, and swimming pool)? Other plumbing system defects may include items such as leaks or defects in pipes, toilets, interior or exterior faucets, bathtubs, showers, or any sprinkler system. | ☐ | ◉ | ☐ |
| B4. | Are you aware of defects in the heating and air conditioning system (including the air filters and humidifiers)? Heating and air conditioning defects may include items such as defects in the heating ventilation and air conditioning (HVAC) equipment, supplemental heaters, ventilating fans or fixtures, or solar collectors. | ☐ | ◉ | ☐ |
| B5. | Are you aware of defects in a woodburning stove or fireplace or of other defects caused by a fire in a stove or fireplace or elsewhere on the property? Such defects may include items such as defects in the chimney, fireplace flue, inserts, or other installed fireplace equipment; or woodburning stoves not installed pursuant to applicable code. | ☐ | ◉ | ☐ |
| B6. | Are you aware of defects related to smoke detectors or carbon monoxide detectors or a violation of applicable state or local smoke detector or carbon monoxide detector laws? NOTE: State law requires operating smoke detectors on all levels of all residential properties and operating carbon monoxide detectors on all levels of most residential properties (see Wis. Stat. ch. 101). | ☐ | ◉ | ☐ |
| B7. | Are you aware of defects in the basement or foundation (including cracks, seepage, and bulges)? Other basement defects may include items such as flooding, defects in drain tiling or sump pumps, or movement, shifting, or deterioration in the foundation. | ☐ | ◉ | ☐ |
| B8. | Are you aware of defects in any structure on the property? Structural defects with respect to the residence or other improvements may include items such as movement, shifting, or deterioration in walls; major cracks or flaws in interior or exterior walls, partitions, or the foundation; wood rot; and significant problems with driveways, sidewalks, patios, decks, fences, waterfront piers or walls, windows, doors, floors, ceilings, stairways, or insulation. | ☐ | ◉ | ☐ |
| B9. | Are you aware of defects in mechanical equipment included in the sale either as fixtures or personal property? Mechanical equipment defects may include items such as defects in any appliance, central vacuum, garage door opener, in-ground sprinkler, or in-ground pet containment system that is included in the sale. | ☐ | ◉ | ☐ |
| B10. | Are you aware of rented items located on the property such as a water softener or other water conditioner system or water treatment system, or other items affixed to or closely associated with the property? *Such items may include reverse osmosis systems, iron filters, and other filters.* | ☐ | ☐ | ◉ |
| B11. | Are you aware of basement, window, or plumbing leaks, overflow from sinks, bathtubs, or sewers, or other ongoing water or moisture intrusions or conditions? | ☐ | ◉ | ☐ |

B12. Explanation of "yes" responses _____

## C. ENVIRONMENTAL

| | | YES | NO | N/A |
|---|---|---|---|---|
| C1. | Are you aware of the presence of unsafe levels of mold? | ☐ | ◉ | ☐ |
| C2. | Are you aware of a defect caused by unsafe concentrations of, or unsafe conditions relating to, radon, radium in water supplies, high voltage electric (100 KV or greater) or steel natural gas transmission lines located on but not directly serving the property, lead in paint, lead in soil, or other potentially hazardous or toxic substances on the property? NOTE: Specific federal lead paint disclosure requirements must be complied with in the sale of most residential properties built before 1978. | ☐ | ◉ | ☐ |
| C3. | Are you aware of the presence of asbestos or asbestos-containing materials on the property? | ☐ | ◉ | ☐ |
| C4. | Are you aware of the presence of or a defect caused by unsafe concentrations of, unsafe conditions relating to, or the storage of hazardous or toxic substances on neighboring properties? | ☐ | ◉ | ☐ |

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| | | YES | NO | N/A |
|---|---|---|---|---|
| C5. | Are you aware of current or previous termite, powder post beetle, or carpenter ant infestations or defects caused by animal, reptile, or insect infestations, *including infestations impacting trees*? | ☐ | ◉ | ☐ |
| C6. | Are you aware of water quality issues caused by unsafe concentrations of or unsafe conditions relating to lead? | ☐ | ◉ | ☐ |
| C7. | Are you aware of the manufacture of methamphetamine or other hazardous or toxic substances on the property? | ☐ | ◉ | ☐ |

C8. Explanation of "yes" responses _____

## D. WELLS, SEPTIC SYSTEMS, STORAGE TANKS

| | | YES | NO | N/A |
|---|---|---|---|---|
| D1. | Are you aware of defects in a well on the property or in a well that serves the property, including unsafe well water? Well defects may include items such as an unused well not properly closed in conformance with state regulations, a well that was not constructed pursuant to state standards or local code, or a well that requires modifications to bring it into compliance with current code specifications. Well water defects might include, but are not limited to, unsafe levels of bacteria (total Coliform and E. coli), nitrate, arsenic, or other substances affecting human consumption safety. | ☐ | ☐ | ◉ |
| D2. | Are you aware of a joint well serving the property? | ☐ | ☐ | ◉ |
| D3. | Are you aware of a defect related to a joint well serving the property? | ☐ | ☐ | ◉ |
| D4. | Are you aware that a septic system or other private sanitary disposal system serves the property? | ☐ | ☐ | ◉ |
| D5. | Are you aware of defects in the septic system or other private sanitary disposal system on the property or any out-of-service septic system that serves the property and that is not closed or abandoned according to applicable regulations? Septic system defects may include items such as backups in toilets or in the basement; exterior ponding, overflows, or backups; or defective or missing baffles. | ☐ | ☐ | ◉ |
| D6. | Are you aware of underground or aboveground fuel storage tanks on or previously located on the property? (If "yes," the owner, by law, may have to register the tanks with the Wisconsin Department of Agriculture, Trade and Consumer Protection at P.O. Box 8911, Madison, Wisconsin, 53708, whether the tanks are in use or not. Regulations of the Wisconsin Department of Agriculture, Trade and Consumer Protection may require the closure or removal of unused tanks.) | ☐ | ☐ | ◉ |
| D7. | Are you aware of defects in the underground or aboveground fuel storage tanks on or previously located on the property? Defects in underground or aboveground fuel storage tanks may include items such as abandoned tanks not closed in conformance with applicable local, state, and federal law; leaking; corrosion; or failure to meet operating standards. | ☐ | ☐ | ◉ |
| D8. | Are you aware of an "LP" tank on the property? (If "yes," specify in the additional information space whether the owner of the property either owns or leases the tank.) | ☐ | ☐ | ◉ |
| D9. | Are you aware of defects in an "LP" tank on the property? | ☐ | ☐ | ◉ |

D10. Explanation of "yes" responses _____

## E. TAXES, SPECIAL ASSESSMENTS, PERMITS, ETC.

| | | YES | NO | N/A |
|---|---|---|---|---|
| E1. | Have you received notice of property tax increases, other than normal annual increases, or are you aware of a pending property reassessment? | ☐ | ◉ | ☐ |
| E2. | Are you aware that remodeling was done that may increase the property's assessed value? | ☐ | ◉ | ☐ |
| E3. | Are you aware of pending special assessments? | ☐ | ◉ | ☐ |
| E3m. | Are you aware of an existing neighborhood improvement special assessment? | ☐ | ◉ | ☐ |

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| | | YES | NO | N/A |
|---|---|---|---|---|
| E4. | Are you aware that the property is located within a special purpose district, such as a drainage district, that has the authority to impose assessments against the real property located within the district? | ☐ | ◉ | ☐ |
| E5. | Are you aware of any proposed construction of a public project that may affect the use of the property? | ☐ | ◉ | ☐ |
| E6. | Are you aware of any remodeling, replacements, or repairs affecting the property's structure or mechanical systems that were done or additions to this property that were made during your period of ownership without the required permits? | ☐ | ◉ | ☐ |
| E7. | Are you aware of any land division involving the property for which a required state or local permit was not obtained? | ☐ | ◉ | ☐ |

E8. Explanation of "yes" responses _____

## F. LAND USE

| | | YES | NO | N/A |
|---|---|---|---|---|
| F1. | Are you aware of the property being part of or subject to a subdivision homeowners' association, *or other homeowners' association*? | ☐ | ◉ | ☐ |
| F2. | If the property is not a condominium unit, are you aware of common areas associated with the property that are co-owned with others? | ☐ | ☐ | ◉ |
| F3. | Are you aware of any zoning code violations with respect to the property? | ☐ | ◉ | ☐ |
| F4. | Are you aware of the property or any portion of the property being located in a floodplain, wetland, or shoreland zoning area? | ☐ | ◉ | ☐ |
| F5. | Are you aware of nonconforming uses of the property? A nonconforming use is a use of land, a dwelling, or a building that existed lawfully before the current zoning ordinance was enacted or amended, but that does not conform to the use restrictions in the current ordinance. | ☐ | ◉ | ☐ |
| F6. | Are you aware of conservation easements on the property? A conservation easement is a legal agreement in which a property owner conveys some of the rights associated with ownership of his or her property to an easement holder such as a governmental unit or a qualified nonprofit organization to protect the natural habitat of fish, wildlife, or plants or a similar ecosystem, preserve areas for outdoor recreation or education, or for similar purposes. | ☐ | ◉ | ☐ |
| F7. | Are you aware of restrictive covenants or deed restrictions on the property? A restrictive covenant or deed restriction may include a provision that imposes resale price limits, occupancy requirements, or other restrictions for a specific period of time (e.g., a development that received Infrastructure Access or Vacancy-to-Vitality funds from the Wisconsin Housing and Economic Development Authority (WHEDA). For more information, visit https://www.wheda.com.). | ☐ | ◉ | ☐ |
| F8. | Other than public rights of ways, are you aware of nonowners having rights to use part of the property, including, but not limited to, private rights-of-way and easements other than recorded utility easements? | ☐ | ◉ | ☐ |
| *F8a.* | *Are you aware of any private road agreements or shared driveway agreements relating to the property?* | ☐ | ◉ | ☐ |
| F9. | Are you aware of the property being subject to a mitigation plan required under administrative rules of the Wisconsin Department of Natural Resources related to county shoreland zoning ordinances, which obligates the owner of the property to establish or maintain certain measures related to shoreland conditions and which is enforceable by the county? | ☐ | ◉ | ☐ |
| F10. | The use value assessment system values agricultural land based on the income that would be generated from its rental for agricultural use rather than its fair market value. When a person converts agricultural land to a non agricultural use (e.g., residential or commercial development), that person may owe a conversion charge. For more information visit https://www.revenue.wi.gov/Pages/FAQS/slf-useassmt.aspx or (608) 266-2486. | | | |
| | a. Are you aware of all or part of the property having been assessed as agricultural land under Wis. Stat. s. 70.32 (2r) (use value assessment)? | ☐ | ☐ | ◉ |
| | b. Are you aware of the property having been assessed a use-value assessment conversion charge relating to this property? (Wis. Stat. s. 74.485 (2)) | ☐ | ☐ | ◉ |

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| | | YES | NO | N/A |
|---|---|---|---|---|
| | c. Are you aware of the payment of a use-value assessment conversion charge having been deferred relating to this property? (Wis. Stat. s. 74.485 (4)) | ☐ | ☐ | ◉ |
| F11. | Is all or part of the property subject to or in violation of a farmland preservation agreement? Early termination of a farmland preservation agreement or removal of land from such an agreement can trigger payment of a conversion fee equal to 3 times the class 1 "use value" of the land. Visit https://datcp.wi.gov/Pages/Programs_Services/FarmlandPreservation.aspx for more information. | ☐ | ☐ | ◉ |
| F12. | Is all or part of the property subject to, enrolled in, or in violation of the Forest Crop Law, Managed Forest Law, the Conservation Reserve Program, or a comparable program? | ☐ | ☐ | ◉ |
| F13. | Are you aware of a dam that is totally or partially located on the property or that an ownership in a dam that is not located on the property will be transferred with the property because it is owned collectively by members of a homeowners' association, lake district, or similar group? (If "yes," contact the Wisconsin Department of Natural Resources to find out if dam transfer requirements or agency orders apply.) | ☐ | ☐ | ◉ |
| F14. | Are you aware of boundary or lot line disputes, encroachments, or encumbrances (including a joint driveway) affecting the property? Encroachments often involve some type of physical object belonging to one person but partially located on or overlapping on land belonging to another; such as, without limitation, fences, houses, garages, driveways, gardens, and landscaping. Encumbrances include, without limitation, a right or claim of another to a portion of the property or to the use of the property such as a joint driveway, liens, and licenses. | ☐ | ◉ | ☐ |
| F15. | Are you aware there is not legal access to the property? | ☐ | ◉ | ☐ |
| F16. | Are you aware of federal, state, or local regulations requiring repairs, alterations, or corrections of an existing condition? This may include items such as orders to correct building code violations. | ☐ | ◉ | ☐ |
| F17. | Are you aware of a pier attached to the property that is not in compliance with state or local pier regulations? See http://dnr.wi.gov/topic/waterways for more information. | ☐ | ☐ | ◉ |
| F18. | Are you aware of a written agreement affecting riparian rights related to the property? | ☐ | ☐ | ◉ |
| F19. | Are you aware that the property abuts the bed of a navigable waterway that is owned by a hydroelectric operator? Under Wis. Stat. s. 30.132, the owner of a property abutting the bed of a navigable waterway that is owned by a hydroelectric operator, as defined in s. 30.132 (1) (b), may be required to ask the permission of the hydroelectric operator to place a structure on the bed of the waterway. | ☐ | ☐ | ◉ |
| F20. | Are you aware of one or more burial sites on the property? (For information regarding the presence, preservation, and potential disturbance of burial sites, contact the Wisconsin Historical Society at 800-342-7834 or www.wihist.org/burial-information). | ☐ | ◉ | ☐ |

F21. Explanation of "yes" responses _____

## G. ADDITIONAL INFORMATION

| | | YES | NO | N/A |
|---|---|---|---|---|
| G1. | Have you filed any insurance claims relating to damage to this property or premises within the last five years? | ◉ | ☐ | ☐ |
| G2. | Are you aware of a structure on the property that is designated as a historic building or that all or any part of the property is in a historic district? | ☐ | ◉ | ☐ |
| *G2a.* | *Does the property currently have internet service?* | ◉ | ☐ | ☐ |
| | *If so, who is your provider?* Spectrum | | | |
| *G2b.* | *Does the property have an electric vehicle charging system and station or installed wiring for a future system or station?* | ☐ | ◉ | ☐ |
| | *Is the system or station affixed to the property?* | ☐ | ☐ | ◉ |
| *G2c.* | *Does the property have accessibility features? If so, attach an Accessibility Features Report (see https://www.wra.org/Disabilities)?* | ☐ | ◉ | ☐ |
| G3. | Are you aware of any agreements that bind subsequent owners of the property, such as a lease agreement or an extension of credit from an electric cooperative? | ☐ | ◉ | ☐ |
| *G3a.* | *Are you aware of any right of first refusal, recorded or not, on all or any portion of the property?* | ☐ | ◉ | ☐ |

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| | YES | NO | N/A |
|---|---|---|---|
| G4. Is the owner a foreign person, as defined in 26 USC 1445(f)? (E.g. a nonresident alien individual, foreign corporation, foreign partnership, foreign trust, or foreign estate.) Section 1445 of the Internal Revenue Code (26 USC 1445), also known as the Foreign Investment In Real Property Tax Act or FIRPTA, provides that a transferee (buyer) of a U.S. real property interest must be notified in writing and must withhold tax if the transferor (seller) is a foreign person, unless an exception under FIRPTA applies to the transfer. | ☐ | ◉ | ☐ |
| G5. Are you aware of other defects affecting the property? Other defects might include items such as drainage easement or grading problems; excessive sliding, settling, earth movements, or upheavals; or any other defect or material condition. | ☐ | ◉ | ☐ |

G6. The owner has owned the property for 3 years.
G7. The owner has lived in the property for 6 years.
G8. Explanation of "yes" responses G1 - electrical outage kept shared sump pump from working; minor water infiltration resulted in basement carpet

*Notice: You may obtain information about the sex offender registry and persons registered with the registry by contacting the Wisconsin Department of Corrections at http:www.doc.wi.gov or by phone at 608-240-5830.*

## OWNER'S CERTIFICATION

NOTE: Wisconsin Statute section 709.035 requires owners who, prior to acceptance of a purchase contract or an option to purchase, obtain information that would change a response on this report to submit a complete amended report or an amendment to the previously completed report to the prospective buyer within 10 days of acceptance.

The owner certifies that the information in this report is true and correct to the best of the owner's knowledge as of the date on which the owner signs this report.

Owner Authentisign Mark Spaeth Date 11/12/2026
Owner _____ Date _____
Owner _____ Date _____
Owner _____ Date _____

## CERTIFICATION BY PERSON SUPPLYING INFORMATION

A person other than the owner certifies that the person supplied information on which the owner relied for this report and that the information is true and correct to the best of the person's knowledge as of the date on which the person signs this report.

Person _____ Items _____ Date _____
Person _____ Items _____ Date _____
Person _____ Items _____ Date _____

## BUYER'S ACKNOWLEDGEMENT

The prospective buyer acknowledges that technical knowledge such as that acquired by professional inspectors may be required to detect certain defects such as the presence of asbestos, building code violations, and floodplain status.

I acknowledge receipt of a copy of this statement.

Prospective buyer _____ Date _____
Prospective buyer _____ Date _____
Prospective buyer _____ Date _____
Prospective buyer _____ Date _____

*Information appearing in italics is supplemental in nature and is not required pursuant to Section 709.03 of the Wisconsin Statutes.*

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**WISCONSIN REALTORS® ASSOCIATION**
4801 Forest Run Road
Madison, Wisconsin 53704



# CONDOMINIUM ADDENDUM TO REAL ESTATE CONDITION REPORT

THIS CONDOMINIUM ADDENDUM TO REAL ESTATE CONDITION REPORT (REPORT) IS AN ADDENDUM TO THE REAL ESTATE CONDITION REPORT DATED November 12, 2026 CONCERNING THE PROPERTY LOCATED AT 2975 River Birch Dr., Unit G (STREET ADDRESS), IN THE (CITY) ~~(VILLAGE)~~ ~~(TOWN)~~ **STRIKE TWO** OF Brookfield, COUNTY OF Waukesha, STATE OF WISCONSIN.

This Report is given in compliance with Wis. Stat. § 709.02(2) and is not a substitute for a professional review of the condominium documents and disclosure materials.

## I. CONDOMINIUM IDENTIFICATION and SELLER CONTACT INFORMATION

Name of Condominium: Willow Brook
Unit Number: 2975 River Birch G
This Condominium was created by the recording of the condominium instruments with the Office of the Register of Deeds on _____ (insert date).

The contact information for the ~~(Unit Owner)~~ (Unit Owner's agent/listing broker) **STRIKE ONE** is as follows:
Name: Paul Liebe
Address: 12 S. Main St., Oconomowoc, WI 53066
Phone Number(s): 262-567-5700
E-mail address (optional): _____

## II. CONDOMINIUM ASSOCIATION INFORMATION

Name of the Condominium Association: Willow Brook Condominium Association - Sentry Mgt.
Address of the Condominium Association: 224 N. 76th St., Milwaukee, WI 53213
This Condominium Association is ☐ self-managed ☒ has hired or retained management **CHECK ONE** .
Contact Information (Association representative who can address the sale or the condominium in general):
Name: Sentry Management - Joseph Endemann
Address: 224 N. 76th St., Milwaukee, WI 53213
Phone Number(s): _____
E-mail address (optional): jendemann@sentrymgt.com

## III. CONDOMINIUM ASSESSMENTS, FEES and CHARGES

The Unit Owner is responsible for the following current condominium assessments, fees, special assessments and other charges (itemize) (Optional: attach a copy of the current budget for easy reference.): $600/mo. condo dues
_____ Have all current charges been paid? ☒ Yes ☐ No **CHECK ONE**

## IV. EXECUTIVE SUMMARY

A copy of the Executive Summary is attached unless this is a small condominium electing Wis. Stat. § 703.365(8) disclosure requirements. Check with the Condominium Association to be sure that it is the most current version.

The information in this Report is true, correct and current to the best of the Unit Owner's knowledge.

| | |
|---|---|
| Unit Owner Authentisign Mark Spaeth 11/12/2026 Date _____ | Unit Owner _____ Date _____ |
| Print Name Here ▶ Mark Spaeth | Print Name Here ▶ |

Buyer acknowledges receipt of a copy of this Report. Check ☐ if condominium disclosure materials have been received.

| | |
|---|---|
| Buyer _____ Date _____ | Buyer _____ Date _____ |
| Print Name Here ▶ | Print Name Here ▶ |

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## RESIDENTIAL CONDOMINIUM CONCEPTS

In general terms, residential Condominiums take what otherwise might have been an apartment, townhouse or house, and permits individual sales of the separate dwelling Units. All of the dwelling Unit owners own the common areas together and collectively pay for the upkeep and other common expenses. A Condominium, however, is not like living in an apartment because the owner is usually responsible for the maintenance and repair of everything within the Unit - the property manager does not take care of it, as would be the case with a tenant. To understand Condominium ownership, an understanding of certain key concepts is needed.

■ **Declaration:** The Declaration is a written document that creates a Condominium from one or more parcels of real estate. In the Declaration, the owner declares his or her property to now be a Condominium. The Declaration divides the property into several smaller parcels: Units, which are individually owned, and the Common Elements, which are owned in common by all of the Unit owners together. The Declaration sets out what percentage of ownership interest in the Common Elements is assigned to each Unit, and the number of votes that the owner of each Unit has in the Association.

■ **Declarant:** The Declarant is the builder or developer who declares his or her property to be a Condominium by recording the Declaration and plat maps. The Declarant may reserve a period of "Declarant Control" that gives the Declarant time to finish construction of the Condominium project and/or to sell the Units. During this period, the Declarant exercises the powers and responsibilities of the Association through its exclusive right to appoint the directors to the Association board. As the Units are sold to purchasers, elections are held at different intervals and the Unit owners (other than the Declarant) elect an increasing number of the directors. Declarant Control lasts up to ten years in expandable Condominiums and up to three years in other Condominiums.

■ **Unit:** A Unit is the part of the Condominium that is privately owned and used by the Unit owner. A Unit owner has exclusive ownership and possession of his or her Unit. The statutes define Unit in terms of cubicles of air, enclosed spaces located on one or more floors, and rooms. A Unit may also include structural parts of a building (walls, wood frame) or a Unit may be a whole building, a building plus the surrounding land, or just land (similar to a lot). Units may also include separate areas that are some distance apart. For example, a Unit may include a dwelling plus a storage area, patio or parking space. The boundaries of each Unit are defined in the Declaration, which may describe the perimeter walls, sometimes known as the "perimetric boundaries," the upper boundaries and the lower boundaries. Generally, everything within these boundaries will be part of the Unit. Therefore, each Unit's boundaries may impact the Unit owner's maintenance responsibilities, ability to make improvements or alterations, and insurance liability.

■ **Common Elements:** Common Elements means everything else in the Condominium that is not a Unit. In a typical residential Condominium, the Common Elements may include the land, the exterior and common areas of buildings (entranceway, halls, elevator, meeting room, etc.), landscaping, roads, any outside parking areas, outdoor lighting, any recreational facilities (swimming pool, tennis courts, clubhouse, etc.) and all other common areas and amenities.

■ **Limited Common Elements:** The Limited Common Elements are Common Elements that are identified in the Declaration or plat as reserved for the exclusive use of less than all of the Unit owners. Typically, a Limited Common Element will be reserved for the use of just one Unit. Basically, you don't own it individually, but you are the only one who may use it. This exclusive use, however, may be subject to restrictions stated in the Declaration, Bylaws or Condominium rules and regulations. Limited Common Elements may include features like a storage area, patio, balcony, garage parking space, or a boat slip.

■ **Percentage Interests:** Every Unit owner shares in the ownership of the Common Elements with the other owners. Each Unit is allotted a portion of this ownership interest called the Percentage Interests. The Percentage Interests are stated in the Declaration and come automatically with the ownership of a Unit. The Percentage Interests often determine the share of common expenses that the Unit owner must pay for the repair and maintenance of the Common Elements and for the operation of the Association. Percentage Interests may be an equal percentage for all Units, in proportion to the square footage of the Units, based upon the location or value of the Units, or based upon some other formula stated in the Declaration.

■ **Association:** The Association is the entity that the Unit owners use to act together as a group to manage and maintain the Condominium property and finances. This group will be either a nonstock, nonprofit corporation or an unincorporated Association. Every Unit owner is automatically a member of the Association and votes for the Association directors who, on behalf of the Association, manage and maintain the Common Elements, adopt budgets and set the amount of the fees or assessments paid by the Unit owners for the Association's common expenses. The Association directors typically are responsible for the maintenance of the Condominium property, including lawn and garden care, snow removal, painting, roofs, and amenities such as swimming pools and tennis courts. They are responsible for collecting assessment fees, maintaining books and records, overseeing reserve funds, preparing financial reports, and filing tax returns. The board of directors is responsible for enforcing the rules and providing disclosure materials for Unit sales. Some or all of these functions may be delegated to a Condominium manager or other professionals such as accountants.

■ **Assessment Fees:** The Association sets a budget for all of the Condominium expenses and divides those expenses among the Unit owners. These fees are called "common assessments" or "condo maintenance fees" and typically are paid monthly. The Association may also create reserves for future maintenance and repairs.

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