

CORNERSTONE HOMES OF RICHMOND HILL, A CONDOMINIUM

Rules for the Use of the Condominium

CORNERSTONE HOMES OF RICHMOND HILL, A CONDOMINIUM

CONDOMINIUM RULES

These Rules relating to the use of the Common Elements and the Units of the Condominium are intended to enhance the general enjoyment of life at the Condominium. The supplement, the provisions of Wisconsin law, the City of Madison ordinances, and the Declaration and By-Laws, all of which also regulate the use and enjoyment of the Condominium. They are designed to give Unit Owners the greatest degree of personal freedom consistent with the rights of others using the Condominium. The Rules set forth below are adopted and may be amended by the Board of Directors of the Association. If you have suggestions for their improvements, please contact the Property Management Company.

Table of Contents

A. General Use and Occupancy.....	1
B. Balconies and Decks	2
C. Parking and Parking Stalls.....	3
D. Pets.....	3
E. Architectural Control.....	4
F. Financial Responsibility.....	4

A. General Use and Occupancy

I. Each of the units shall be occupied and used only as a residence by the respective owners thereof, their tenants (prior approval having been obtained), families, servants and guests and for no other purposes.

II. The common areas and facilities shall be used only for the purposes for which they are intended. The common areas and facilities shall not be obstructed, littered, defaced or misused in any manner.

III. Every Unit Owner or occupant shall at all times keep his unit in clean and sanitary conditions.

IV. Every Unit Owner or occupant shall observe all laws, ordinances, rules and regulations now or hereafter enacted by either the State of Wisconsin or by the City of Madison or adopted by the Association.

V. The use of the unit and the undivided interest in the common areas and facilities and appurtenant to such unit shall be consistent with existing law and the Declaration of Condominium and the Association's By-Laws.

VI. Unit Owners shall not use or permit the use of their premises in any manner which would be disturbing or be a nuisance to other owners, or in such ways as to be injurious to the reputation of the Condominium.

VII. Common walks, park areas and other common areas and facilities shall be kept free from rubbish, debris, and other unsightly materials, and shall not be obstructed, littered, defaced or misused in any manner.

VIII. No outdoor clothes lines may be erected, and nothing shall be hung or exposed on any part of the common areas and facilities.

IX. A Unit Owner shall not cause or permit anything to be hung or displayed on the outside of windows or placed on the outside of the exterior walls or roof, or any part thereof, without the prior consent of the Association.

X. Unit Owners shall not do any work which would jeopardize the soundness of safety of the property, reduce the value thereof or impair any easement or hereditament without first, obtaining, in every such case, the consent of sixty-seven percent (67%) in interest, of all the Unit Owners.

XI. A Unit Owner shall be liable for the expense of any maintenance, repair or replacement to the common areas and facilities rendered necessary by his negligence or by that or any member of his family or his or their guests, employees, agents or lessees.

XII. Occupants shall notify the Property Management Company of their move date prior to moving in or out of their unit. Care must be taken not to damage windows, entrances, or exterior fixtures during the move.

XIII. Owners are responsible for following the Lift Station Protocol as published. Failure to do so may result in assessed charges as outlined in the Lift Station Protocol document.

XIV. Unit Owners are not authorized to modify work orders from association-hired vendors. Changes to approved work orders will only come from the management company. Any owner-initiated changes will result in assessed charges and penalties for interference.

XV. Harassment of vendors is strictly prohibited by owners, any member of their family, their guests, employees, agents or lessees. Harassment includes unwelcome verbal, physical, digital or visual conduct that creates an intimidating, hostile, or offensive working environment or interfering with work performance.

B. Balconies and Decks

I. Nothing shall be hung from balcony railings that will detract from the outward appearance of the building.

II. Nothing shall be thrown or dropped from balconies.

III. Mops, rugs, or other items shall not be dusted or shaken from balconies.

C. Parking and Parking Stalls

- I. Several common parking spaces are provided so that there is parking for guests of our residents. Residents may use these spaces when needed, however, residents must move their vehicles upon request of another owner in order to accommodate guests.
- II. Residents are required to brush off and move their cars so that contracted snow removal personnel may clear the snow.
- III. Parking areas must not be used for storage of non-functional or non-registered vehicles.
- IV. Parking areas shall not be used for any mechanical work on vehicles except in an emergency.
- V. Parking of service vehicles owned or operated by any owner is prohibited.
- VI. Notice of any violation of these rules will be given by the Property Management Company, and if such a violation continues after notice, the car(s) will be towed off the premises at the expense of the owner.

D. Pets

- I. Livestock, poultry, rabbits, or other animals shall not be allowed or kept in any part of the building with the following exceptions:
 - a. Dogs and cats
 - b. Birds.
 - c. Fish (in 20 gallon or smaller aquariums).
 - d. Other small pets at the discretion and written approval of the Management Company and Board of Directors.
- II. Under no circumstances shall the number of pets in each unit exceed two (2).
- III. Wild animals or any animals which are poisonous (e.g. spiders, snakes, and certain amphibians) are strictly prohibited.
- IV. Dogs, cats, birds, and other household pets shall not be permitted to cause a nuisance or an unreasonable disturbance. Any pet causing such nuisance or disturbance to any other occupant shall be permanently removed therefrom promptly upon the owner being given notice by the Property Management Company if remediation is unsuccessful.
- V. Dogs and cats shall be carried or kept on leash at all times when not in units. Owners are required to immediately collect pet waste and dispose of properly when not in units.
- VI. Pets will not be allowed on landscaped common areas unless attended and on leash.
- VII. Owners are financially and legally responsible for any damage or injury caused by pets or pet equipment (such as aquariums).

E. Architectural Control

I. No structural changes or alterations shall be made in any unit without prior written consent of the Board of Directors and any mortgagee holding a mortgage on said unit.

II. No Unit Owner or occupant shall install any wiring, television antenna, machines, air-conditioning units, or other equipment whatsoever on or to balconies or the exterior of the building or protruding from other balconies, through the walls, windows, or roof thereof.

III. You may have small satellite dishes, but you must notify the board that you are installing one and put it in an inconspicuous place. The satellite dish must be mounted on the ground or attached to the deck or other exterior feature with a clamp or other means that does not damage the siding, roofing, or other exterior features. A professional installer must be used, and care must also be taken to not damage the common areas. And finally, a lien will be put on your unit to protect the association from any damage that does arise from the installation or removal of the satellite dish.

IV. Any damage that is the result of satellite installation or removal, or any willful action or negligence on the part of the owner or occupants will result in a lien on your unit to cover the costs of repairing said damage.

V. No Unit Owner or occupant shall make any additions or alterations to any common areas or facilities nor place or maintain thereon any signs, posters, or bills whatsoever, except in accordance with such plans and specifications approved by the Directors. Currently approved are small signs(not exceeding 30" x 24") and flags. Signs must be mounted in a ground frame and the total height of the sign and frame cannot exceed 40". Political campaign signs and flags are not permitted in any common areas, nor are any signs, flags, posters, or bills which endorse hate groups.

VI. Architectural Control: No Building or part thereof shall be located outside of the building envelope which is the area of a unit as designated on the recorded Condominium plat that encompasses the permissible area where a home and the related limited common area are located.

F. Financial Responsibility

I. Every owner is responsible for prompt payment of dues, maintenance fees, assessments, fines, or other charges authorized by the Association.

II. Violation of these rules will be subject to such legal actions initiated by the Property Management Company to enforce these rules, including the use of outside collection agencies.

III. The names of owners whose accounts are delinquent thirty days or more shall be duly notified.

IV. Formal collection efforts using a Collection Agency may occur once a unit is ninety days delinquent. The cost of the collection agency services will be applied directly to the unit owners with a \$400 onboarding fee. If collections efforts are unsuccessful, A lien will be placed on the unit at the expense of the unit owner with a \$400 lien filing fee plus all associated expenses.

V. Monthly Assessments are to be paid in full by the end of each month. If the complete outstanding amount has not been paid by the end of the last day of the month, a late fee totaling 1% of the

outstanding amount will be assessed. This late fee will be applied every month that the full outstanding amount is not paid in full.