

LAKWOOD HOMEOWNERS ASSOCIATION, INC.

The Board of Directors and residents of Lakewood Condominiums would like to welcome you to our Condominium Community. We hope you will enjoy living here as much as we do.

Maintenance fees are due the 1st of each month payable to:

Lakewood Homeowners Association
P. O. Box 514
Germantown, WI 53022-0514

You may arrange with your bank for automatic bill pay of the monthly fee, which is to be sent to Lakewood's post office address shown above.

If you have any questions regarding the operations, policy matters or procedures, please feel free to contact us:

Secretary Sue Jamrozy at 262 502-9659 or
e-mail: Lakewoodcondosoftown@gmail.com.

Sincerely,

The Board of Directors

A NEW LIFESTYLE

Condominium living is a completely different style of life from what most people are accustomed to, especially if they have been living in a private residence. At times, decisions or actions taken in regard to the Common Areas might not be in exact accord with similar actions that an individual owner might have taken for his private residence. As in any group enterprise, condominium living requires a certain degree of compromise.

Although we pay monthly maintenance fees to cover the cost of necessary work to be done and to take care of our books and financial affairs, everyday matters should be the concern of all of us. Lakewood thrives on the volunteer work of the various unit owners. All of the Directors and others who help out with special projects and other matters do so without any compensation at all, except for the gratification of having a nice place to live. All unit owners should recognize their responsibility to donate some of their time.

Everyone living here, including the Directors, pay a monthly maintenance fee to cover major functions that have to be performed, such as snow removal, lawn care, garbage collection, etc. However, everything that we do for the overall good is one less thing that we have to pay someone to do for us.

It is absolutely essential that all of the owners have an attitude of common courtesy, community involvement and common responsibility in order for our condominium association to function effectively.

HANDBOOK (May 2015)

1. Unit Condition
 - A. Patios / Balconies
 - B. Grills
2. Exterior Changes
3. Common Area Restrictions
 - A. Antennas
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 - D. Playground
 - E. Rummage Sales
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LAKWOOD CONDOMINIUM ASSOCIATION CORPORATION

RULES AND REGULATIONS

The following Rules and Regulations are intended to assist in the preservation of the rights and interests of the combined individual interest of the Lakewood Condominium Association. They are to be used in conjunction with and in addition to the Corporation Declaration, By-Laws, and Procedural Information Manual.

1. UNIT CONDITION.

The owner of each unit shall maintain in good condition and repair all of the components appurtenant to the unit, such as the air conditioning unit, heating system, interior walls, doors, and all glass in windows and doors and screens. As per the Declaration, doors and windows in their entirety are the responsibility of the individual unit owner. All windows in the unit must be draped with fabric acceptable to the Association or covered with blinds, shades or shutters. No sheets, paper or other non-conforming window dressings are allowed. The Board of Directors reserves the right to judge any non-conforming window treatments or decoration and require the removal of same with a two-week notification.

A. Patios and Balconies. Keep the patios and balconies appurtenant to the unit in a clean and neat condition. A “reasonable amount” of patio furniture is allowed on the porches or patios. Excessive amounts of patio furnishings seriously impair the attractiveness of the building. Patios and balconies shall not be used for storage including, but not limited to, big wheels, shovels, hoses, toys and pools. Due to the excessive weight of the snow and damage to the wood, decks/balconies must be cleared within forty-eight (48) hours of a snowfall.

B. Grills. Lakewood residents must adhere to the following rules with regard to grills: In accordance with the Village of Germantown Ordinance No. 10.11.7, which states “For other than one and two-family dwellings, no hibachi, gas-fired grill, charcoal grill or other similar devices used for cooking, heating, or any other purpose, shall be used or kindled on any balcony or under overhanging portion or within 10 feet of any structure. Listed electric ranges, grills, or similar electrical apparatus shall be permitted.” This includes the storage of any gas grills, propane tanks or similar items on the balcony. These items can only be stored in the garages and may only be used in accordance with the above guidelines.

2. EXTERIOR CHANGES

No exterior changes or improvements can be made to the buildings or Common Elements (as defined in the Declaration) or facilities without prior written Board approval including, but not limited to, the installation of a personal washer/dryer in basement laundry room and electric garage door opener.

No awnings, enclosures, storm doors or windows shall be installed unless approved in writing by the Board of Directors.

3. COMMON AREA RESTRICTIONS

Due to the confined nature of the development, the following are prohibited on the Lakewood Condominium grounds: baseball, football, volleyball Frisbee and all other related activities. Also prohibited are: playing in basements, hallways, storage locker areas, stairways and unsupervised laundry rooms.

Tents, picnic tables, canopies, bird baths, bird feeders, etc. are not permitted on Common Elements without the prior written consent of the Board of Directors.

A. Antennas. No antennas or aerials shall be erected on any roof or any other portion of the condominium without the prior written consent of the Board of Directors. The Association may erect a community antenna or receiver with approval of the Board of Directors.

B. Access. No unit owner shall cause or permit the Common Elements to be so used as to deny others full use of such portion of these areas. Accordingly, there will be no obstruction of any Common Elements. Walks and drives shall be kept clean and orderly and free of bicycles, baby carriages, scooters, toys, wagons, grills and like objects.

C. Clothes Lines. No clothes, sheets, blankets, carpets, rugs or laundry of any kind or any other articles shall be hung out or exposed on any the exterior Common or Limited Common Elements. Hanging or sorting is allowed in laundry areas, but not for more than 24 hours.

D. Playground. ABSOLUTELY NO PLAYING of any kind will be permitted in the parking lot at any time for safety reasons. No climbing of trees or playing in the shrubbery beds is permitted.

E. Rummage Sales. Sales of any kind are not allowed due to limited parking and for security reasons. This includes rummage sales, garage sales, yard sales or estate sales.

F. Signs. No unit owner may erect, post or display posters, signs or advertising material on or in the Common or Limited Common Elements at any time without Board approval.

G. Snowmobiles. Riding of snowmobiles on Common Elements is strictly prohibited.

4. TRASH

The following directives must be followed for the safety and health of our entire community:

A. All garbage must be bagged and food waste should be placed in plastic bags and tied to eliminate the possibility of foul odors and disease.

B. All trash and refuse must be placed IN the dumpster provided near the west end of the garages.

- C. Boxes and cardboard must be cut up or crushed and placed in the dumpster marked for “recycling”.
- D. Each individual resident is responsible for arranging a private pickup for the disposal of oversized items, such as mattresses, furniture, water heaters, etc.
- E. Rummaging/picking through trash and/or recyclables which have been deposited into the refuse or recycling container is not permitted.
- F. After depositing your trash and/or recyclables into their respective containers, the container lids shall be returned to the closed position.

5. PARKING

Parking rules are as follows:

- A. One outside parking stall and one garage stall are permanently assigned to each unit by the Board of Directors. These assigned stalls will be as close as practicable to each unit. **The Board** will maintain a file containing a roster of these stalls.
- B. Owners with a third vehicle must park their third vehicle in the guest parking area on the west side of the garages.
- C. Parking for guests and delivery or repair vehicles is only allowed in the four eastern-most stalls and the stalls immediately west of the garages. Overnight guests must park in the area west of the garages.
- D. Parking is limited to automobiles, vans, motorcycles and trucks requiring a class “A” or “B” truck license. Vehicles not permitted include, but are not limited to: vehicles more than 19 feet in length, trucks requiring a class “C” license or larger, trailers of any kind, derelict vehicles, vehicles not in running condition, improperly registered vehicles, boats and boat trailers.
- E. Motorcycle parking will only be available from April 1st through November 30th. Motorcycles shall not be parked in the development when snow is on the ground. Motorcycles may not be stored in the parking stall during the winter.
- F. Motorcycles must be parked with wood under the kickstand to prevent damage to the asphalt.
- G. Two motorcycles are permitted in the same outside stall, but a motorcycle may not be parked with any other vehicle, i.e., car, truck.
- H. No vehicle of any kind may be stored (parked without moving regularly) in the parking area for longer than 30 days without written permission from the Board of Directors.
- I. No parking in front of building entryways.
- J. All roadways within the complex are designed as no parking areas (fire lanes).

K. Cooking or sleeping any vehicle is strictly prohibited.

L. Individual unit owners who find an unauthorized vehicle in their assigned parking stall will be responsible for contacting the Germantown Police Department to have the offending vehicle ticketed and/or towed away. NOTE: The owner should try to identify the offending parker or leave a personal note on the offending vehicle for a first offense as opposed to calling the Germantown Police.

Any person deemed by the Board of Directors to be in violation of the foregoing rules will either have a special assessment levied against their unit due to damages or the offending vehicle will be ticketed and/or towed away at the unit owner's expense.

6. GARAGES

A. Any garage owner who installs and has engaged an electric garage door opener shall install a lockable manual release to allow opening of the garage door in the event of power failure or other emergency.

B. The overhead door and hardware of each garage belong to the unit owner, and are the unit owner's responsibility to maintain them in good condition and appearance.

C. Limited use of garage electrical service is available only for an electric garage door opener, a light bulb or car battery warmer. These items may only be used on a short term, intermittent use basis. No refrigerators, freezers or power tools will be allowed to operate in garages.

PERMITTED PETS

An Owner may keep one dog or cat in a unit. A Renter(s) is **not** allowed to keep dogs or cats in their unit as of June 11, 2012. Any renter who has a cat or a dog as of June 11, 2012 will be grandfathered in for the life of the pet. Any new or additional pets will be considered a violation of the Rules. If a renter is keeping a dog or a cat, the penalty for that violation is \$200/month per dog and/or cat.

Owners and renters may keep small caged pets within their Condominium unit (i.e., tropical fish, hamster, bird, etc.). No animals, livestock, poultry, birds, reptiles or fish of any kind shall be raised, bred or boarded.

The aforementioned "permitted pets" are subject to the following Rules and Regulations:

A. No permitted pet shall be allowed to create a nuisance or annoyance or otherwise impose upon the rights of other owners/residents. There shall be no barking or other sounds that are unpleasant because of their volume and/or duration. A pet shall not create any disturbance when left alone in a unit.

B. A permitted pet shall not be allowed to run loose, but shall be leashed at all times when within the Common Elements and patios.

C. No ropes or chains shall be left lying in the Common Elements at any time or attached to Common or Limited Common Elements or any part of the building.

D. At no time shall a permitted pet be tied up and left unattended.

E. A permitted pet shall be under control of a person when outside the unit.

F. Permitted pets shall not be allowed to excrete wastes upon the Association Common Elements. Accidental excretions by pets shall be immediately cleaned up by the pet owner.

G. Each unit owner assumes ALL responsibility for Common Area damage caused by the pet, including all costs to return the Common Area to its original condition.

Penalties for violation(s) of the foregoing rules shall be as outlined below. Penalty period(s) shall be 180 days in length and any violations occurring in any one period shall not carry over to the next period.

1st Violation: Letter from Lakewood Association to the owner.

2nd Violation: \$25 fine. Letter from Lakewood Association to the owner (with a copy of letter to Germantown authorities, i.e. Police and/or Village Board).

3rd Violation: \$50 fine. Letter from Lakewood Association to the owner (with a copy to Germantown authorities and to Washington County Humane Society).

4th Violation: \$100 fine. Letter from Lakewood Association to the owner. Action to be requested by Lakewood Association to have pet removed as public nuisance. The cost of any legal action to be paid by pet owner.

All fines are due within 15 days of notification of the violation. Fines not paid by due date will be subject to the same interest and/or legal action as determined by the Board of Directors.

8. MOVE IN/OUT DEPOSIT

Unit owners shall be required to submit a \$125 deposit in the form of a check (no cash) payable to **Lakewood Condominium Corporation sent to Lakewood's post office address** prior to the owner or owner's tenant moving into or vacating their respective condominium unit. Deposits shall be returned to the owner after the Common Elements are inspected for damage that occurred during the move in/out. If no damage is evident during the inspection, the deposit will be returned. Should damage have occurred, the deposit will be retained and put toward repair of the damage. In the event the damage exceeds \$125, the balance of said repairs will be assessed to the unit owner's account and will be subject to the Association's collection policy.

If the owner has title to more than one condominium unit, a deposit will be required for each unit.

9. FINES

The Board of Directors shall have the authority to assess a reasonable fine commensurate with the severity of the breach of any of the Rules and Regulations, Declaration or By-Laws of the Lakewood Condominium Association Corporation. This fine may be made with proper notice. In addition to the fine, a violator may well be responsible for the cost of repair or replacement of any property involved with respect to the violation of any of the terms of the aforementioned documents. The Board reserves the right to assess fines no less than \$5.00 and no more than \$200.00, depending upon the severity of the breach.

10. GRIEVANCE PROCEDURE

Any unit owner who feels he/she has been unjustly accused or dealt with unfairly may request in writing the right to present his/her "case" to the Board of Directors. Thereafter, any decision of the Board of Directors shall be final.