

Hanley Green Condominium Owners Association, Inc.

Owner Manual & Rules & Regulations

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ASSOCIATION OVERVIEW

Introduction

Welcome to the association. You become a member by purchasing a condominium in the Hanley Green Condominium Owners Association, a Wisconsin non-profit corporation. The association is controlled by documents filed with the state and in St. Croix County. (See Corporate Documents section below)

The association has a Board of Directors to transact business common to all Condominiums. It is a group of non-paid volunteers, owners like yourself. The Board of Directors meets to transact business and has the authority to handle business as specified in the corporate documents. (See Meeting section below)

The association currently consists of thirty-eight (38) condominiums located on Foxglove Circle. Foxglove Circle is a private street maintained and controlled by the association.

Bordertown Realty Inc., 744 Ryan Drive, Suite No. 103, Hudson, WI 54016, a property management company has been contracted to handle specific association property management duties. You can reach Bordertown Realty at 715-386-6000 for questions or other issues. (See How to Contact the Association section below)

Board of Directors, Officers, Committees

The Board of Directors is a non-paid volunteer group of owners who are interested in their association's success. Office terms are two years. Their authority applies to contractual agreements, daily operation, personal conduct of members and guests regarding use of Common Elements, parking, aesthetics and business effecting harmonious use and enjoyment of the association. "Common Element" areas are owned by the association for the enjoyment of all condominium owners.

Owners can be part of the operations of the association, not only as officers and directors, but also working on committees that work for and are appointed by the board. Interested owners should contact a board member or write the association. (See How to Contact the Association section below)

Books and Records

Records are available upon owner(s) request by pre-approved appointment of their review. Owner payments are processed and balanced to bank records. An accountant balances Bordertown Realty books for reporting to complete tax filings and financial statements to the owners.

Closings

A refinancing or a sale closing requires specific handling. There are documents to be completed, letters to be sent and insurance documents to be changed. Contact Bordertown Realty and they will handle the associations part of the process required. (See How to Contact the Association section below)

Corporate Documents

This document is not meant to replace the Articles of Incorporation, By-Laws or the Declaration of Hanley Green Condominium Owners Association. Rather it is meant to be a reference document for members most asked questions. Copies Available at www.BordertownRealty.com

The “corporate documents” specifying the association’s operation are the Articles of Incorporation, By-Laws and Declaration of Hanley Green Condominium Owners' Association, Inc. and this Owner Manual. Owners are furnished a copy of these documents when they purchase their property.

How to Contact the Association

Call Bordertown Realty at 715-386-6000 if you have questions or email Jean@Bordertownrealty.com. Leave a message on the purpose of your call, your street address and telephone number if you reach voice mail. This resolves issues quicker. Written correspondence should be sent to Bordertown Realty Inc., 744 Ryan Drive, Suite No. 103, Hudson, WI 54016.

Meetings

Regular board meetings are normally held quarterly. The annual association meeting is held once a year. Annual meetings are announced in board meeting minutes and by separate mailing & electronic announcement prior to each annual meeting. Annual meetings are important for all owners to attend, if possible, to hear about the accomplishments and what is planned for the future. Also important is the opportunity to meet neighbors you may not see or talk to on a regular basis. Special meetings can be called by the membership to address specific issues of the association.

Membership and Voting Rights

Condominium owners are the members of the association. Only one vote per condominium may be cast on voting issues regardless of the number of owners per condominium. Owners must be in good standing with the association to be able to cast a vote. Disputes in determining the person to vote per condominium will be settled by the board.

Minutes

Minutes are sent out electronically approximately two (2) weeks after meetings. Major issues being considered by the board will be noted in meeting minutes so owners are able to furnish feedback prior to decisions being made.

Payments from Owners

Monthly payments are used for association expenses and the reserve account. These payments are actually installment payment of annual assessments. Sometimes annual assessments are called dues by realtors and others.

Monthly payments are due on the first (1st) of the month. Payments are payable to Hanley Green Condominium Owners Association, Inc. and sent to Bordertown Realty Inc., 744 Ryan Drive, Suite No. 103, Hudson, WI 54016. Payments accrue a late charge of \$50.00 when received after the fifteenth (15th) of the month. If an account requires a legal collection process the total amount due for that entire year will be claimed as due. Payments are posted to the oldest debt first in the following order: special assessments, late charges, annual assessments (dues); fines, considered special assessments are paid in full prior to other charges regardless of due dates.

Any costs or legal fees to collect past due balances are the owner's responsibility and are charged to their account. The monthly payment option is cancelled and the entire annual assessment is due if a legal collection process is required.

SERVICES PROVIDED

Insurance

Dwelling coverage (called blanket insurance) and exterior grounds liability insurance are provided by the association. The association's insurance does not provide personal property or personal liability coverage.

The association insurance does not cover your personal property. You should have a HO6 policy. The HO6 policy covers your interior of your property, your personal property, liability and you should have Loss Assessment Coverage. Loss assessment coverage would come into play if the

association had to pay a large deductible. The loss assessment coverage would cover a majority/or all of this deductible based on the owner's deductible and limit of coverage chosen for their policy.

Unit owners should always carry enough under their **HO-6 Coverage A limit to cover the master policy's highest deductible**. This limits the association's expense of paying the deductible for a loss involving one of the units and limits the unit owner's out of pocket expenses.

The unit owner should also carry the **"HO 04 35 – Loss Assessment Coverage"** endorsement. This endorsement (at limits typically up to \$50,000) protects the unit owner from a loss that is assessed to all unit owners, like damage to a common area, by a peril that is covered by the HO-6 policy (like fire).

Questions should be resolved with your insurance agent. All claims should be reported through Bordertown Realty Inc. for coordination with the insurance agency. The board should be contacted if you are unable to reach Bordertown Realty Inc. Premiums are directly related to the number of claims reported, not just claims paid. This process will reduce the number of claims reported for items not covered by the association's policy, or damage where it would be more prudent to pay for the damage (minus the deductible amount) than to make a claim that may affect future rates for a small cash payment.

Lawn & Grounds Maintenance

Trees, shrubs and lawns are maintained by the association. Lawns are cut weekly as appropriate. When fertilizer and weed killer are applied notice will be posted. Children and pets should be kept off lawn areas as specified in those notices. Watering is done with the sprinkling system maintained by the association.

The association has the right of access to each lot (during reasonable hours) for maintenance or repairs. Emergency repairs can be handled at any time without notice. If repairs are due through the willful or negligent act of the

owner, pet, family, guest or invitee, the cost of such repair shall be added to that owners account with the association.

Building Repairs

The association maintains exteriors of buildings. The buildings are reviewed for repair that is needed. Contact Bordertown Realty Inc. for interior issues caused by exterior repairs, such as water leaks, or other interior damage. You are encouraged to write to the association regarding other repair issues for tracking purposes. (See How to Contact the Association section above)

Paving/Seal Coating

The association has a private street (i.e., Foxglove Circle) that it maintains.

Plowing and Snow Removal

The association will have snow removed from Foxglove Circle, driveways and walkways.

Trash Removal

Waste Management (888-960-0008) provides trash removal. This service is arranged by and invoiced to each owner. Special pick-ups are billed separately to owners. Trash pick-up and recycling is on Thursday of each week. Holidays may affect the pick-up day.

RULES AND REGULATIONS

Introduction

You have agreed legally to abide by the “Corporate Documents” by buying a condominium in the Hanley Green Condominium Owners Association, Inc. Standards need to be set due to the number of homes in close proximity. Respect for neighbors is very important. The board has the right to adopt and publish rules and regulations governing the operation of the association, the use of the grounds and changes made to the external parts of the condominiums. The rules are to ensure property values and the enjoyment of these properties by all owners.

No noxious, destructive or offensive activity shall be carried on upon any part of the common element space, nor anything done which is or may become an annoyance or nuisance to any other resident.

Fines

Fines will be charged to owners (including all members of the household, guests, invitees, pets, etc.) for not following the rules in the Corporate Documents. See schedule of fines for more information on fines. Email notices are sent to owners regarding infractions and time limits to remedy problems. (See Schedule of fines and Remedy Process Owner Disputes with the Association section)

Activities Prohibited (General Definition – Also see sections below)

All activities prohibited by city ordinances, state statutes and federal regulations and those activities specified in the corporate documents will not be tolerated. (See Corporate Documents section above). The association is not responsible for these types of activities or injuries or property damage sustained by such activity.

Remedy Process for Owner Disputes with Association

Letters to the association are required for issues contested by owners for an action to be taken by the Board of Directors. The letter should include the reason for the protest and the action wanted from the Board of Directors. Issues addressed by this remedy process must be issues the Board of Directors has authority to handle based on the Corporate Documents. Response will be made within thirty (30) days.

Owners contesting fines or a legal process against them will be advised electronically of a meeting set up to discuss the issue with the Board of Directors. This may be done at a regular Board of Directors meeting. Charges for fines and legal processes will continue until such time as the dispute is resolved.

Antennae & Satellite Dishes

These must have board approval for their placement on property. Satellite dish are not allowed on the roof.

Businesses

Condominiums are to be used for residential purposes only. No business of any kind is allowed.

Changes to Condominiums

Exterior property changes must be approved by the Hanley Green Condominium Owners Associations, Inc. Board of Directors. Homeowners should submit written forms and plans to the Board. The Board may request written clarification to said plans. A list of the types of materials to be used should be included in written proposal. The board will furnish an electronic acknowledgment of the request within thirty (30) days of its receipt and an approval or denial within sixty (60) days of date of request. Changes made without approval are deemed a serious matter whereby the homeowner can

be held legally and financially responsible. Changes in the appearance of the exterior do include window signs and other displays, regardless of whether inside a living unit or not.

The following guidelines describe pre-approved additions you may make without requesting approval ahead of time. Following the spirit of these guidelines and abiding by the Association By-Laws will help keep our community well maintained and not adversely affect the current and future value of our homes. Consideration to the overall appearance of the common element spaces and the community should be kept in mind. If you wish to make a change or addition not described below, submit a form and proposal to the board as described above.

Any of the following items are not to inhibit or interfere with maintenance crews, be a safety hazard or infringe on existing landscaping:

- **The following are prohibited: Grill/Open Flames on decks or within 10' of building.**
Open flame heating and cooking equipment such as fire pits or bowls, grills, smokers and fryers on decks, patios, balconies and within 10" of any structure is prohibited. Storage of such items is limited to ground level only and only when cooled. They should be stored in your garage and used 10' away from the building and put away in the garage when cooled. It is a requirement from the insurance company and a City Ordinance.
- Flowerpots are to be placed on rock areas, concrete sidewalks or on decks. Again, tastes vary and thus presenting flowerpots in colors should match or compliment the condominium siding color. No wood barrels, wood pots, or metal tubs.
- Vegetables and similar plants are to be kept in pots and placed on deck or rock areas around the condominium.

- Two Sheppard's Poles may be placed in rock areas.
- Deck furniture, lounges, tables and chairs, umbrellas need to be placed on the deck or in homeowner's garage. Decks are not to be used for storage and should be kept visually pleasing.
- Hoses should be wound up after use and put in garage or neatly tucked on the rock area when not in use.
- Holiday lights may be installed on eaves using appropriate attachment methods, hung on trees or bushes but not damaging shrubbery. If in doubt, consult a Board Member.
- Christmas lights need to be removed by January 15.
- Front door decorations like wreaths, welcome signs, etc. should be hung appropriate hangers and not piercing wood or metal materials of the door or building.
- Other holiday decorations should be limited to one or two and placed in rock areas or near your condominium. Placement should not inhibit maintenance crews from cutting grass or removing snow.

Children

Parents and adults with children residing in or visiting the association are totally responsible for all actions of the children under their care. Fines are also applicable for prohibited activities.

Damage

Expenses incurred through individuals willful or negligent act causing damage to building or grounds are charged directly to the owners. Whether permanent damage occurs is not the determining factor for fines under this rule. It is beneficial to have a safe environment for all to enjoy.

Garages

For safety and security purposes, garage doors are to be kept closed when not in use. Garages should not be used for storage.

Noise Issues

The City of Hudson noise ordinances apply. We encourage neighbors to discuss these issues first if a problem exists. Then, if necessary, call police to report excessive noise. State in your report that this issue had been reported earlier. Noises such as dogs barking incessantly or other offensive noises are still citable by the police even during the day.

Parking

Owners and guests/invitees are to use garages and private driveways for parking. Your parking area is between the pillars or the width of your garage door. Only “operable vehicles”, defined as vehicles with current registration and vehicles that are operational, are allowed on association grounds. Utility and commercial vehicles that do not fit in the garage are not allowed. Vehicles in violation of the parking rules can be towed, at the owner’s expense, any time.

The snowplow will not plow your driveway and sometimes your neighbors driveway if there is a vehicle in the driveway. All vehicles must be removed for snowplowing. Either in the garage or out on the street.

Parking of trailers, boats, buses, motor homes, campers, snowmobiles or other types of recreational vehicles is prohibited on Foxglove Circle but could be parked up to forty-eight (48) hours in driveways. The board may grant permits up to fourteen (14) days for limited parking of such vehicles.

Pets

Only two (2) “household” pets with a combined weight limit of 70 pounds is allowed per condominium.

- Pet owners are responsible for all behavior of their pets and must restrict them from becoming a nuisance to other residents.
- Constant barking is prohibited. Dog barking is to be controlled by owners.
- A person must always accompany pets when outside.
- Pets must always be leashed when outside.
- Pet owners are required to clean up pet waste immediately.
- Pet owners are responsible for any damage to the property or grounds including sod replacement, landscaping, etc. caused by their pet or their guests pet.
- Dog owners must be able to show proof of vaccinations and City of Hudson License upon request.
- Dog houses, kennels or dog runs are not allowed.
- Tethering or leashing of pets to anything besides a person is not allowed.
- Breeding of animals is not allowed.

Email admin@bordertownrealty.com reports of pet owners not picking up after their pet. Please identifying the pet owners by address. Your report will be verified. Pictures are really helpful.

Call Bordertown Realty Inc. if you have questions on this issue. (See How to Contact the Association section above)

Signs

Do not attach “For Sale” signs to the buildings or fences. Signs may be on posts next to the property for sale, but must be removed before the closing date, with sufficient time for inspection and repair of any damage to grass, yards or irrigation systems.

Trash Containers and Recycling Bins

Trash barrels and recycling bins can be put out Wednesday evening and must be taken back into the owner's garage on the day soon after pick-up. Bins must be stored in garage. (See Trash Removal in the Services Provided section above)

Water

It is recommended that water be shut off if you are going to be away for a prolonged period of time to prevent water damage to your condominium in your absence.

Rental Rules

Prior to renting/leasing their unit, Owner must obtain written approval from the Board. There is a 20% limit on rentals allowed in the association.

1. Owner is responsible for providing their tenant with a complete set of the governing documents and Rules and Regulations and have them sign the Rental Verification Form.
2. Tenant must understand and agree that if there is a finding by the Board of Directors that tenant, or any other occupant of their unit or their guests, continually violate any of the provisions of the Hanley Green Association, then such violation would be default under the lease. Such a default would give the lessor the right to terminate the lease upon 30 days' written notice, regardless of any contrary provisions in the lease.
3. The owner shall provide the management company a copy of:
 - a. The signed lease (all tenants names must be stated on the lease)
 - b. Rental Verification Form (Online at BordertownRealty.com)
 - c. Contact Information for the tenants. Name, Phone Number and email address.
 - d. Copy of tenants Renters Insurance

4. Any violation by the renter will be assessed against the owner of the unit.
5. The unit and it's garage must be leased together in their entirety and cannot be subleased.
6. For Rent or Lease signs are not allowed.
7. Any maintenance requests must come from the owner, not the tenant.
8. Tenant vehicles shall park in the garage only. Tenants are not allowed to park in guest parking. No more than 2 vehicles are allowed, and they must fit in the garage.
9. Failure to abide by the rental policy may result in fines assessed to the owner's account in an amount set by the board.

PLATT MAPS

See Exhibits A-1 and A-2 of First Amended Declaration of Covenants, Conditions and Restrictions for Hanley Green Condominiums.

Hanley Green Condominium Association

Policy Resolution #1: Policy Resolution Relating to Violation Processing and Fines

Enacted: March 2024 Effective: Immediately

WHEREAS, Hanley Green Condominium Owners Association is empowered to exercise all of the powers, duties and authority vested in or delegated to this Association by provisions of the Articles of Incorporation, Bylaws, and the Declaration of Covenants, Conditions, Restrictions and Easements, and other municipal, state and federal laws; and,

WHEREAS, Rules and Regulations Changes to Condominium states the following:

Page 13 Changes to Condominium must be approved by the Board of Directors. See process to submit in the Rules and Regulations. The board will notify you of their decision in writing within a reasonable time period.

NOW THEREFORE, BE IT RESOLVED THAT the following policy shall be adopted by the Hanley Green Condominium Owners Association Board of Directors regarding the process of determining a violation and enforcement of the Declaration of Covenants, Conditions, Restrictions and Easements, and Architectural Design Guidelines.

Any Owner(s) of a Lot that is in violation of the Covenants, Conditions and Restrictions, Architectural Control requirements or Rules & Regulations shall be issued a violation notice by the Association's management company or the Board of Directors.

The owner (s) of the unit that is in violation of, will be given a specified number of calendar days to correct the violations.

The Owner(s) of the Lot that is in violation of will be given a specified number of calendar days to correct the violation.

Entitlement to Relief. The Hanley Green Condominium Owners Association has authority to commence legal action to recover sums due, for damages, for injunctive relief, or any combination thereof, or an action for any other relief authorized by the Hanley Green Condominium Owners Association Governing Documents or available at law or in equity. Legal relief may be sought by the Hanley Green Condominium Owners Association against any Member or Owner, or by a Member against the Hanley Green Condominium Owners Association or another Member or Owner, to enforce compliance with the Hanley Green Condominium Owners Association Governing Documents, the Hanley Green Condominium Owners Association Rules, the Act or the decisions of the Association.

Remedies. in addition to any other remedies, express or implied, administrative or legal, the Association shall have the right, but not the obligation, to implement any one or more of the following actions against Owners or Members who violate the provisions of the Hanley Green Condominium Owners Association Governing Documents, Rules & Regulations or the ARC

Commence legal action for damages or equitable relief in any court of competent jurisdiction.

Impose late charges of up to the greater of \$50.00

Impose reasonable fines, penalties or charges for each violation of the Hanley Green Condominium Association Governing Documents, the Rules & Regulations.

Suspend the rights of any Member to vote when the Member is in violation of the the Hanley Green Condominium Association Governing Documents, the Rules & Regulations.

Rights to Hearing. Upon written request of the offender, grant the offender an opportunity for a fair and equitable hearing. The hearing shall be held before a committee of three or more disinterested Owners appointed by the Board (the "Hearing Committee"). The offender shall be given notice of the nature of the violation and the right to a hearing, and at least ten days within which to request a hearing. The hearing shall be held within thirty days of receipt of the hearing request, and with at least ten days' notice to the offender. If the offender fails to appear at the hearing, then the right to a hearing shall be waived and the Hearing Committee may take such action as it deems appropriate. The decision of the Hearing Committee, and the rules for the conduct of hearings established by the Hearing Committee, shall be final and binding on all parties. The resulting decision shall be delivered in writing to the offender within ten days following the hearing, if not delivered to the offender at the hearing.

Liability for Owners' and Members' Acts. A Member, Owner or Occupant shall be liable for the expense of any maintenance, repair or replacement of the Property arising out of their acts or omissions, or the acts or omissions of their invitees to the extent that such expense is not covered by the proceeds of insurance.

Costs and Attorneys' Fees. With respect to or any measures, legal, administrative, or otherwise, which the Association takes to enforce the provisions of the Hanley Green Condominium Owners Association

Governing Documents, the Act or the Rules & Regulations, the offender shall promptly pay or reimburse the Association for any expenses incurred in connection with such enforcement, including without limitation fines or charges previously imposed by the Association, fees of attorneys and other professionals, court costs and collection agency contingent fees.

Offenses of a Continuous Nature which are capable of being cured, and which are not cured within the stated time frame of written notice/appeal, shall be subject to the imposition of a fine on a "per day" basis starting on the 8th/31th day following written notice, according to the Schedule of Fines. Subsequent (repeat) offenses are subject to an initial fine of double the amount listed in the Fine Schedule for each day the violation remains.

Owners shall be responsible for the payment of any fine or other penalty imposed as a result of a violation by a member of the Owner's household and such Owner's guest, contractor, invitee, licensee, and/or tenant.

If any fine imposed on the Owner by the Association is not paid in full by said Owner within thirty {30} days after the date on the initial fine letter, then the amount of the Fine shall be added to the amount of the Assessment of Common Expenses charged to the Owner and shall be enforceable as an assessment in accordance with the Declaration, Bylaws and applicable law.

The foregoing Resolution has been adopted by the Hanley Green Condominium Owners Association Board of Directors and is effective starting April 30, 2024.

Exhibit A Hanley Green Condominium Association.

Schedule of Fines

Violation	Initial Fine	Per Day after time frame to correct	Repeat Occurrence/	Repeat Occurrence Per Day	Continued Occurrence/ Per day
7 day correction			Fines Double	Fines Double again	Fines Double again
Parking	\$25	\$5	\$50/\$10 a day	\$100/\$20 a day	\$200/\$40 a day
Outdoor storage of vehicle	\$25	\$5	\$50/\$10 a day	\$100/\$20 a day	\$200/\$40 a day
Outdoor storage of trailers or commercial/recreational vehicles/equipment	\$25	\$5	\$50/\$10 a day	\$100/\$20 a day	\$200/\$40 a day
Yard Light	\$25	\$5	\$50/\$10 a day	\$100/\$20 a day	\$200/\$40 a day
Trash/Trash Cans	\$25	\$5	\$50/\$10 a day	\$100/\$20 a day	\$200/\$40 a day
Pet/Animal	\$25	\$5	\$50/\$10 a day	\$100/\$20 a day	\$200/\$40 a day
Quiet Enjoyment (nuisance) ²	\$25	\$5	\$50/\$10 a day	\$100/\$20 a day	\$200/\$40 a day
Damage to Common Areas	\$25 plus actual costs		\$50/\$10 a day	\$100/\$20 a day	\$200/\$40 a day
Unapproved signage	\$25	\$5	\$50/\$10 a day	\$100/\$20 a day	\$200/\$40 a day
ARC New Construction ³					
Failure to submit plan and get approval					
	\$500	\$25	\$50/\$10 a day	\$100/\$20 a day	\$200/\$40 a day

Repeat Violation occurs when the same provision of the bylaws, Declaration of Covenants, Conditions and Restrictions or Rules & Regulations occurs more than once and has already been given the appropriate warnings and violation letter. A repeat offense will result in immediate doubling of fines starting after the

allowed correction time. In the event of continuing violations where fines have been doubled, assessments will accrue on a weekly basis.

A nuisance is any activity conducted in the unit or In Common Areas that is a nuisance to the community.

An ARC Application must be submitted and approved before any Architectural improvements can be made on new builds or existing homes. If the application is not submitted and approved prior to commencement of the work, fines can be imposed from the day work began, after the appropriate notice and hearing.

The above list is not complete or comprehensive. All other violations not listed or specified above will result in fines up to \$500 per week.

The payment of any and all legal fees and costs Incurred by the Association to enforce violations or collect fines shall be the responsibility of the Owner.

It is the Owner's responsibility to inform their tenants of the Rules and Regulations. Owners are responsible for any violations caused by their renters/tenants.

Hanley Green Condominium Association Violation Procedure

(This is drafted to make the violation procedure clear and more easily understood by Owners. Can be included with the initial violation letter?)

First Violation
Courtesy letter

A courtesy letter citing the specific violation(s) and requesting correction of said violation(s) within a specified number of days. (No monetary fine if corrected within specified number of days, with the exception of repeat offenses.)

Upon completion of the time frame listed in violation letter. The fine must be paid within 30 days.

Fine Imposed

In the event that fines are unpaid, lien(s) against the Owner's(s') property may be filed. Cost of preparing and filing any lien(s) will be added to the lien amount.

Liens

A Continuing Violation is a violation of an ongoing or repetitive nature which is curable but has not been corrected within the required amount of time. The Board may impose a continuing monetary penalty, assessed on a daily or weekly basis, without additional notice, until the infraction or violation has been remedied. **It is the responsibility of the Owner(s) to notify the Board of Directors or its management company that the violation has been corrected.**

Continuing Violation

Fines accrue without additional notification until violation is remedied to the satisfaction of the Board of Directors

The Association may undertake any measures, legal or administrative, to enforce compliance with Hanley Green Condominium Association Declaration of Covenants, Conditions, Restrictions and Easements and Rules & Regulations, and shall be entitled to recover from any person causing or permitting the violations all attorneys' fees and costs of enforcement incurred by the ARC and Association, whether or not legal action has been started. Such attorneys' fees and costs shall be a lien against the property owner's unit and a personal obligation of the owner.

FORMS

Proxy

Hanley Green Condominium Owners Association, Inc.

PROXY

Meeting of Unit Owners

Hanley Green Condominium Owners Association, Inc.

The undersigned Unit Owner(s) of Unit _____ of Hanley Green Condominium Owners Association, Inc. hereby appoints _____

the true and lawful Proxy of the undersigned, with full power of substitution to represent and vote each of the Common Interests of Condominiums, which the undersigned would be entitled to vote at a meeting of Unit Owners and at any adjournments thereof, with all the powers which the undersigned would possess if personally present.

DATED: _____

Signed: _____

Print Name: _____

Signed: _____

Print Name: _____

Security Incident Report

Hanley Green Condominium Owners Association, Inc.

SECURITY INCIDENT REPORT

DATE: _____ **Time:** _____

Reported by: _____

Location of Incident: _____

Date and Time of Incident: _____

Incident Report:

Witnessed By: _____

Police Notified: Yes () No ()

Follow Up:

Resolution:

Warning - Parking

Hanley Green Condominium Owners Association, Inc.

WARNING

This is the first warning per the Hanley Green Condominium Owners Association regarding Rules and enforcement procedures: General Regulations - Parking.

Date: _____ **Time:** _____

License Number _____

Make/Model _____

- _____ **Illegally Parked**
- _____ **Parked on Grass**
- _____ **Parked in Fire Lane**
- _____ **Blocking Mail Delivery/Garbage Pickup**
- _____ **Misuse of Visitor Parking**
- _____ **Inoperable/Expired Registration**
- _____ **Other**

Correction Needed Immediately To Avoid Fine(s) or Towing!

Emergency Information Form

Hanley Green Condominium Owners Association, Inc.

Emergency Information Form

Owners Name: _____

Address: _____

Phone Number: (h) _____

(w) _____

(c) _____

Emergency Contact Numbers:

(h) _____

(w) _____

(c) _____

Owner Vehicle Information:

Make/Model/Color: _____

License Number: _____

Submit to: Bordertown Realty Inc.

744 Ryan Drive, Suite No. 103

Hudson, WI 54016

Tel: 715 386 6000

Notification of Change or Repair to Exterior of Residence

Hanley Green Condominium Owners Association, Inc.

Notification of Change or Repair to Exterior of Residence

Date: _____

Name: _____

Address: _____

Telephone Number: _____

Building Permit Required: _____ Yes _____ No

Type of Work to be Accomplished: (Check one)

Remodel Exterior _____ Repair Exterior _____

Description of Work: _____

Architect Drawing or Sketch Attached: _____ Yes _____ No

Submitted by: _____

_____ Approval not required

_____ Approved

_____ Approved as Amended

_____ Rejected

Board Signatures

Rental Addendum to the Lease

Addendum to The Lease for Rental Units

Residents Receipt of
Hanley Green Homeowners Association Rules and Regulations

Homeowners Name: _____

Hanley Green Property Address: _____

Residents Name(s) _____

The above residents acknowledge receipt of, and agree to abide by the Rules and Regulations for Hanley Green Homeowners Association.

Resident Signature

Date

Resident Signature

Date

Homeowner Signature

Date

Hanley Green Rental Information Form

Hanley Green Rental Tenant Information Form

Homeowners Name: _____

Hanley Green Property Address: _____

Homeowners Alternate Address: _____

Is this a rental unit? _____ Yes _____ No

If you checked "YES" please include copy of lease, and signed addendum by renters showing they received rules and regulations. Please fill in start and end date of lease.

Date Lease Starts _____ Date Lease Ends _____

Please include proof of insurance and write in insurance information:

Insurance Company: _____ Contact name: _____ Phone: _____

Please write in name, phone numbers and email address if applicable of your renter(s):

Renter(s) Name: _____ Phone: _____ Email: _____

Renter(s) Name: _____ Phone: _____ Email: _____

Please fill in Make, Model, Year, Color and License Plate Number of all vehicles owned by renter(s) including trucks, cars, motorcycles/scooters. No commercial vehicles are allowed to be parked in streets, driveways or guest parking areas of Hanley Green Association:

#1 Make: _____ Model: _____ Year: _____ Color: _____

License Plate Number _____

#2 Make: _____ Model: _____ Year: _____ Color: _____

License Plate Number _____

Do your renter(s) have pet(s) in this unit? _____ Yes _____ No

Number of _____ dogs _____ cats