

Rules & Regulations

April 1, 2019

Cloisters of Greenfield

Condominium Corporation

6100 W. Stonehedge Drive

Greenfield, WI 53220

(414) 282-1340

April 1, 2019

To All Unit Owners:

This document contains the rules and regulations for the Cloisters of Greenfield Condominium Association. It has been compiled in accordance with Federal and State law and reviewed by legal counsel.

The sole purpose of the rules and regulations is to help insure that being a resident of the Cloisters of Greenfield will be a positive and equitable experience. The Condominium Board fully realizes that every possible scenario cannot be addressed or regulated within the framework of the Association's rules. It is with that knowledge that the Board simply asks that all residents strive to be good neighbors and always try to be cognizant of how their actions will affect the neighborhood in which we all live. In that spirit, the Board of Directors would like to reiterate its duties and responsibilities.

The Board is responsible for the structural and maintenance needs of the building and grounds coupled with the financial well-being of the Association. These responsibilities include, but are not limited to, spending funds wisely by formulating and following a budget that deals with present and future needs, researching and hiring contractors that deliver quality service at a reasonable price, maintaining accurate records, reacting to emergencies that are related to the duties mentioned above as quickly and efficiently as possible, and informing the Association of our decisions in a timely and transparent manner.

The Board is not structured to settle neighborly disputes. Its purpose is not to act as Association policemen or to be on call 24 hours a day to deal with problems. In short, the Board should only be involved with neighbor to neighbor disputes as a last resort, not as a first responder.

Sincerely,
The Board of Directors

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Rules & Regulations

Purpose: These Rules and Regulations shall govern the use of all interior and exterior areas throughout The Cloisters of Greenfield.

Scope: These Rules and Regulations shall apply to any and all persons occupying or using Association property or space. Unit owners and residents are responsible for the conduct of their guests. Recognition and concern for the rights of all to enjoy all areas are the guiding principles used for the formulation of these requirements.

Enforcement: Except in the case of an emergency, reported violations of rules must be submitted to The Board in writing, signed, and dated. The Board will determine the appropriate action to take in compliance with the Association's Rules, Regulations, and By-laws. Anyone accused of violating any Rule or Regulation has the right to appear before The Board per Article V, section 7.2 of the By-Laws.

Amendments: All rules and regulations may be amended and made public by The Board. Each unit owner will be provided with a copy of the current Association rules and regulations. A written notice of any changes made to the current body of rules and regulations will be provided to each unit owner prior to its implementation.

1. Common Areas

As set forth in the Declaration, which shall rule if anything in this Article conflicts, any and all areas either interior or exterior that are located outside of an owner's or resident's unit, with the exception of a unit's patio or balcony, are defined as common areas. All equipment, fixtures, tools, heating and cooling apparatus, etc. located within a common area is subject to all of the rules and regulations pertaining to common areas.

A. Rules

1. Any and all additions, subtractions, alterations, adjustments, repair, replacement, and maintenance of common areas, or equipment used in common areas as defined in this section, shall be performed only by persons authorized and designated by the Board of Directors.
2. Movement of furniture in common areas: Furniture in common areas may be temporarily moved, but not removed, without authorization of the Board. Owners/Residents and their guests may move furniture to accommodate their needs. However, immediately at the conclusion of any function, all furniture must be placed in its prior designated location.
3. Any costs incurred by the Association due to damage or theft in a common area caused by an owner/resident or their guests is the sole responsibility of the owner/resident.

B. Use of Common Areas by Owners/Residents:

1. The indoor pool is accessible 24 hours a day unless notification is given by the Board. All posted pool and common area rules must be followed.
2. The outdoor pool is accessible from 6AM until 10PM unless notification is given by the Board. All posted pool and common area rules must be followed.
3. The pub is accessible from 6AM until 12PM unless notification is given by the Board. All rules pertaining to common areas must be followed.
4. The Atrium is accessible 24 hours a day. Noise must be kept to a minimum between the hours of 10PM and 8AM.
5. The indoor planting areas are to be maintained only by the designated caretakers as per the Board of Directors.
6. No plants other than those purchased through the designated caretaker will be accepted for the atrium plant areas.

C. Laundry rooms

The machines are not owned by the condominium but rather provided for the convenience of residents.

1. Usage is limited to owners/residents.
2. Clean filters after use and leave area and equipment clean and orderly.

3. Contact information for provider services can be found directly on the machines.

D. Mailroom

1. Each unit has an assigned and locked mailbox.
2. Bulk mail and packages are placed on the shelves above the slot for outgoing mail.
3. Packages and mail must be retrieved on a timely basis.
4. Replacement mailbox locks are the responsibility of the unit owner and available through the Board of Directors for a nominal cost.
5. Residents requesting their name to be placed on the mailbox and/or resident list must show proof on Driver's License or other form of ID that they reside here.

E. Bulletin Boards

Bulletin boards are for posting condominium information and items of general interest.

1. Prior to posting, approval must be given by a Board member.
2. Submissions for posting must contain the name of the owner/resident and listing date requested.
3. Upon approval of the Board, the posting can be made by the owner. The posting must be removed at the completion of the posting date approved by the Board.

F. Hallways and unit entry doors

1. All hall areas and stairways are to be kept clear at all times. No items of any kind are to be placed or stored in these areas. **See By-Laws Article V, Section 11, Use of Property(e).**
2. Unit entry doors must be closed at all times per local fire code ordinance.
3. Decorations or additions to any part of a common area floor, wall, fixture, or hallway that are not properly attached to a unit entry door are prohibited.
4. Unit owners/residents may properly attach non-offensive decorations or objects to their entry door.
5. Entry door decorations or additions may not be attached to the top of the door.
6. Unit owners desiring to place pictures/objects on the walls of their hallway, shall meet under the direction of the Board to determine what type of pictures or objects they wish to display. Following approval by the Board, a confidential paper ballot vote by hallway unit owners meeting 80% will determine the action that will be taken concerning placement.
 - a. All pictures/objects must have continuity of subject matter and shall become the property of the condominium, but will be placed and cleaned by a designated unit owner in each hallway.

- b. Wing unit owners who wish to participate may donate money to purchase hallway pictures or objects.
- c. Understanding that styles change, unit owners may petition the board to reconsider current decorations after two years' time from original installation.

G. Air Conditioning/Heating Controls

Operation and adjustments to thermostats and all mechanical equipment in common areas shall only be made by Maintenance or a delegate of the Board. Fines may result if unit owners tamper with the controls.

H. Pub & Recreation Area

This area includes the basement level Game Room with Bar, Card Room, Exercise Room, and the men's and women's restrooms with sauna, toilet, and shower facilities.

- 1. All items and furniture must be returned to their proper or original place found.
- 2. Turn off all lights when leaving the area.
- 3. CAUTION: Pouring water on the sauna's heating element is prohibited.
- 4. Do not set any items on, or pound on the surface of the pool table. A limit of two games is enforced when multiple players from different groups are present.
- 5. No power sanding, power sawing or spray painting is allowed in the hobby room.

I. Tennis/ Recreational courts

- 1. Available to residents and guests from 8:00a.m. – 10:00p.m.
- 2. Athletic shoes must be worn during play.
- 3. Skates, non-motorized scooters, and bicycles are allowed on the courts when not in use.
- 4. Beverages (in non-breakable containers) are allowed.

J. Grounds

- 1. All noise should be kept to a minimum between the hours of 10:00PM and 8:00AM.
- 2. Trees, plants, shrubs, flowers, etc. may not be planted, trimmed, or removed without prior written permission from The Board.
- 3. No motor vehicles of any type (except authorized maintenance equipment) are allowed on the lawns or sidewalks.
- 4. Prior written Board approval is needed to erect tents, game equipment, or other structures.

K. Attire

Proper attire (including shirts and footwear) must be worn in all Common Areas. Bathing suits are permitted in the pool area. Footwear is required in all common areas except the pool area. When walking to and from the pool area or recreational facilities inside the building, cover-ups and footwear must be worn.

L. Indoor/Outdoor pools

1. All guests, of any age, are limited to **6 per unit** and must be accompanied by an owner/resident at all times.
2. No food, drinks (other than drinking water in a non-breakable container), nor smoking/e-cigarette materials are to be used on the indoor pool deck area at any time.
3. Use of food, drinks, gum, and tobacco/e-cigarette products are prohibited while in the indoor or outdoor pool.
4. Food and drinks (in non-breakable containers) are permitted at the tables on the outdoor pool deck. Smoking/e-cigarettes/tobacco products are not allowed on the deck of the outdoor pool.
5. Glass objects or any other breakable items are prohibited in both pool areas.
6. Do not enter the pool if you have a communicable disease or an open sore or cut.
7. Shower before entering the pool and wash your hands after using the toilet.
8. Swim diapers are permitted, diaper changing on the pool deck is prohibited.
9. All posted rules must be followed; for example, diving and jumping into the pool and running on the pool deck are prohibited. Rough play in the water or on the pool deck area is also prohibited.
10. Board members, at their sole discretion, are authorized to expel from the pool area any individuals who decline to obey instructions for the safety of others and for their behavior. After repeated incidences, guest pool privileges can be revoked.
11. No abusive language shall be used by any member or guest.
12. No lifeguards are on duty, swim at your own risk.
13. All animals are prohibited.
14. Maximum capacity of each pool is 25 persons.
15. Outdoor pool gate must be locked at all times.

M. Guests

1. Owners/residents are solely responsible for supervising their guests. Guests must be accompanied by the unit owner/resident when using the grounds and all facilities.

2. The Board must be notified with the name(s) and date(s) of stay for any house guest(s) or person(s) assuming residency for more than 3 consecutive days.
3. If an area is not reserved, residents may hold gatherings and social activities on a first come, first served basis. In the event of an activity involving a group of more than 6 guests, a "Group Reservation Form" (available in the mailroom) must be submitted to the Corporate Office (second floor). Special permission in writing must be obtained from the Board for groups of more than 25.
4. The Board reserves the right to suspend guest privileges to any guests who violate condo rules or exhibit disruptive behavior and/or issue a fine to the unit owner responsible for said guests.
5. The indoor/outdoor pools, atrium, and outdoor space are accessible to guests from 10AM-10PM. The pub is accessible to guests from 10AM-12PM.
6. No more than six guests per unit are permitted in any common area unless prior written permission (via a Group Reservation Request form) has been granted by the Board.
7. Indoor and outdoor pools may not be reserved.
8. No smoking within 30 feet of the building.

N. Group Reservation Requests

1. Group Reservation Request forms for more than six guests are located in the mailroom.
2. Group Reservation Request forms must be submitted a minimum of one week prior to the event.
3. Group Reservation Request forms must include a \$50.00 refundable deposit to the Cloisters of Greenfield and be deposited in the Corporate Office (second floor).
4. Approved Group Reservation Request forms will be communicated directly with the owner and posted in the mailroom. Denied forms will be communicated directly with the owner.
5. When the activity is over, the owner must immediately clean up, vacuum, set the furniture in its designated place, and remove all garbage. Residents must supply their own garbage bags.
6. Any damage or theft incurred in the reserved area or to its contents by an owner/resident, or his/her guests, or professional cleaning required is the sole responsibility of the owner/resident.
7. Upon satisfactory inspection, the \$50.00 deposit will be returned within seven days by the Association.
8. Holiday reservations for all common areas are limited to a 4 hour time block and may not be submitted more than a year in advance.

O. Smoking

Smoking/use of e-cigarettes is **only** permitted inside of units, on patios, balconies, and outdoors when at least 30 feet from the building. No smoking is allowed on the outdoor pool deck.

P. Ice Machine

The ice machine, located in the bar area of the atrium, is available to all residents. Please be courteous so others may have availability of ice - use of this ice is not intended to fill large coolers. Please use caution when opening the ice machine door and make sure to close the door when finished.

Q. Roof Access

Only authorized maintenance personnel, service representatives, and Board of Director's members are allowed access to the roof, unless a unit owner is granted permission by the Board to inspect work performed by a contractor for their specific unit.

R. Lock boxes

Lock boxes of any kind are only allowed with Board approval and in Board designated areas. Nine lockboxes are provided for resident/contractor/real estate agent use at a centralized location in the main parking lot. Contact a Board member for use.

2. Unit Patios and Balconies

A. Limited Common Area

Any balcony or patio assigned to a unit is a Limited Common Area.

B. Alterations

No additions, subtractions, or alterations to the original construction of a patio or balcony may be made without written approval of The Board of Directors. This includes, but is not limited to, awnings, sunshades, canopies, screens, doors, and affixing items such as hooks for hanging plants into any portion of the permanent patio or balcony structure, e.g. no holes can be drilled in the C-beams of first and second floor patio/balconies. Satellite service is available through the shared satellites on the roof, consequently satellite dishes on balconies are not permitted.

Any addition or alteration to the original construction of a first floor patio (slab and roof), second floor balcony (slab, roof, and railing), or third floor balcony (slab and railing) is the sole responsibility of the current owner. This responsibility includes proper maintenance and repair of the added material or structure as well as liability for any damage that might occur to the original building or another owner's unit due to installation, or failure to repair and maintain the non-original structure or material. This includes screened in patios/balconies or patios with tile.

C. Acceptable items

Only patio furniture and patio related items may be stored on balconies and patios. The Board will use its discretion in regard to any other items. A neat and orderly appearance must be maintained.

D. Flooring

Carpeting of any type is not permitted to be glued to the floor of a patio or balcony. Installation of any other type of flooring material is subject to written permission by the Board of Directors.

E. Prohibited Items

1. Clothes lines, drying laundry or draping materials over railings is prohibited.
2. Bird feeders and baths are prohibited.
3. Other items may be prohibited at the discretion of the Board.

F. Snow Removal

Balconies and patios must be cleared within 24 hours following a snowfall. During removal, every effort should be made to insure that other owners/residents and common areas are not negatively affected. Snow shoveled from a balcony onto a sidewalk or entrance ramp below must be removed by the responsible person. In case of absence, owner/residents are still responsible for snow removal within a 24 hour period.

G. Flowers and plants

Flowers and plants are permitted on patios and balconies with usage of a proper water overflow tray. Dead flowers and plants should be removed as soon as possible. Water and all other debris must be removed in a responsible and timely manner.

3. Owner/Resident Responsibilities and Limitations

A. Unit Responsibilities

The unit owner/resident is responsible for all maintenance, upkeep, and repairs to the unit. All improvements made by the unit owner, or any item not original to the unit, shall be the responsibility of the unit owner for repair or replacement. Repair work in individual units shall be handled directly between the unit owner and contractor.

B. Liability

In the event of any insured loss, the Association's deductible shall be considered a maintenance expense to be paid by the person or entity (including the Association) who would be responsible for such maintenance under the Condominium Documents, in the absence of insurance. If the loss is caused by more than one Unit

or a Unit and the Common Elements, the deductible shall be equitably apportioned by the Board in its sole discretion among the parties suffering loss in proportion to the total cost of repair of insurable items.

The amount due from any Unit owner for the deductible shall be an assessment and the Board's decision on the allocation of the deductible shall be conclusive as long as the Board provided each interested party an opportunity to state its position prior to any apportionment.

In determining the allocation of the deductible, the Board may take into account whether or not the negligence of any person or entity contributed to the loss, even if the loss didn't originate from that unit (e.g. unit owner leaves window open in winter and common element pipe freezes) and may allocate the deductible based on any such negligence.

Unit Owners shall be liable for any damages to common areas or other unit owner's property resulting from lack of maintenance, hygiene or failure to repair conditions adversely affecting such areas. In the event an owner fails to respond within 24 hours to reasonable notice of such occurrence, Management reserves the right to enter such owner's unit and effect corrective measures at the expense of the unit owner per **Bylaws, Article V, Section 17**.

C. Records

1. Owners/residents are required to complete and update a registration information.
2. An owner/resident contact card and auto card(s) must be completed and submitted to the Association office within five days of unit occupation.
3. A current list of owners/residents is posted in the mailroom. Residents requesting their surname be added to a mailbox must show proof that they are living here, such as driver's license or other form of I.D.

D. Keys

Owners/residents are also encouraged to provide a unit key(s) and/or codes that provide access to the owner's/resident's unit and storage locker. If no working access keys/codes are provided, the unit owner shall bear the costs of damage caused in gaining access to these areas during an emergency.

E. Smoke Detectors

1. Unit owners/residents are responsible for maintaining and replacing unit smoke detectors:
 - a. Batteries must be checked or replaced on a yearly basis, which must be noted on an Association provided verification card and returned in a timely manner to the Corporate Office (second floor).
 - b. Batteries should be tested on a monthly basis.

- c. Defective or non-working smoke detectors must be replaced by the owner within 48 hours.
2. Residents, if non-owner occupied, shall be responsible for providing written information to the owner concerning non-functioning smoke detectors or the need to replace batteries. The owner will have 48 hours upon receipt of the information to rectify the problem to return the unit to operating condition.

F. Unit Air Conditioner/Thermostat

1. The owner/resident is responsible for the maintenance, repair, and replacement of an individual unit's air conditioning system and thermostat. This includes, but is not limited to, cleaning (recommended on an annual or biennial basis), inspection, and filter change.

Note: Portable/temporary window/door air conditioners are not allowed.

2. The repair, maintenance, or replacement of an individual unit's thermostat/batteries is the sole responsibility of the unit owner.

G. Zone Valves

Mechanical controls, known as zone valves, are located within each unit and required to regulate heating in conjunction with your thermostat. Should this valve or your thermostat fail and require replacement, parts and labor cost associated with replacement are the responsibility of the unit owner. An indication of a defective valve may include constantly hot radiator pipes or a loud banging noise. When defective, opening windows and doors and/or closing the return water valve of the heating system to reduce unit heat is prohibited. Please contact the Cloisters' maintenance staff for diagnosis of any needed zone valve work or hire a qualified HVAC contractor at your cost, if desired.

H. Garbage Disposals

After turning off the garbage disposal, make sure to run cold water for a minimum of 15 seconds to flush the pipes. You should use your garbage disposal to take care of the small amount of stuff that ends up in your sink drain, not to get rid of garbage. Only soft foods and crumbs should be put down the disposal to prevent expensive plumbing issues for the Association. Avoid putting grease, oil, rice/pasta, hard fruit, vegetable peels, stringy vegetables, large pieces of citrus fruits, onion peels, shrimp shells, banana peels, vegetable stems, etc. in the disposal. **NEVER use any caustic cleaners, such as Drano.**

I. Disposal of Waste Materials

1. Properly wrapped and sealed garbage and waste materials must be disposed of in one of designated basement dumpsters. Unit Residents are responsible for the removal from the premises of large items such as furniture, mattresses, box springs, computers, TVs, appliances, carpeting, etc. via pickup or delivery to an approved disposal site of your choosing.
2. Recycled materials (clean only) such as glass, plastic, tin cans, aluminum cans, cardboard, magazines and newspapers should be placed into the clearly marked

recycle containers next to the Maintenance Room of the basement garage. **DO NOT PLACE RECYCLEABLES IN PLASTIC BAGS.** Cardboard boxes must be **broken down** and **flattened**, before being placed in recycle dumpsters.

3. Owners/residents are responsible for removal of personal property items, which are not allowed to be disposed of at a landfill. Items such as tires, batteries, paint, toxic and hazardous materials must be disposed of at an approved site such as the Milwaukee County recycling center on 35th St. and Lincoln Avenue. The storage of hazardous or flammable material in the garage or a unit owner's storage locker is strictly prohibited. Electronics such as computers and TVs can be taken back to the stores that sell them for disposal. Permits are available for purchase from the City of Greenfield to dispose of some items at the city recycle center on 51st St. **No items are to be left on the floor alongside any dumpsters.**

J. Toilets

Please do not flush anything other than toilet paper down the toilet (no Kleenex, wipes, pads, etc.)

K. Phone/Internet/TV Services

A variety of subscription services are available to unit owners/residents. Wired TV services include AT&T Uverse and Spectrum. Shared satellite services are available, utilizing the dishes on the roof, from Dish or DirecTV. Because of the availability of shared satellite services, individual satellite dishes are not permitted on balconies/patios. Each owner is responsible for setting up their own services, including wireless network. No owner, occupant of a unit, or guest of an owner shall access another owner, occupant, or guest Wi-Fi, Internet, cable or other telecommunications signals, lines or transmissions without express written consent of that person.

From a noise standpoint, if you are mounting a flat screen television, consideration should be given as to where it is mounted. Reverberations from wall mounted televisions can be an annoyance for those on the other side.

L. Atrium Internet

"Public" WiFi is available from 6AM to 10PM for residents and guests within the atrium. Users of this service are prohibited from using this service for illegal purposes. Users are also prohibited from receiving or transmitting abusive, profane or sexually offensive materials.

M. Maintenance Request Forms

Request forms for Maintenance services are located in the mailroom. Deposit the completed form into the mail slot in the 1st floor Manager's Office door.

N. Storage Lockers

1. Storage of any flammable or combustible materials is prohibited.
2. When not in use, doors should be closed, lights turned off, and electrical cords unplugged.
3. Personal belongings may not be left outside the storage locker door.

O. Occupation of Units

Residents must inform The Board in writing, by completing a Communication Form (located in the mailroom), and submitting it to the first floor office, if:

1. Their unit will be unoccupied for more than three consecutive days (including the dates absent and whether permission is granted for entry in case of emergency).
2. Guests will be staying for more than three days
3. Someone new will be living in the unit as a resident

P. Responsibility for Common Area Carpet Cleaning

Periodically, common area carpeting is spot or fully cleaned via Association funding. To help reduce the frequency and the resulting cost of this service, Owner's/Residents should double bag and seal garbage in a plastic bag. In the event that a spill of any kind does occur, the Owner/Resident is responsible to make a reasonable effort to clean the area. If the area cannot be satisfactorily cleaned, a maintenance request form must be filled out as soon as possible to inform our maintenance staff of the need for additional cleaning. Owners may be billed for cleaning services if no reasonable attempt is made to clean the stained area

Q. Pets and Animals

1. No animals, livestock or poultry of any kind are to be raised, bred or kept on the property. Small household pets such as fish, canaries, or parakeets may be kept provided they are not bred or maintained for any commercial purpose or create a disturbance. See **Bylaws Article V, Section 11 (f)**.
2. Visitors are not allowed to bring pets or animals onto the property.
3. Feeding of squirrels, birds, or any other wild animals on patios, balconies or grounds is prohibited.

R. Building Security

1. Intercom: Only identifiable persons should be allowed to enter the building through a unit's intercom system. Please use caution before allowing anyone access to the building in this manner.
2. Propping open any exterior door and leaving the area for any length of time is prohibited. However, Unit Owner's may check out an entry key for a contractor/vendor by contacting maintenance personnel or a Board Member.

S. Video Surveillance Camera Policy

The Cloisters of Greenfield Condominium has a video surveillance system which records select areas of the building.

Video Surveillance Purpose

The purpose of the video surveillance system is to allow the after-the-fact investigation of crimes committed on the property. The video surveillance system is not monitored on a real-time basis and is not intended to detect or prevent crimes as they are occurring. No one is watching what the cameras are recording.

Video Surveillance Recording, Viewing, and Use Policy

All video surveillance cameras are capable of being recorded continuously by a digital video recording system. Recorded video is used exclusively for the investigation of crimes and violations and not for other purposes. The Board of Directors is responsible for the management of the video surveillance system and has exclusive control of viewing and release of all video recordings produced by this system. Recorded video is not made directly available to residents or unit owners. In the event that a crime occurs, residents should report the incident to the police. If the police believe that recorded video from building's cameras would assist in the investigation of the crime, the police officer investigating the case should contact the President of the Cloisters of Greenfield Condominium Board of Directors to arrange an appointment for viewing.

Recorded video is generally stored for a period of thirty days.

T. Emergencies

1. Health related – call 911
2. Fire – call 911 and/or pull building fire alarm (sends radio signal direct to Fire Dept). Familiarize yourself with the location of fire alarms and fire extinguishers.
 - (a) Exit the building as safely as possible
 - (b) If a fire is in your wing, and you're on second or third floor, exit as quickly as possible via the stairway at the end of your hallway. Remain near your end of the building so a head count can be obtained.
 - (c) Do not use the elevators
 - (d) Do not congregate in the atrium
3. Severe storm/tornado – seek shelter away from windows immediately. Go to hallways or the basement, but not the atrium.
4. Suspicious activity – inside the building or on the grounds
 - (a) If urgent danger, call 911
 - (b) If you're not sure of urgency, e.g. late night parties on the grounds, strangers in the pool, etc., call the Greenfield Police non-emergency number, 414-761-5300. This number should be saved in your phone's Contacts, to have it readily available when needed.

U. Sprinkler System

Our building is equipped with a sprinkler system to extinguish or at least control fires which may occur in the basement, storage areas, hallways, stairways, etc. The sprinklers are activated by heat (not smoke) and will allow water to spray onto the fire only in the area of the fire. If a sprinkler head is activated, pull the building fire alarm and/or call 911. Do NOT store items within 18 inches, block control valves, or hang any objects from a sprinkler head. Caution must be used when moving furniture or any other tall objects to not accidentally hit a sprinkler head – if a sprinkler head is activated, immediate water damage will most likely occur.

4. Move In/Move Out & Delivery Process

A. Moving/Delivery Vans

A specific area along the exit drive at the Cloisters of Greenfield Condominiums is designated for parking moving vans/trucks. A parking diagram is available upon request from the Board of Directors. While other areas may appear to be more convenient for your move, specific areas must be open at all times to allow access for the Fire Department and other emergency services. The safety of every resident must be considered. **No Parking is allowed in the circle driveway.**

B. Moving/Delivery Process

If you require the use of an elevator for your move/delivery, items need to be brought into the building through the garage Exit door. Once your move in/out is scheduled, a Board of Director member will place notices on the “D Wing” elevator on your scheduled day so residents are informed that a move in or out is occurring and suggesting that they use the alternative “A Wing” elevator. Move in and out of items should not be done using the “A Wing” elevator. If you have an item that will not fit into the elevator and a stairway is required, please contact a Board of Directors member for instruction.

If your unit is located on the first floor, a Board of Directors member will provide you with special instructions for moving van/vehicle parking.

C. Move In/Out Procedures & Scheduling

All moves (including use of trucks, vans, and trailers) must be scheduled with the Board of Directors at least seven days in advance of the move date.

Morning moves are scheduled between the hours of 9am and 1pm, and afternoon moves are scheduled between the hours of 1pm-5pm, Monday through Saturday. In order for a move reservation to be confirmed, a \$200 refundable damage deposit must be submitted to the Board of Directors Office, payable to The Cloisters of Greenfield Condominium Corporation.

After the move, if there is no damage to the elevator, floor, or adjacent common areas, the \$200 damage deposit will be returned. If damage occurs to a common area, the deposit will be forfeited. If damage exceeds the security deposit, the responsible party will be required to pay any additional amount. Moves lasting longer than the allotted time slot are subject to forfeit of damage deposit.

The following items are required prior to scheduling a move:

- \$200 cash or check refundable damage deposit fee payable to The Cloisters of Greenfield Condominium Corporation.

The following items are required prior to moving into The Cloisters of Greenfield Condominiums:

- New Owner Checklist including the required documents.
- A copy of the Closing Statement identifying the transfer has occurred.
- A \$100 transfer fee payable to The Cloisters of Greenfield Condominium Corporation.
 - Unless this fee has been included in the closing process and will be paid by the closing company.

5. Banned, Board Authorized, and Limited Use Items and Materials

The Board reserves the right to prohibit any current or new technology not listed below.

A. Prohibited Items

All skateboards and hover-boards are banned. Storage of any flammable gas or liquids, such as LP gas and charcoal lighter fluid are prohibited. Any type of appliance or device, other than a grill (see grilling below), that contains a flame burning component is prohibited. Drones may not be used without prior written authorization from The Board.

B. Limitations of gas or charcoal grills, fire pits, etc.

1. With the exception of the Cabana grill, when in use a grill must be a minimum of ten ft. from any structure or overhang.
2. When in use, a grill must be attended for safety and to minimize excessive smoke.
3. When in use, a fully charged UL approved fire extinguisher (#2 dry chemical) must be available.
4. Gas and charcoal grill storage is only permitted on 1st floor patios.
5. Use of outside pool gas grill: For safety purposes, the outside grill may only be used by adult residents during regular pool hours. Extreme care must be taken to dispose of all food products and other refuse in the basement garbage dumpsters. Residents must clean the grill after each use and turn the fuel source valve to the Off position. Residents should notify maintenance or a Board member of any grill related issues.

6. Fire Pit. For safety purposes, the condo owned fire pit may only be used by adult residents during regular pool hours. This fire pit may not be used as a means to heat or cook food. After use, the propane tank valve must be turned to the Off position. Residents should notify maintenance or a Board member of any condo owned fire pit related issues.
7. Any and all types of resident owned, rented, or borrowed fire pits are prohibited without prior Board approval.
8. Failure to comply with any of the rules that govern the use of gas grills, or the Association's fire pit or propane heater, may result in the loss of that privilege.
9. No other flame-burning devices such as tiki torches, lighted balloons, Japanese lanterns etc. are allowed in any areas without prior permission of the Board of Directors.

C. Limitations of electric grills

1. When in use, a grill must be attended for safety and to minimize excessive smoke.
2. When in use, a fully charged UL approved fire extinguisher (#2 dry chemical) must be available.
3. Electric grills may be stored on any patio or balcony.

D. Candles

1. Lit candles may not be left unattended anywhere.
2. Lit candles, with the exception of candles on a cake, are strictly prohibited in any common areas.
3. Battery powered candles are permitted in common areas.

E. Limitations of bicycles

1. Bicycles may only be kept in an owner's/resident's storage locker, parking space or on an assigned basement storage rack.
2. Bicycles are allowed on roads, parking lots, and sidewalks but must always yield to pedestrians.
3. Bicycles are not allowed on patios or balconies.

F. Solicitation/Selling

No peddling or solicitation of any kind is allowed within the building or on the grounds unless prior Board approval has been given. This includes group reservation of common areas. Sales of any used items must occur within the owner's unit. Selling events which require access to the building/grounds by non-residents, such as Realtor Open House, Estate Sales, Rummage-Yard-Garage Sales, etc. are not allowed.

G. Posting of Signs, Notices, Posters, etc.

Posting of signs, notices, posters, etc. in, or viewable from, common areas is not permitted without prior Board approval. Owners/residents found in non-compliance of this rule may be subjected to a fine.

6. Cloisters of Greenfield Maintenance Staff

A. Respect employee time

Please permit the maintenance staff to perform their tasks effectively and efficiently by allowing them to work with minimal interruptions.

B. To request maintenance services

Please use the Request for Maintenance form located in the mailroom. Deposit the completed form into the mail slot in the 1st floor Manager's Office door.

C. Concerns

If you have any concerns about maintenance staff work, please direct them in writing to the Board.

D. Personal Services

Maintenance workers are not allowed to perform personal work or services for any Owners/Residents during their regularly scheduled hours.

E. Work Restrictions

Due to restrictions on the type of work that can be performed by our maintenance staff, only work for which they are qualified to perform may be performed on site.

7. Board of Directors and Owner/Resident Hired Contractors:

A. Complaints

Owners/Residents must refrain from interfering or verbally criticizing any outside contractors. Any complaints should be directed in writing to The Board.

B. Access

All contractors working on any second or third floor unit or common area must be granted inside access through the entrance door to any and all units deemed necessary to complete the work. Except in the case of an emergency, reasonable notice will be given to an owner/resident for such access. If a unit owner, resident or someone who has been given permission to grant such access, is not available, a member of the Board of Directors will allow the contractor to enter the entrance door of the unit.

C. Condo hired contractors

Contractors doing summer outside work may not begin before 7:00AM and must conclude work by 5:00PM. Inside work that creates noise may not begin before 8:00AM and must conclude by 5:00PM, Monday through Friday.

D. Contractors hired by unit owners

Contractors may not begin work before 8:00AM and must conclude work by 5:00PM, Monday through Friday. Saturday work is by special request only. No work on Sunday.

8. Unit Construction Rules and Regulations

The following is a summary list. Please see Full Unit Construction Rules & Regulations (Appendix A) for complete rules, regulations and specifications

A. Board Preapproval Not Required

Maintenance, repairs, replacements, and decorating projects that may be performed by residents without Board notification or preapproval.

1. Interior wall repair, painting and wall covering
2. Installation of electric fixtures and other electric devices, which require no additional wiring or venting and do not exceed the present electric capacity of each unit.
3. Flooring removal and installation; carpet, vinyl, laminate, or hard surface flooring installation (With Board approved padding/sound barriers – See Full Construction-Alteration Rules and Regulations for minimum padding/sound barrier specifications).
4. Replacement or removal of shelving, interior window treatments, interior doors.
5. Kitchen and bathroom cabinet removal and installation (if plumbing and electrical modifications are not required).
6. Sink, tub or shower base replacement installation in the same location without wall or plumbing modification. Faucet repair and replacement requiring no plumbing supply modifications.
7. Appliance installation requiring no plumbing or electrical modifications.

B. Board Preapproval Required

Maintenance, repairs, replacements, and modifications that must have Board preapproval and be performed and inspected by a licensed professional.

1. Any and all plumbing, electrical, and carpentry work **not** noted in Section 8 part A, 1-7.
2. Any actions taken to move, modify, remove or add a wall.

3. Any and all work that involves movement or modification of plumbing, electrical or heating and air conditioning systems inside a unit or in common areas.
4. Any and all modifications to the unit/building intercom and entry wiring.
5. Any replacement or modification of patio/balcony doors, windows, or unit entry door.
6. Any actions taken to modify or replace the existing ventilation system.

C. Limited Requirement Details

(see Appendix A for complete requirements.)

1. Monday thru Friday work may not begin before 8:00am and may not continue after 5:00pm.
2. Contractors are prohibited from using any on site dumpsters for disposal of any construction waste or materials.
3. Provide written notification to units above, below, and adjacent to your unit at least 24 hours before construction begins. Provide written notification to affected units at least 48 hours in advance if interruption of water to their units is required.
4. Work is subject to inspection at the Board of Directors discretion.

Note: Unit owners that have construction questions, or need to consult the Full Unit Construction Rules and Regulations, contact a Board member BEFORE starting work. Important: Failure to receive written preapproval permission from The Board of Directors for any projects listed in Part 7- Section B may result in a fine in accordance with Association Bylaws.

9. Elevators

A. Wall Pads

Elevators **must be protected with wall pads** when furniture is moved or construction materials/debris are transported from a unit. Only the D-wing elevator is to be used for moving these items. Owners/Residents must submit a request form, which includes the date(s) of need, 24 hours prior to use. If a change of date(s) is needed, owners/residents are required to notify Maintenance or a Board Member of that modification to their original request.

B. Toggle Switch

Elevators must be used in a proper manner. The toggle switch must be used to temporarily hold open the door while loading or unloading items.

C. No Smoking

Smoking is not allowed in elevators per Wisconsin State Statute 101.123. Fines will be levied against owners/residents smoking in the elevators.

10. Circle Drive

The circle drive is a **No Parking** area, primarily for drop off/pickup and emergency vehicles. It is also used for mail and small package delivery (USPS, UPS, Amazon, etc.)

Large trucks are NOT permitted in the circle drive. It is NOT to be used for moving or any delivery of items larger than 4 cubic feet; such as, appliances, furniture, carpeting, construction material, etc. Contact a Board member for delivery instructions of furniture and major appliances.

Use of flashers is requested while temporarily stopped in the circle. Vehicles parking in the circle drive are subject to being ticketed by the City of Greenfield.

11. Indoor Garage /Parking

A. Storage Restrictions

Personal items, other than shopping carts or ambulatory devices, **are not to be stored** at any time in your or another unit owner's parking space.

B. Floor Cleaning

The garage floor is professionally cleaned three times per year and may be "touched up" by maintenance staff as needed. Each wing is notified of the tri-yearly schedule in advance. Owners/residents must remove their vehicle(s) and any personal items within the parking garage prior to scheduled cleaning. The Association is not responsible for damage, caused by the cleaning process, to any personal property that has not been removed.

C. Leaking Vehicles Prohibited

Vehicles of any kind that are leaking any type of fluid are prohibited from parking until the leakage is rectified.

D. Vehicle Restrictions and Regulations

1. All owner's/resident's vehicles parked on the property, inside or out, must be currently registered and licensed to a state, insured as required by the State of Wisconsin, and drivable.
2. A "C of G" sticker must be attached to the back of any vehicle's (including motorcycles) rearview mirror. Registration cards and stickers may be obtained from a member of the Board of Directors. Be sure to update your registration if you purchase a different vehicle. A maximum of four motorized vehicles is allowed on the property per unit.

3. Parking or storing of trailers, house trailers, campers, boats, motor homes, trucks over 1 ½ tons, and inoperable vehicles is not permitted without prior Board approval.
4. The D-wing (Entry Only) and C-wing (Exit Only) are the primary entrance and exit doors unless condo approved signage or notice is posted.
5. Cars must enter one at a time, allowing adequate space between vehicles.
6. Headlights must be turned on while driving in the garage.
7. The speed limit in the parking garage is 10 mph.
8. Emergency flashers MUST be on when washing vehicles, unloading/unloading of passengers or items.
9. Vehicles must be parked within the yellow lines which designate a unit's parking space and must not exceed a total combined length of 20 feet from the foundation wall.
10. No vehicle or item that exceeds 72 inches in height is allowed in the underground parking garage.
11. Vehicles are not allowed to park unattended in any No Parking area (e.g., in front of stairways or dumpsters). Vehicles may not park in another unit owner's designated space without their permission. The Board of Directors must be notified if an owner/resident elects to rent their parking space, or exchange parking spaces with any other resident/owner.
12. Electric cars, other electrical vehicles and devices must at all times be plugged into a dedicated line to the unit owner's service meter, installed by a licensed and insured electrician.
13. Vehicle maintenance and repair
 - a. Non-resident vehicle maintenance and repair is prohibited.
 - b. Minor repair and maintenance of owner's vehicles such as rotating tires, changing oil or sparkplugs, and replacement of lights and mufflers is permitted.
 - c. Owner's/Residents are solely responsible for clean-up.
 - d. Disposal of oil and other fluids must be done at an approved recycling center. Disposal of such fluids on Cloister's property is strictly prohibited.

12. Outside Parking

A. Vehicle Restrictions and Regulations

1. Vehicles parked outside are subject to all relevant regulations and restrictions listed under Indoor Garage/Parking Section 11, C. and D. 1-3, 12-15.
2. Vehicles must park between the lines marked for individual vehicles.

3. Guest vehicles parked for multiple days must display a note card on their vehicle's dashboard, which contains the number of the unit being visited.
4. Unauthorized parked vehicles or vehicles parked in violation of Association rules may be towed at the owner's expense (Wisconsin State Statute 346.55).
5. Parking on any non-paved or restricted area is prohibited.

B. Parking Restrictions due to Snow (November 1st - April 1st)

1. Some parking areas may be designated for snow storage.
2. To facilitate snow plowing, all vehicles must be operable and parked on the North side of the parking lot on odd numbered days and the South side on even numbered days.
3. Plowed-in vehicles are the owner's responsibility and must be shoveled out within 24 hours.

13. Maintenance Fee Payments

A. Assessment

Each unit is assessed a percentage of the total Association Maintenance cost to determine the amount owed per Exhibit A of the Declaration.

B. Choice of Monthly or Quarterly

Effective 01-01-2017, owners may annually elect to pay maintenance fees either monthly or quarterly. Monthly payments are due on the 1st of each month and quarterly payments are due January 1st, April 1st, July 1st and October 1st. Payments may be made by check, Bill Pay or ACH payment.

C. Collection Policy

1. The regular monthly assessments are due on the first day of each month, or in advance on the first day of each quarter, if paid quarterly.
2. Special assessments, as may be levied from time to time by the Board, and/or any installment thereof, shall be due on or before the date or dates stated in the Board's notice to the Unit Owners informing them of the special assessment.
3. All payments received will be applied to the oldest amounts due on record. Payments tendered for current amounts due will not be accepted by the Association if the instrument of payment is drafted with a future date (i.e., a postdated check).
4. The actual date of the Association's receipt of a payment, as reflected on the ledger of the Association, shall control as to the date that payment was made.
5. Any costs incurred by the Association as a result of the return of a unit owner's payment due to insufficient funds, or other similar reason, shall immediately be assessed to the Unit Owner.

6. No statement of "payment in full," "accord and satisfaction," or other similar notation on or accompanying any payment shall be binding on the Association, unless the statement is written in "red," the check or payment instrument is mailed to the attention of the Board of Directors and the reduced payment amount is accepted by motion of the Board of Directors. However, if the Unit Owner has knowledge that the account has been referred to legal counsel for collection, then the payment must be mailed to the Association's attorney pursuant to paragraph 10 below.
7. A late fee of \$75.00 shall be assessed against a Unit owner as set forth in the Bylaws at Article V, Section 6. This late fee assessment shall be made upon each failure by the Unit Owner to remit good and timely payment of any assessment or installment thereof. In addition, unpaid assessments will incur interest at a rate of 18% per annum until paid.
8. The basic collection system of the Board shall be as follows:
 - a. At 15 days past due a board member may call the delinquent owner;
 - b. At 30 days past due, a past due notice may be sent;
 - c. At 45 days past due, a second past due notice may be sent; and
 - d. At 60 days past due, the matter may be referred to the attorney for collection.
9. An administrative fee of \$100.00 shall be assessed against a Unit Owner when a matter is turned over to the Association's attorneys for collection.
10. Once a Unit Owner is notified or becomes aware that its account has been referred to legal counsel, then all future payments, until the account is current, must be submitted to such legal counsel for proper application of same, unless the Association's attorney directs the Unit Owner in writing to pay in some other manner.
11. In the event a Unit Owner ever submits a payment which is thereafter returned for any reason (e.g. insufficient funds or account closed), the Unit Owner shall be automatically assessed \$50.00.
12. In the event that the Association retains an attorney to collect any funds due, enforce any rule, bring any claim against a unit owner or defend any claim or allegation by a unit owner, including any counterclaim, the Association shall, if it is the prevailing party in the claim or defense, be entitled to collect from the unit owner all of its costs and expenses, including reasonable attorney fees.

D. Statements

An annual statement will be delivered prior to the beginning of each year. The statement will be emailed or mailed if you live out of town for part of the year, or lease your unit (in accordance with the Association Bylaws). In case of a change in your billing address, please notify the Association Treasurer.

E. Payments by Check

All payments by check are payable to Cloisters of Greenfield.

F. Where to Make Payment

All in person payments should be placed in a sealed envelope and placed into the second floor Corporate Office mail slot.

G. Early Payment

If you will not be present at the time in which the maintenance fee is due, (and you do not pay through ACH), you may pay early or deliver a check to insure payment is received on or before the due date. Payment must include the date for deposit and should be placed in a sealed envelope and put into the second floor Corporate Office mail slot.

14. Rental of Unit is restricted in accordance with Bylaws: Article VII, Section 5

A. Contact Board of Directors

Advise the Board of Directors in writing of any contemplated renting of your unit to immediate family members as defined in By-laws: Article VII, Section 1.

B. Provide Bylaws and Rules

Copies of the Bylaws and Rules shall be made available by the unit owner to all renters. Renters are expected to abide by these regulations and complete an office registration card.

C. Provide Copy of Lease and Fee

A copy of the lease, along with a transfer fee of \$100.00, shall be provided to The Board prior to renter occupancy. Checks should be made payable to the Cloisters of Greenfield and placed into the second floor Corporate Office mail slot.

15. Sale or Transfer of Unit Ownership

A. Contact Board of Directors

Unit owners contemplating selling or changing ownership of their unit must advise The Board in writing and provide authorized agent information at least 30 days in advance of the sale.

B. For Sale Signs

For Sale signs are not allowed.

C. All prospective buyers must be escorted at all times when viewing the facilities.

D. Condominium Documents and Executive Summary

State Law requires that copies of the Condominium Documents and Executive Summary be given to prospective buyers, as well as Minutes of Open Board meetings upon request. Copies of these documents are available from the Association Board of Directors.

E. Notification of Buyer

Within one week of closing, the seller must provide, in writing to The Board, the name, address, and phone number of the buyer. The seller must also certify that the buyer has received a current copy of the Bylaws, Rules and Regulations, Executive Summary, and Financial Statement.

F. Transfer Fee

A Transfer Fee of \$100.00, payable to the Cloisters of Greenfield, is required from the purchaser upon closing.

G. Move Out/Move In Date Notice Required

The parties involved in the unit sale, must provide written notice of buyer's move in and seller's move out dates to The Board.

16. Violations of Rules and Regulations

A. Complaints

All complaints pertaining to non-emergency violations of Rules and Regulations must be submitted to The Board in writing. The complaint must include the offender's name, date, and time of incident. The complaint must be signed and dated by the person(s) reporting the incident and submitted to The Association's Corporate Office located on the second floor.

B. Board procedure for dealing with complaints

1. A Board Member will speak to the Resident involved.
2. If the situation is not resolved by discussion, a letter of reprimand may be sent to the resident who is the subject of the complaint.
3. In the event of repetitive or serious violations, fines or charges may be levied per Bylaws Article V, Section 7.1(c).
4. The complainant will be notified of any action taken by The Board.
5. The unit owner complained of may within fifteen (15) days of the delivery of the notice file a written answer. If the unit owner denies the allegations, the grievance procedure in Article 5, Section 7.2 of the Bylaws will be followed.

ADDENDUM – Rules Update 4-1-19

1.M. 1. Guests (page 5)

From: Owners/residents are solely responsible for supervising their guests. Guests must be accompanied by the unit owner/resident when using the grounds and all facilities.

To: Owners/residents are solely responsible for supervising their guests. Guests must be accompanied by the unit owner/resident when using the grounds and all facilities.

Temporary exceptions to this rule may be granted by the Board of Directors if an owner applies for the exception in advance of the guest(s)' visit and provides adequate information about the guest(s) as may be required by the Board.

Add:

17. Health and Safety Related Upgrades to Units

Due to the age of the Building and changing codes, from time to time needed upgrades will be brought to the attention of the Board of Directors that affect the health and safety of all unit owners, and some of those needed upgrades will be within the defined "Unit". The Board finds it prudent to have Rules and Regulations to protect the Association's interests.

1. Should the Board notify the unit owners that an upgrade is needed within the units to avoid imminent or potential health and safety concerns, the unit owners must complete the upgrade within the reasonable time constraints set by the Board of Directors within its notice.
2. Any unit owner who fails to timely provide proof that the needed upgrade work is complete will be subject to fines as set forth in the Bylaws.

APPENDIX A – Full Construction Rules & Regulations

The following rules and regulations are in addition to any requirements for construction, remodeling, or alterations set forth in the Declaration of Condominium Ownership, Bylaws, or any other Rules and Regulations of the Cloisters of Greenfield Condominium Association.

Section I Construction Categories

Remodeling projects have been divided into two categories, which are defined below, along with notification and approval requirements:

Category A – Minor

Projects identified as minor require no written preapproval from the Board of Directors. Category A projects do not affect any common elements, i.e. (including but not limited to):

1. Interior wall repair, painting and wall covering
2. Installation of electric fixtures and other electric devices, which require no additional wiring or venting and do not exceed the present electric capacity of each unit
3. Flooring removal and installation; carpet, vinyl, laminate, or hard surface flooring installation (With Board approved padding/sound barriers – See Section III,E for minimum padding/sound barrier specifications)
4. Replacement or removal of shelving, interior window treatments, interior doors.
5. Kitchen and bathroom cabinet removal and installation (if plumbing and electrical modifications are not required).
6. Sink, tub or shower base replacement installation in the same location without wall or plumbing modification. Faucet repair and replacement requiring no plumbing supply modifications.
7. Appliance installation requiring no plumbing or electrical modifications.

Notwithstanding any of the above, Owners are responsible for any damages to other units or common areas that are damaged as a result of any of the above actions.

Category Requirements:

1. No Board of Director preapproval is required.
2. Work may not begin before 8:00am and may not continue after 5:00pm.
3. Neighbor Notification - Provide written notification to units above, below, and adjacent to your unit at least 24 hours before construction begins for work. Provide written notification to affected units at least 48 hours in advance if interruption of water to their units is required.
4. Contractors are prohibited from using any on site dumpsters for disposal of any construction waste or materials.
5. Work is subject to inspection at the Board of Directors discretion.

Category B – More Complex

Projects identified as more complex require written preapproval from the Board of Directors, with aspects performed by licensed professionals and follow city inspection requirements.

Category B projects may affect common elements, i.e. (including but not limited to):

1. Any and all plumbing, electrical, and carpentry work not noted in Category A,1-7.
2. Any actions taken to move, modify, remove or add a wall.
3. Any and all work that involves movement or modification of plumbing, electrical or heating and air conditioning systems inside a unit or in common areas.
4. Any and all modifications to the unit/building intercom and entry wiring.
5. Any replacement or modification of patio/balcony doors, windows, or unit entry door.
6. Any actions taken to modify or replace the existing ventilation system.

Notwithstanding any of the above, Owners are responsible for any damages to other units or common areas that are damaged as a result of any of the above action.

Category Requirements:

1. Written request to Board of Directors for preapproval.
2. Submission of Construction Documents i.e. plans and specifications.
3. Certificates of Insurance (for Association approved amounts) will be required from all contractors and must be submitted prior to granting approval.
4. Written approval is required which may take up to 30 days. At the Board's discretion, initial document review may be submitted to an independent architectural or engineering consultant as well as review by the Association's legal counsel. All charges related to the independent review or by the Association's legal counsel will be the responsibility of the unit owner.
5. Work may not begin before 8:00am and may not continue after 5:00pm.
6. Neighbor Notification - Provide written notification to units above, below, and adjacent to your unit at least 24 hours before construction begins for work. Provide written notification to affected units at least 48 hours in advance if interruption of water to their units is required.
7. Contractors are prohibited from using any on site dumpsters for disposal of any construction waste or materials.
8. Work is subject to inspection at the Board of Directors discretion.

Section II Pre-Construction Requirements

A. Insurance

1. Unit owner's contractor shall secure, pay for and maintain all required insurance in limits not less than: General Liability (bodily injury and property damage) - \$1 million for each claim;
2. Worker's Compensation - \$100,000 per accident, \$500,000 policy limit, \$100,000 employee/disease limit;
3. The Board of Directors may impose additional insurance requirements.
4. Certificate of insurance must include The Cloisters of Greenfield Condominium Corporation, its Officers, Directors, Management Company (if any) and its employees as additional insured. In the event that such insurance lapses prior to the completion of unit owner contractor's work, The Cloisters of Greenfield Condominium Corporation Board of Directors will have the right to suspend such work until the Board of Directors receives evidence of appropriate insurance and approves such insurance. The Board of Directors reserves the right to revise the parameters and scope of the insurance requirements from time to time. Each unit owner and their respective contractors shall be advised of any such changes.

B. Permits, Fees and Notices

1. The unit owner's contractor shall secure and pay for the building permit(s) and for all other permits and governmental fees, licenses and inspections, which are necessary and legally required for the proper execution and completion of their work. A copy of any and all permits shall be provided to the Board of Directors upon request after the Board has granted written preapproval of plans.
2. If the unit owner or contractor observes or otherwise becomes aware that any of their contract documents (drawings and specifications), are at variance with each other or applicable laws, statutes, ordinances, building codes and regulations in any respect or otherwise are inconsistent (collectively, a "Document Variance"), the unit owner's contractor shall promptly notify the unit owner and The Cloisters of Greenfield Association Board of Directors.
3. If the unit owner or contractor performs any work, knowing or, if in the reasonable performance of his obligation hereunder, should have known city permits or Cloisters of Greenfield Association specification were required, then the unit owner shall make all changes as required to comply therewith and bear all costs thereof and shall indemnify and hold The Cloisters of Greenfield Condominium Corporation harmless from any losses suffered thereby.

C. Submittal of Plan

1. Construction documents submitted for review must include plans and specifications (including any mechanical, electrical, plumbing, fire protection, and low-voltage improvements) for all work to be performed by the unit owner's contractor. Additional submission requirements shall include but not be limited to the following:

- a. Anticipated commencement and completion dates of work and elevator access schedule.
- b. Any structural details to be reviewed for structural loading capacities.
- c. List of all subcontractors, all of whom must be licensed.
- d. List of all supervisory personnel and emergency phone numbers.
- e. Certificate of Insurance.
- f. Proof of building permits, if required.
- g. Such other documents as the Board of Directors may deem necessary or appropriate.

Section III Construction Requirements

A. General

- 1. The condominium shall be open for construction between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding emergency repair. Construction rules and regulations are subject to modification at the sole discretion of the Board of Directors.
- 2. No noise producing work shall be permitted on weekends or the following holidays without prior approval of the Board of Directors: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.
- 3. The unit owner's contractor, sub-contractor, or other visitors/agents must adhere to the Noise, Conduct, Dress Code, Use of elevators, and all other applicable rules of The Cloisters of Greenfield Condominium Corporation.
- 4. Contractors may use the "D" Wing elevator to transport materials once protective pads are in place.
- 5. Use of air hammers at anytime must have approval from the Board of Directors.
- 6. Contractors may not place construction materials into any basement dumpsters.

B. Neighbor Notification

Unit owners must deliver written notification of the construction project to all units located on the same floor and all units on the adjacent floor above and below the unit. At a minimum, the neighbor notification must include: unit #, brief description, anticipated start/end dates, and emergency email address and phone/text number.

C. Corridor/Other Unit Protection

Unit owner's contractor will be responsible for protecting the floors, walls and ceilings of common areas. The Board of Directors should be immediately notified if there is any damage to the building, other units and/or grounds. The unit owner is responsible for all costs associated with any necessary repairs to the building, other units and/or grounds that are caused by the unit owner's contractor.

D. Storage of Materials

1. All construction materials and tools must be stored within the unit unless the Board of Directors provides permission.
2. Storage of materials in corridors, or vacant areas will not be permitted, and may be subject to fines by the Board of Directors.
3. Flammable materials are not to be stored within the building. They must be used and removed the same day.
4. No explosives of any kind shall be allowed in the building.
5. Failure to comply with these regulations will result in immediate removal of all material by agents of the Board of Directors at the unit owner's expense.

E. Acoustical Details

1. All areas between units, corridor walls, and piping/ductwork chase walls shall be maintained with, at minimum, the acoustical insulation/barriers as noted in the original construction documents. Acoustical sound barrier that exceeds the specifications of the original construction documents is allowed.
2. Unit owners with rooms or areas which may produce above average noise levels, such as surround sound entertainment centers should have the specific details reviewed by a qualified professional engineer to determine if additional sound reduction measures may be necessary.
3. **Finished Flooring Acoustical Requirements**
 - a. In order to minimize the transmission of sound between adjacent units, all hard-surface flooring such as stone, wood, ceramic tile, or vinyl must be installed such that the finished floor system must satisfy the Cloisters of Greenfield Corporation minimum performance specifications. All floors must conform to the specifications listed below unless written permission is obtained from the Board of Directors.
 1. **Carpet Installation:** Carpeting must be placed over at least 31 ounce 3/8" foam rubber, or 80 ounce sponge rubber, or equivalent sound resistant padding.
 2. **Floor Tile Installation:** Floor tile, except in kitchen and bathrooms, (natural stone, ceramic tile and similar materials) must be installed over sound conditioned felt, foam, cork, or equivalent to reduce sound transmission.
 3. **Vinyl Plank and Hardwood Floor Installation:** Vinyl plank, wood, parquet, or similar materials must be installed over a minimum sound proofing material that provides a FIIC rating of 54. Hardwood surface flooring shall be installed using the "floating floor" method. All hard surface-flooring materials shall be acoustically isolated from the surrounding structure, including concrete floors, drywall, framing, and cabinets.

4. Variance to Flooring Specifications

- a. Owners choosing to perform a hardwood floor installation different than the specifications stated above must submit documentation from the floor manufacturer to The Cloisters of Greenfield Board for consideration. The minimum FIRC rating for any flooring system installed at The Cloisters of Greenfield is 54.
- b. If a noise complaint is filed related to the flooring and the flooring is found to be not in compliance, the certifying unit owner must pay for all related costs of Association investigations, testing, as well as any repair/replacement costs. If the flooring is to be in compliance, the complainant shall pay all costs involved.

F. Mechanical Equipment – Acoustical Vibration Isolation

1. All fixed equipment with a potential for acoustical vibration such as whirlpool tubs shall be installed to minimize, as far as practical, the transmission of vibration into the building structure through the use of vibration isolation materials, equipment, and methods.
2. Whirlpool tubs and other pump or motor equipped fixtures shall be installed with neoprene vibration isolation pads to prevent direct contact between the tub assembly and the concrete floor structure. The neoprene rubber pad shall be Mason Industries Type Super W, or approved equivalent. Additionally, installation shall include acoustical isolation blankets to limit air-borne motor noise transmission into other Units.

G. Structural Loading of Finished Flooring

1. Any floor assembly that involves the placement of floor leveling toppings (in excess of 3/4") over floor slabs must be approved by a structural engineer prior to commencement of any work. All costs associated with this review shall be borne by the unit owner. In general, loading of construction materials must not be concentrated.
2. Unit owners must provide weight calculations for any terrazzo flooring (more than 1/2" thick), stone slab flooring (more than 1/2" thick), stone slab wall finishes (more than 1/2" thick), etc.
3. Any assembly that exceeds 40 pounds per square foot must be reviewed and approved by a Structural Engineer per the Construction Rules. The cost for all structural reviews will be borne by the unit owner.

H. Shut Downs

1. The unit owner or contractor shall submit to the Board of Directors a plan and anticipated schedule of any required shut downs, drain downs, etc. of the building's existing systems at least 48 hours prior to the commencement of their work. Failure to submit this plan shall cause the unit owner to be accountable for all extra costs

associated with delays to reschedule shut downs, drain downs, etc. should they occur.

2. No utility interruption will be permitted without written approval from the Board of Directors. **The unit owner or contractor is required to give the Board of Directors seventy-two (72) hours' notice before any building or utility service interruption, which affects occupied, and unoccupied areas. Each request for such interruption will indicate estimated downtime.**
3. The Board of Directors will schedule the appropriate personnel to perform all drain downs and recharging of building systems. There will be a charge to the unit owner for each and every drain shut down and recharge. Please contact the Board of Directors for further information.

I. Clean-Up

1. Construction debris may not be disposed of in any Cloisters of Greenfield Condominium dumpsters by contractors. Construction debris must be removed from the building for disposal. The unit owner and/or contractor shall provide all labor, equipment, and supervision necessary to provide clean-up and removal of all rubbish, cartons, wood, debris, trash, etc. resulting from the performance of their work with such frequency as the Board of Directors may require and at the completion of their work. Should the unit owner or contractor fail to clean up and remove trash as described above, the Board of Directors shall, after issuing unit owner and/or contractor reasonable notification of noncompliance, provide clean up and trash removal services with its own forces and back-charge all costs (including general conditions and fees) to the unit owner.
2. The Unit Owner and/or Contractor shall remove all waste materials and rubbish from and about the property as well as all tools, construction equipment, machinery and surplus materials with such frequency as the Board of Directors may require and at the completion of their work.

J. Coring, Cutting, Patching and Welding Procedures

1. No coring, cutting, patching or welding of existing structures shall be permitted without the prior written consent of the Board of Directors.
2. Requests for permission shall include explicit details, calculations, descriptions of work, and shall not under any circumstances diminish the structural integrity of the Building or impair, compromise or reduce the effectiveness of any building component or system.
3. All such work must be reviewed and approved by a Structural Engineer prior to commencement of this work. All costs associated with such review will be borne by the unit owner.
4. No channeling or chipping of structural concrete floors/ceilings beams, and/or columns, shall be permitted; including cutouts for plumbing and electrical piping. No

cutting or bending of structural steel members shall be permitted; including cutouts for plumbing and electrical piping.

5. If a concrete or steel opening is proposed, the unit owner shall provide structural calculations, details, and a structural engineering statement confirming that “the proposed work will not detrimentally affect the building”. The unit owner’s structural engineer shall be licensed in the state of Wisconsin and provide a stamp on the drawings and calculations.
6. All associated costs shall be borne by the unit owner. If a concrete opening is proposed, a ground penetrating radar scan (advance notice to all unit owners required) may be required to avoid cutting hidden reinforcing bars.
7. Upon Association approval, small concrete openings may be chipped to avoid reinforcing bars; and voids shall be filled with structural grout.

K. Report of Accidents

Any accidents or injuries that occur on the construction site, no matter how minor, must be reported to the Cloisters of Greenfield Corporation Board of Directors within twenty four (24) hours of the occurrence. If an accident or injury occurs due to the existence of a dangerous condition, the unit owner’s contractor shall take immediate steps to secure the area in order to protect others from further injury and notify the Board of Directors so that abatement of the condition can take place immediately.

L. Inspection

1. The Board of Directors has the right to inspect any work in progress, any completed work, the methods or materials used in connection with any such work to ensure that the same are in compliance with the rules and regulations governing such work.
2. The Cloisters of Greenfield Condominium Corporation staff/agents may inspect any plumbing, electrical, or mechanical installations prior to the closing of any walls in which they are contained.
3. It is the responsibility of the unit owner to ensure that any required reviews or inspections are completed prior to closing any walls or the completion of any installations by the contractors or workers.
4. In the event the unit owner fails to do so, the Board of Directors may require that any concealing walls be reopened to permit such inspection (at the unit owner’s expense).

M. Enforcement of the Construction Rules

Failure to comply with these Rules will subject the Unit Owner to penalties as assessed by the Board of Directors. These penalties include, but are not limited to, the levying of fines to the unit owner(s). **Important, failure to receive written permission from The Board of Directors for any projects requiring preapproval may result in a fine in accordance with Association bylaws.**

Approved and adopted by the Cloisters of Greenfield Condominium
Board of Directors: March 1, 2017

The Cloisters of Greenfield Condominium Corp. Resolution of the Rules and Regulations

Whereas, the Cloisters of Greenfield Condominium Corp. Board of Directors are empowered to create update and revised the rules and regulations of the association as needed from time to time pursuant to section 14 of the Bylaws dated Nov. 17th, 2005.

Whereas, there is a need to address the new owner transfer fee and a lack of a move in fee with new owners moving in.

Therefore, the Board of Directors will take the actions necessary to address this concern.

Therefore, be it resolved, the following language has replaced Rule 4(c): Move in/move out and delivery procedures by vote of the Board of Directors at the October 2022 Board meeting.

Rule 4C. Move In/Out Procedures & Scheduling

All moves (including use of trucks, vans, and trailers) must be scheduled with the managing agent for the association at least seven days in advance of the move date. **All move ins and outs are to use the freight elevator in the C/D wing.**

A \$200 move in fee applies to all new owners. The fee covers:

- Additional costs incurred by the association to prepare for your move in and subsequent move out.
- Incidentals caused by the moving of items into or out of your unit.
- If damage to the communal areas exceeds \$75, resulting from a move in or out, the costs incurred by the association to repair will be assessed to your unit.

Morning moves are to be scheduled between the hours of 9am and 1pm, and afternoon moves are to be scheduled between the hours of 1pm-5pm, Monday through Saturday.

Arrange in advance with your mover to haul away boxes and/or excess moving waste (they typically charge a modest fee).

- Do not place excess waste in or around waste or recycle bins as they could overflow.

Separate furniture/appliance deliveries do not need to be arranged with Prospect Management, but you must ensure that vendors do not keep entry doors open beyond what is necessary, for the safety of our residents. Vendors are to haul away all packaging materials. **All deliveries must use the D wing elevator.**