



APPLETON, WISCONSIN

Rules and Regulations of Highland Heights Condominium Owners Association

It should be remembered that these Rules and Regulations do not replace the Bylaws, which the Board of Directors uses as its primary governing document. Both documents are in force. In case of conflict between the wordings of these documents, the Bylaws will prevail.

I. Exterior, Common and Limited Common Areas

If you are not sure about an item you wish to use please contact the Managing Agent or a Board member.

A. Driveway:

1. Three (3) flowerpots (see notes below on flowerpots)
2. Condo owners are responsible for snow removal when snowfall is less than two (2) inches

B. Porch Area:

1. One (1) chair, bench or figurine (see notes below on figurines)
2. One (1) flowerpot (see notes below on flowerpots)
3. Condo owners are responsible for snow removal when snowfall is less than two (2) inches

C. Front Entrance Door:

1. One (1) wreath or other decoration (not permanently attached to the door)

D. Front Landscaped Stone Area - Maximum of five (5) items:

1. Decorative mini-flag
2. Figurine (see notes below on figurines)
3. Single or double pronged Shepherd's Hook
4. Bird Feeder(s) (only on Shepherd's Hooks)
5. Flowerpot(s) on top of the stone or hanging from the Shepherd's Hook (see notes below on flowerpots)

E. Patio Slab:

1. Moveable outdoor furniture (allowed April 1 thru November 1)
2. One (1) outdoor cooking grill (covered when not in use)
3. One (1) figurine or one (1) birdbath (see notes below on figurines)
4. Two (2) Flowerpots (allowed April 1 thru November 1) (see notes below on flowerpots)

F. Back Landscaped Stone Area - Maximum of five (5) items:

1. Figurine or Birdbath (see notes below)
2. Single or double pronged Shepherd's Hook
3. Bird Feeder(s) (only on Shepherd's Hooks)
4. Flowerpot(s) on top of the stone or hanging from the Shepherd's Hook (see notes below on flowerpots)

G. Winter Holiday Season: (November 15 – February 1)

1. Holiday lights may be displayed on the evergreens with care during the Winter Holiday season.
2. Do not attach Holiday decorations to the outside of any condo unit.
3. Lighted Holiday Trees are permitted on the Porch Area during the Winter Holiday season.

H. Notes:

1. Nothing should be placed or stored in the common areas without written approval from the HHCA Board.

2. Figurines and/or birdbaths are not to exceed 36 inches in any dimension and should be heavy and stable enough to stay in place (or be moved inside) during windy conditions. No more than one (1) birdbath on patio/rear landscaped area.
3. Flowerpots should not exceed 24 inches in any dimension excluding the flowers.
4. No items on, in or near the grass areas that would impede efficient maintenance of the lawn.
5. Items should be removed from driveways, sidewalks and porches in the winter to facilitate snow shoveling.
6. No adding or removing foundation plantings (without written approval from the HHCA Board)
7. No fire pits are allowed.

II. Enforcement and Penalties

A system of penalties has been established to ensure compliance with the Declaration, Bylaws, Rules and Regulations of the Association. Any violation of a Rule or Regulation should be brought to the attention of the current Managing Agent or Board member either verbally or in writing. The Managing Agent will relay the complaints to the Board of Directors for review. The unit owner(s) are ultimately responsible for all fines and the removal of all violations.

A. Receipt of a communicated violation

1. 1 to 3 (calendar) days after contact
 - a. Determine validity of complaint
 - b. Respond to complaining party
 - c. Document complaint
 - d. Advise owner in violation verbally or in writing of violation
 - i. Identify violation
 - ii. Advise violator about the penalties
 - iii. Advise violator about the appeal procedure
 - iv. Start the 'clock' on 10-days to correct
2. 10 days after verbal notice
 - a. If the owner in violation has not appealed or had an appeal rejected and not corrected the violation a certified letter is sent (or delivered in person) to the Owner. The letter will identify the violation, explain that the 10 days 'grace' period has expired, that the penalties have started to accumulate, and what the penalty rate is.

B. Appeal Procedure

1. An owner can appeal an alleged violation within 10 days of being advised of a violation. The request for an appeal is made to the Managing Agent or the Board of Directors. A quorum of Board members is required to rule on any appeals. All hearings will be held in 'executive session' of the Board. If a request for appeal is not received within the 10 days the violation is assumed to be valid.

C. Penalties

1. Decorations, Vehicles, Parking and Pets
 - a. \$5.00 per day for the first 30 days
 - b. \$10.00 per day for second 30 days
 - c. \$20.00 per day for third 30 days and beyond
2. Changes to Structure
 - a. \$5.00 per day for the first 30 days
 - b. \$10.00 per day for second 30 days
 - c. \$20.00 per day for third 30 days
 - d. \$40.00 per day for fourth 30 days and beyond
3. HHC Board of Directors can initiate legal procedures to recover penalty at any time except that it is mandatory at the 180 penalty day level.
4. If a violation is repeated a fine will be imposed without any grace period.