

WINDSOR EAST CONDOMINIUM ASSOCIATION GENERAL RULES

These combined rules and regulations supercede and replace all previous rules and regulations and are effective May 1, 2007.

1. Any common sidewalks, driveways, entrances, halls, stairways and passageways shall not be obstructed or used for any purpose other than ingress to and egress from the units, nor shall they be used as play areas. Owners should refrain from walking across grassed areas and using patio doors as entry ways to their units.
2. Except as to the areas termed limited common areas and facilities, no article shall be placed on or in any of the common areas and facilities except for those articles of personal property that are the common property of all of the unit owners.
3. No work, maintenance or improvements of any kind shall be done in or upon the exterior building walls or upon the limited common areas and facilities except by the association.
4. No wiring for electrical or telephone purposes, or for any other purpose shall be installed in any unit or the common areas and facilities nor shall any machines or air conditioning units be installed either on the exterior of Windsor East, including any part of the balconies and patios or that protrude through the walls or the roof of Windsor East, except as may be expressly authorized by the Board of Directors.
5. No animals, including but not limited to, cats, dogs or other animal, bird or reptile shall be permitted to visit Windsor East, nor shall they be kept, maintained or harbored in Windsor East.
6. The association assumes no responsibility for, nor shall it be liable for any loss or damage to articles stored in any common or other storage area.
7. Window coverings of any kind are to be in good taste and of a subdued color so as not to be conspicuous. Patio blinds may be vertical or horizontal, must cover the entire patio and be white, off-white, light tan or beige (neutral) in color.
8. The balconies and patios shall be used only for the purposes intended and shall not be used for hanging garments or other articles or for cleaning rugs, household articles or other items. No rugs or other materials shall be dusted from windows, balconies or patios by beating or shaking. No balconies or patios may be used for outdoor cooking of any kind.
9. Cooking grills are not to be used or stored on patios or balconies, as this is a fire hazard. Outside cooking or grilling is allowed in the parking lot areas only.
10. Disposal of garbage and trash shall be only by use of garbage disposal units or by use of common trash and garbage facilities. All garbage and allowed rubbish should be wrapped or bagged before disposing of it in the dumpsters. Please utilize all available dumpsters.
11. Recyclables should be set out at the curb the day before scheduled pick up in conformance with City of Menasha requirements. The City of Menasha provides an annual recycling schedule and guidelines for recycling.

WINDSOR EAST CONDOMINIUM ASSOCIATION GENERAL RULES

12. **PARKING:** No Vehicle shall be parked in such a manner as to impede or prevent ready access to any entrance to or exit from a building or parking area. Vehicles shall be parked within designated parking areas. Any traffic flow markings and signs regulating traffic on the premises shall be strictly observed.
 - a. There are a limited number of parking spaces; therefore, each unit is limited to no more than one vehicle parked in the lot overnight. Limited **SHORT TERM** exceptions can be made to this rule at the discretion of the Board of Directors for emergency or unusual situations (such as a broken garage door or visiting relatives).
 - b. The following may not be parked in our parking lots overnight:
 - Any recreational vehicle such as a camper, motor home, trailer, boat or boat trailer, or any accessories; any commercial vehicle, any truck, trailer, truck cap, motorcycle or old or disabled car that is no longer used as a principal vehicle by the owner. These may be parked in the owner's garage if they fit.
 - c. Vehicles are not to be parked in the **FRONT CIRCLE** for more than 10 minutes.
 - d. Guests are to park in the parking lots east of the Condo . . . **NOT IN THE FRONT CIRCLE.**
 - e. Delivery or service vehicles and trucks are also to be parked in the lots east of the Condo . . . **NOT IN THE FRONT CIRCLE.**
 - f. Vehicles are not to be parked in front of garage doors or on the South Drive.
13. All occupants of Windsor East shall exercise reasonable care to avoid making or permitting to be made: loud, disturbing or objectionable noise. TV's radios, stereos, etc., are not to be played so loud as to annoy or disturb neighbors.
14. Batteries in smoke detectors and the sensor alarms at the base of the water heater should be replaced on a yearly basis.
15. Additional air conditioners must be approved by the Board of Directors before installation.
16. The condominium provides a central Television antenna with connection receptacles in each unit. Cable service is available at the unit owner's expense. Additional TV antennas or satellite dishes may not be installed on patios or on any other portion of the building.
17. Exhaust fans must be used when cooking to eliminate odors from entering the halls, etc.
18. Doors to hallways and the outside are not to be blocked open except for short periods of time when unloading groceries, etc. All moving of furniture must be done at the back entrance or one of the side entrances.
19. Thermostats are not to be turned below 55 degrees when leaving for winter vacations or any extended periods of time.
20. **LAUNDRY** – Equipment is for use of residents only.
 - a. Washers and dryers are not to be **UNDER** or **OVER** loaded. Please refer to the machine instruction manuals located in the laundry rooms.

WINDSOR EAST CONDOMINIUM ASSOCIATION GENERAL RULES

- b. Clothes are to be removed from the machines and the laundry room after they have been washed and dried. Clothes are not to be draped over chairs, etc.
 - c. Please do not use excessive soap or detergent as this can cause overflow onto the carpet.
 - d. Clean machines and all filters after use.
 - e. Report any malfunction of equipment immediately to the Manager or a director.
21. Smoking is not allowed in lobbies, hallways or laundry rooms. Cigarette butts and other smoking materials are to be disposed of in the containers provided, not on the lawns, walkways or parking lots.
22. All water leakage problems are to be corrected as soon as possible. If the problem is within the unit or units, the cost will be the responsibility of the party or parties involved. If there is some question of responsibility, the licensed plumber doing the repairs will be consulted.
23. The managing agent and two designated members of the Board of Directors shall retain a passkey to each unit. No lock on a door leading into a unit shall be altered or removed from the Association's master key system.
24. All signs of any kind displayed in public view within Windsor East must receive prior consent of the Board of Directors.

These rules are established to maintain the valuation and appearance of Windsor East. As an owner or resident your cooperation is expected.

The foregoing rules and regulations are subject to amendment and to the promulgation of further regulations.

WINDSOR EAST CONDOMINIUM ASSOCIATION
1699 Alcan Drive
Menasha, WI 54952

MEMORANDUM

April 18, 2007

TO: All Windsor East Owners

FROM: Windsor East Condominium Association Board of Directors
Joyce Nyman, President
Jerry Enama, Vice President
Elsie Johnson, Treasurer
Judy Lauer, Secretary
Daryl Ziehm, Member

RE: Revised Rules

1. When Windsor East was created in 1976 a set of Rules was established to create a pleasant and congenial community. On several occasions in the past, the Rules have been amended.
2. Because of the previous amendments, the Rules were contained in three documents. There was some language conflict between some of the Rules and there has been some confusion among owners as to which of the various documents were applicable in certain situations.
3. Over the past several months the Board of Directors has been working on combining all of the previous Rules into one document. Enclosed are the updated Rules which replace all previous Rules.
4. Please note that there has been no substantive changes nor have any new Rules been created. The effort has been merely to put all of the Rules in one document, to clarify any ambiguities and to resolve conflicts in the previous Rules.
5. If you have any questions please contact any one of us.