

**WILLABAY SHORES  
CONDOMINIUM OWNERS ASSOCIATION**

**RULES AND  
REGULATIONS**

**Revised 2017**

# **WILLABAY SHORES CONDOMINIUM OWNERS ASSOCIATION**

**The Declaration and By-Laws for the WILLABAY SHORES ASSOCIATION contain all of the covenants, conditions, restrictions and certain rules of good conduct which all owners and their tenants must obey. In addition, there are other rules and restrictions which the Board of Directors consider essential to proper operation of the property and harmonious relations between residents. The following set of rules contains those additional rules, as well as others presently covered in the Declaration and By-Laws which the board feels need emphasis.**

**Your Board of Directors has the responsibility of maintaining a quality of lifestyle for the enjoyment of all owners, while at the same time running a fiscally responsible non-profit organization and protecting the investment of all owners. In this connection, the rules and regulations have evolved from the experience of your Board of Directors and other condominium associations and appropriate laws of the state of Wisconsin. In order to maintain the quality status of our development, it is absolutely necessary that all owners, guests and renters adhere to these rules and regulations.**

**The Association acknowledges that violations of the rules and regulations have an impact on the Association owners and guests for which damage may be difficult to quantify. The Association, therefore, has determined and agrees that fair compensation for violations of the rules and regulations is a liquidated damage of \$100.00 per violation. Such liquidated damages will be assessed against a unit owner should a violation occur.**

**Individuals who purchase a condominium must recognize that for the common good of all owners, certain rules and regulations have to be followed by all owners, rentals and their guests. An individual should not be permitted to disrupt the integrity of the common good through his desire for changes, however justified that change may be.**

**The Board of Directors and the Managing Agent are responsible for the enforcement of the rules and regulations. If corrective action is needed, complaints will be referred to the managing agent, which will then be directed to the Board of Directors.**

## **GENERAL HOUSE AND GROUND RULES**

- 1. No part of the property shall be used for purposes other than housing and related common purposes for which the property was designed. Each unit is to be used for residential purposes only.**
- 2. No industry, business, trade occupation or professions of any kind, commercial, religious, educational or otherwise, designated for profit, altruism, exploration, or otherwise, shall be conducted, maintained or permitted in any Unit. Notwithstanding the foregoing, this Rule shall not be construed in such a manner as to prohibit a Unit Owner from: (a) maintaining his personal professional records or accounts therein; or (b) handling his personal business or professional telephone calls or correspondence therefrom. Such uses are declared customarily incident to the principal residential use and not in violation of this Rule.**
- 3. Nothing shall be done in any Unit or in, on, or to the Common Elements which will impair the structural integrity of the building or which would structurally change the building except as is otherwise provided herein.**
- 4. Personal property and/or permanent decorations will not be allowed in the interior common areas without prior written Board approval. If all four unit owners of a building would like to decorate the interior common space, they may do so with prior written Board approval which will include a description of the proposed decoration (s) and signatures from each of the four unit owners accepting cost responsibility for any repairs (nail holes, repainting, etc.) necessary to restore the space. Seasonal decorations are permitted to be hung on individual unit doors without prior Board approval but the unit owner has cost responsibility for any resulting repairs.**
- 5. Smoking is not permitted in any of the lobbies or hallways of any indoor common areas. It is also prohibited on patios, balconies, 15 feet from the exterior of buildings, in the pool house and inside the fenced area of the pool.**
- 6. Feeding birds or other wild animals is prohibited on balconies and patios. The hanging of towels, clothing and other articles over the**

**balcony railing is also prohibited.**

- 7. Any owner desiring to add or change any structural or mechanical elements of their unit must submit in writing a set of plans describing the proposed changes for the Board's approval. The unit owner is advised that there are statutory requirements which must be satisfied in that the unit owner must bear all associated expense and attorney's fees in that event.**
- 8. State of Wisconsin and Village of Williams Bay regulations prohibit the use of any grill on balconies or within 10 feet of patio(s) with the exception of electric grills.**
- 9. Owners are asked to provide a key for emergency purposes. Any damage caused as a result of the need to access a unit on an emergency basis by emergency personnel is an owner expense.**
- 10. No unlawful, immoral, noxious or offensive activity shall be carried on in any of the units or in any common or limited common areas. Nor shall anything be done therein or thereon either willfully or negligently which may be or become a public nuisance or annoyance to other unit owners. Courtesy should dictate that any outside activity between 10:00PM and 8:00AM should be subdued and playing of T.V., stereo, etc. should be done at reasonable levels.**
- 11. All garbage is to be suitably wrapped and deposited in garbage containers. Glass, cans and newspapers must be placed in the proper recycling containers. No garbage is to be left on the ground outside designated containers. If a particular garbage area is full, please take your trash to another area to avoid unsanitary conditions and the attraction of raccoons or other wild animals. All cardboard cartons should be broken down before depositing in the recycle containers. No TV's, electronics or furniture should be left outside dumpster area. See the association website for information on recycling electronics.**
- 12. No guns of any nature shall be discharged within the limits of the Willabay Shores property.**
- 13. Common elements shall not be obstructed, littered, defaced or misused in any manner. Owners will be responsible and charged**

accordingly for all damages caused by their guests or renters.

14. **Unit Owners shall not cause or permit anything to be placed on the outside walls of the building, and no sign, awning, canopy, shutter, radio or television antenna shall be affixed to or placed upon the exterior wall, balcony or roof, or any part thereof. Satellite dishes are allowed with prior Board approval but must be professionally installed in a suitable location. Any damage caused by a satellite dish installation may result in charges assessed to the owner of the unit that had this dish installed.**
15. **Payment of association dues and fees received after the 10th of the month will be assessed a late fee of \$15.00 for each month that fees are past due. A \$35.00 fee will be added to your monthly assessments for any checks returned to the condo association reflecting non-sufficient funds.**
16. **Between October 1 and April 30, it is mandatory that all residents must have their heat on and set at no lower than 60 degrees Fahrenheit.**
17. **Residents are required to shut off the water supply to their individual unit when they are gone for more than 48 hours. The property manager will inspect all units after October 1 and violations will be subject to a fine. It is recommended turning off the circuit breaker to the water heater and opening the cabinet doors below the kitchen sink to prevent freezing of pipes. After shutting the valves, open the faucets and flush the toilets to drain as much water from the pipes as possible – For insurance purposes an owner who does not comply with this regulation and a major loss is incurred the resident shall be held liable for damages. No Humidifiers are allowed to be installed as of January 1, 2016.**
18. **The Association does not permit High Efficiency Gas Furnaces to be installed as of January 1<sup>st</sup>, 2016. Except where the building is designed for their use in buildings 35 and 36.**
19. **Signage for the sale of condominium or other signage is not allowed on the condominium premises. Condominium units must be shown by appointment only by owners, designated parties or real estate agents. No signs may be posted or doors propped open**

during Open Houses.

20. **The State of Wisconsin and Village of Williams Bay regulations prohibit the use of exploding fireworks. Accordingly, Willabay Shores Condominium Association, in keeping with the state and local regulations and in consideration of the safety and well-being of all unit owners and their property, prohibits the use of exploding fireworks anywhere within or on Willabay Shores Association grounds, limited common or common areas. This prohibition also includes aerial fireworks. Unit owners (including guests) assume all liability for any damages to individual units, all adjoining units, common areas and building exteriors resulting from the use of exploding fireworks in direct violation of state, local and Willabay Shores Condominium Association regulations/rules.**
21. **Replacing the water heater is recommended every 10 years. Upon replacement of the water heater, a water tray or basin must be installed beneath the replacement water heater with a drain pipe or hose connection to the water drain in the utility area. Instant Hot Water Heaters are not permitted without Board Approval. Unit owners are encouraged to periodically inspect connecting water hoses and lines to toilets, sinks, refrigerators, dishwashers and washing machines for wear and cracks. Rubber hoses become hardened over time, particularly due to a lack of regular use. When replacing rubber or plastic hoses, it is recommended to purchase and install metal reinforced hoses which bring additional protection against leakage and breakage. Damage caused by faulty or leaking appliances is the responsibility of the owner.**
22. **Children under 12 years old shall be properly supervised at all times.**
23. **Do not allow anyone to enter a building without proper identification. All building entrance doors must be kept locked. Never block any door.**
24. **Keep overhead garage doors closed when not in use, for both security and aesthetic purposes and to keep animals out.**

- 25. No burning will be permitted anywhere on the premises (except for barbecuing.) This includes Tiki Torches and outdoor fireplaces/firepits.**
- 25. All landscaping items placed by the unit owner or their lessee (e.g. flower containers, plants, etc.) on common areas viewed from the front of any building must be maintained by the owner or they will be removed. Prior Board approval must be obtained before placement of these items. Permanent planting, chairs, benches, flags and other ornamental items are not permitted in the front of buildings, except American Flags may be displayed on national holidays.**
- 26. It is required that all owners have unit owners insurance to cover the replacement value of the unit elements, as defined in the Governing Documents**

***In all instances, the Bylaws shall govern the management and operation of the condominium, except as otherwise provided in the Condominium Declaration, including any restrictions on or requirement respecting the use and maintenance of the units and the Common elements. A copy of these disclosure documents was supplied to you at closing and has been duly recorded with the Walworth County Register of Deeds.***

## **PARKING AND DRIVING**

- 1. There shall be no parking in driveways other than the one designated for your unit. Please inform your guests not to park in any driveway other than yours.**
- 2. No vehicles on the Association premises shall be in violation of local ordinances or state law.**
- 3. Parking on grass is prohibited at all times. Unit owners will be responsible for cost of repair caused by their own vehicles or those of their guests or tenants.**
- 4. Overnight parking of boats, trailers, commercial vans/vehicles and snow-mobiles are prohibited on Willabay Shores property.**
- 5. If any of the aforementioned are parked overnight, The Board of Directors are empowered to remove such items at the unit owner's expense. No recreational use of motor scooters, motorbikes, snowmobiles or other recreational vehicles is allowed within the Association premises other than for access to village streets.**
- 6. If any of the aforementioned are parked overnight, the Board of Directors are empowered to remove such items at the unit owner's expense.**
- 7. No vehicles shall be repaired or built on the property, except for emergency repairs such as tire changing. Repair of vehicles other than minor repairs (such as fluid checks, tire inflation, light bulb replacement) is not permitted.**
- 8. Residents expecting guests with a Camper/Van should notify the Property Manager by the date of arrival so arrangements can be made for parking.**
- 9. No driveway or any portion of outside common areas or the limited common areas appurtenant to each Unit shall be used to store any inoperable, covered, or stored vehicles or other personal property.**
- 10. Commercial vehicles of any type are not permitted to park overnight in any parking area other than in a garage. The term "commercial vehicles:" includes but is not limited to all**



**automobiles, station wagon, trucks, vans and all other vehicular equipment which bear signs, symbols or have printed thereon or makes any reference to any commercial undertaking or enterprise.**

### **PETS**

- 1. No animals except dogs, cats, birds, or fish shall be kept in a unit or in the common or limited common areas.**
- 2. Dogs, cats, birds, or fish may be kept in the units and kept on a leash where appropriate in all common and limited common areas, provided that they are not kept, bred, or maintained for any commercial purposes. Tethering of pets outdoors to chains or cables unattended is not allowed.**
- 3. Not more than 2 pets may be kept or housed on the property by any one Unit owner. Birds in cages and fish in bowls or tanks may be kept in reasonable number.**
- 4. Any and all residues of droppings, which are deposited by said pets upon the common elements, shall be removed by the Unit owner immediately.**
- 5. If any pet should constitute a nuisance, in the opinion of the Board of Directors, the owner will be required to remove the pet from the premises.**

## **RENTAL RULES**

- 1. Upon entering a lease agreement, the owner shall notify the Board of Directors 30 days in advance in writing per the Condominium Declarations and Bylaws. A copy of the lease must be submitted to the managing agent and will be kept on file with the Association for the duration of the lease.**
- 2. The terms of the lease may be no less than a one year term and credit and character reference checks are required.**
- 3. Lessees have full use of the facilities subject to the Rules and Regulations of the Association and its Declaration and Bylaws, as amended from time to time.**
- 4. Sub-letting by lessees is not permitted, nor is a lessee allowed to have guests overnight when the original lessee is not in the residence.**
- 5. Lessees and their guests are subject to all house rules adopted by the Board of Directors. The lessee must have a copy of the current Rules and Regulations attached to the lease at the time it is filed with the Board of Directors. Violation of the Rules and Regulations by a lessee may result in imposition of assessments as otherwise provided in these Rules and Regulations, which assessment will be against the unit owner.**

## CONSTRUCTION

**Any Unit Owner interested performing construction in their unit must follow the guidelines as set in the Declaration By-Laws and in these Rules & Regulations.**

**For purposes of this Rule, construction does not include repairs or improvements to existing finished walls, approved deck coating, plumbing repairs, electric repairs, cable repairs or installation, water heater replacement, appliance repair or replacement, floors, ceilings which not affecting or part of the Limited and Common Elements property.**

**For the purposes of this Rule, construction includes:**

- **Changes to heating and air conditioning systems.** *Changes would be defined as those where replacement HVAC are desired such as installing a high efficiency or Condensing Furnace to be installed. If you are replacing a similar 80% efficiency furnace, with a similar 80% efficiency furnace than Board Approval is not needed.*
- **Changes to the furnace flue system**
- **Changes to plumbing systems (moving or relocating plumbing lines or fixtures.)**
- **Changes of Electrical Systems**
- **Installation or changes to a fireplace**
- **Demolition and/or construction of interior walls**
- **New flooring/Hard surface materials**
- **Any project potentially affecting the structural integrity of the building**
- **Changes to life safety systems, utilities, etc.**
- **Changes to exhaust systems.**
- **Changes to fireplace chimney**
- **Changes which impact on or changes to or affecting Limited and Common Elements including doors, windows, subfloors, common walls, roof, decks, plumbing, electric and cable.** *(This includes adding additional venting.)*

**Construction proposed by Unit Owners to be done within any Unit must be submitted to the Board for review and approval no less than thirty (30) days in advance of the start of work. Such approval shall not be unreasonably withheld. Work will not be permitted to start, and will be stopped by the Association, if the following documents are not submitted to the Management Agent for review and approved in writing by the board prior to start of work:**

- **Plans or written work description in sufficient detail to clearly indicate the extent of construction. The Board may require plans that are prepared by an architect/engineer that is licensed in the State of Wisconsin.**
- **Installing Hard Floor Covering: Prior to any hard surface materials (hardwood flooring, ceramic tile, laminate flooring) being replaced in a unit, a Unit Owner should present to the Board of Director a request for approval on the modifications. When installing your Hard Floor Covering, you must install an underlayment. The Association requires that the underlayment specification meet or exceed the following: Impact Insulation Class (IIC) rating of 22 and Sound Transmission Class (STC) of 67.**
- **If any walls are being removed a structural engineer (at the owners cost) must provide a structural engineering report sharing the requested modifications.**
- **A list of General Contractor and all Subcontractors with contact names, addresses and normal, emergency and pager or cellular phone numbers.**
- **Standard form of Evidence of Insurance of the General Contractor and all Subcontractors listing the Unit Owners, the Association, It's Board of Directors, the Management Agent and their respective Officers, Directors, Employees and Agents as additionally named insured. AT a minimum, liability coverage must be in the industry standard amount**

**of One Million Dollars (\$1,000,000.00) plus adequate workmen's compensation insurance.**

- **A Letter of Guarantee (see attached, noted as Addendum A) to the Association by the Unit Owners assuming responsibility for repair, including cleaning of any damage incurred to Common and/or Limited Common Element Property.**

**The Board may require any Unit Owner or Resident who performs construction in a Unit without prior Board permission to remove the addition, alteration or improvement and restore the Unit to its original condition at the Unit Owners expense. If the Unit Owner or Resident fails to do so, the Board may cause such work to be "undone" and charge the Unit Owners for it. With proper notice and a violation hearing, the Board may also assess daily fines against the Unit Owners until the violation has been corrected. Attorneys' fees incurred by the Association will also be charged. Keep in mind also if construction is completed without the proper "permits" from the Village, you unit might not get approval when you sell your unit as the Dept. of Building Construction-Williams Bay will not approve the condo for occupancy.**

**All construction work must comply with all applicable building, health and safety codes. The Association's or Management Agent approval of any construction plans or actual work does not mean the work complies with applicable codes. Management Agent and the Associations consulting architect or engineer, if any, retains the right to inspect all construction or renovation work throughout its process and after work is finished for compliance purposes.**

**Construction is permitted between the hours of 7:00 a.m. and 5:00 p.m. on weekdays. Work will also be allowed on Saturdays from October 1st through May 15th between the hours of 10:00 a.m. and 4:00 p.m. Otherwise, no work is to be done on weekends**

**and/or holidays. There is no major construction/remodeling allowed between May 15th and October 15th with the exception of a major re-model due to catastrophic damage as agreed by management. Any garbage “dumpsters” that are needed during construction you will need to send your request to the Property Manager for Board Approval. There may be restrictions on the length of time and specific location of the Dumpster.**

**Unit owners are responsible for providing a spare set of keys to their workers and are solely responsible for the workers actions while on the Property. The Association is not responsible for monitoring the Unit Owner’s worker(s) on site, unless the Association has entered into a contract with the Unit Owner.**

**Removal of construction debris, old appliances, old cabinets, discarded carpeting or flooring from their unit is the responsibility of the Unit Owners and Residents. Unit Owners will be charged for any extra cleaning of the common areas and for any additional scavenger expenses necessitated by such construction.**

**Any damage to the Association’s common or limited common elements or to other Units in the building caused by any construction or renovation work being done shall be repaired at the expense of the Unit Owner causing the damage.**

## **PATIO EXTENSION POLICY AND GUIDELINES**

- A. The Willabay Shores Board of Directors has developed a set of rules that will govern extensions to the ground floor patios in our complex and a policy for which existing patio extensions can be grandfathered.**
- i. Patio extensions may not be made without a review of detailed plans by the Board of Directors. Such extensions, if approved, must be limited to no longer than that of the original patio plus four feet and may not extend out into the lawn beyond 4 feet. Any extension of the B unit patios beyond the end of the existing patio must be less than 4 feet.**
  - ii. Existing patio extensions meeting these limits will be grandfathered in. Existing patio extensions exceeding these limits are to be removed at the owner's expense. Removal should occur, weather permitting, within 30 days of notice from the Board of Directors.**

**A copy of the full specification can be obtained from the property manager or association website.**

## **PATIO ENCLOSURES AND SCREENS**

**All patios and balconies are defined as limited common elements, and as such belong to the association. A unit owner can not change, alter, modify or redecorate any balcony or patio floor, walls, ceiling, railings or any other component without first obtaining written approval by the Board of directors. The purpose of an enclosure is to provide additional unit owner comfort and use during the spring, summer and fall. An "all season" enclosure will not be allowed.**

**The Board of Directors may approve a unit owner's request to screen in or enclose his patio or balcony if all association requirements, noted below are complied with. Failure to comply with all enclosure requirements may result in the Board of Directors requesting the enclosure be removed or modified. In addition, failure to comply with the enclosure requirements may result in a fine.**

**Enclosure Requirements. The purpose of providing specific enclosure requirements is to insure the exterior and interior of the enclosure remain common among all enclosures throughout the association and does not impact building structural integrity or the safety of its occupants or neighbors. A unit owner must insure that all of the following enclosure requirements are satisfied;**

- 1. Must use an approved vendor.**
- 2. The enclosure must be in compliance with local and state building codes.**
- 3. The size, roof line and "footprint" of the enclosure must be approved by the Board of Directors.**
- 4. The color of all screen frames must be dark brown. The owner is responsible for provided a color sample of the screen frame color to Board.**
- 5. The style of the door must be approved by the Board. The color of all doors and frames must be same as frame. All doors must be 36" or less in width. No sliding doors are allowed. The owner is responsible for providing a color sample of the door frame color to Board.**
- 6. Window and door screens must be black/charcoal in color.**
- 7. Interior flooring. The Board must approve all changes to the original composition of the floor.**
- 8. Interior walls and ceilings. The Board must approve all changes to the original composition of the walls and ceiling.**
- 9. Any electrical modifications or additions to the balcony or patio must be approved by the Board.**



## **ENCLOSURE APPROVAL PROCESS:**

- 1. Owner discusses association enclosure requirements with enclosure contractor.**
- 2. An enclosure plan/design is established that meets all association and local building requirements**
- 3. Owner submits plans and other requested materials to Board for review.**
- 4. Owner receives written approval from the Board**
- 5. Owner submits plan to Williams Bay Building Inspector and obtains building permit.**
- 6. Construction of enclosure begins**
- 7. Owner insures a certificate of insurance is obtained from all contractors before work begins**
- 8. Owner notifies Board when enclosure is completed**
- 9. Board or Management inspects finished enclosure**

**Enclosure Maintenance Responsibilities.** The responsibility for the upkeep and repair of this enclosure/screens will be the responsibility of the unit owner.

**If the association must modify the patio, posts or for any reason, by repair or replacement, the unit owner is fully responsible for the removal of the enclosure (if needed) and any re-installation costs.**

**Any painting or repair of the balcony or patio, which has an enclosure and no access is permitted during project schedule, owner will be responsible for any additional costs provided by vendor. If the enclosure is not being properly maintained, the Board of Directors shall notify the unit owner of the necessary improvements needed, and if not attended to within a specified period of time, the Board shall order the repairs and bill the unit owner or take whatever legal action is necessary.**

## SWIMMING POOL & BATH HOUSE AREA

1. Pool hours are 9AM to 9 PM on Monday through Saturday and 9AM to 7PM on Sunday.
2. Children under 16 must be accompanied by a responsible adult.
3. Shower before entering the pool
4. Any person with an open wound or communicable disease is not allowed to use the pool.
5. For health and safety reasons children that are not potty trained must wear swimmers under their suites.
6. Proper bathing attire must be worn at all times.
7. If pool deck furniture is moved, return it to its original location when through using it.
8. Poolside telephone is to be used for emergency purposes only.
9. Diving, running, horseplay and any disruptive activity are not permitted in or near the pool area. Unit owners are responsible for the behavior of their guests and invitees.
10. Glass and shatterable items are prohibited in the pool area.
11. Pets are not permitted in the pool area.
12. Smoking materials within the fenced pool area are prohibited.
13. Food, drink and gum are not permitted in the pool.
14. Guests must be accompanied by a resident of Willabay Shores.
15. Retract all umbrellas and TIE UMBRELLA WRAP when through with their use. If the day is windy do not open umbrellas

## **FIRE ALARM SYSTEM**

Each building is protected with a fire alarm system. Every unit has been provided with pull stations, which sound in your apartment only and an audible fire alarm. Pulling the fire alarm box in a unit or building common area activates the audible fire alarm. When the alarm is pulled it will be activated in every unit in the building regardless if it is a 4 or 8 unit building. The fire and smoke alarm system does not notify the fire department directly.

## **IN CASE OF FIRE**

Report fire by phone by dialing 911.

Activate one of the pull boxes.

If needed, obtain one of the fire extinguishers.

Evacuate the building immediately.



**PROPERTY MANAGER**

Lakes Property Management

910 S. Wells Street

Lake Geneva WI 53147

President: Ryan Southwick

Telephone: 262-249-1922

Fax: 262-348-9887

Email: [HOAinfo@lakespropertymgmt.com](mailto:HOAinfo@lakespropertymgmt.com)

OPEN 8AM to 5PM Monday - Friday

**For Building or Maintenance Emergencies after normal business**

**Hours please call the Lakes Property Emergency Line:**

**1-800-619-8608**