



East Bluff Homeowners' Association Rules and Regulations

Greeting Statement

In accordance to the Enabling Declaration and the By-Laws of the East Bluff Condominium and East Bluff Homeowners' Association, the Board of Directors of the Association has adopted the following Rules and Regulations.

It is not the intention of the Board of Directors, in establishing these Rules and Regulations, to infringe upon the rights and privileges of the Association's members but to establish a means by which the health, safety, and well-being of all members will be protected. These rules will take effect at once.

All applicable federal and state laws, plus local ordinances, along with the By-Laws of the Association are to be considered a part of these Rules and Regulations. Refer to the By-Laws, especially Articles V through VIII, for clarification of owner responsibilities.

Failure to abide by the following rules can result in fines.

Section 900 - Registrations

901 - All units must complete an East Bluff Registration Card. Information on the Registration Card will be used for the East Bluff Homeowners' Directory, as a way to contact the owners and residents in case of an emergency, and in order to enforce parking regulations. All vehicles parked in East Bluff parking lots on three (3) consecutive days must be registered with East Bluff. If there are changes to the unit occupants and/or vehicles associated with your unit, you are responsible to update your East Bluff Registration Card. Call the Maintenance Building at (608) 249-7006 for a new card. Cards must be completed and returned to 309 East Bluff within seventy-two (72) hours of receiving registration card.

902 - East Bluff owners who rent their unit must provide East Bluff with a current copy of the lease agreement between the homeowner and the renter. If the lease does not contain a list of all people living in the unit then the homeowner must provide East Bluff with a list of all those living in the unit. The lease and list of people living in the unit if necessary must be mailed to or dropped off at 309 East Bluff within three (3) days of the date that renters move in to East Bluff. Failure to provide the requested information will result in the homeowner being assessed a \$100 fine.

Section 1000 - Common Area and Exterior

1001 - Motor vehicles, motor cycles, and mopeds may not be ridden on the interior sidewalks or lawn areas of East Bluff.

1002 - The condominium exterior, including fences, may not be used for hanging laundry, rugs, or cleaning supplies.

Section 2000 - Parking

2001 – All vehicles parked in East Bluff parking lots on three (3) consecutive days must be registered with East Bluff. Each unit has one reserved parking stall. One additional registered vehicle from the unit may be parked in a visitor stall, if available. Total may not exceed two (2) registered vehicles in East Bluff parking lots. Vehicles in visitor stalls must be moved within 72 hours. All visitor stalls are available on a first-come, first-serve basis. Additional registered vehicles must park on the street. Residents are responsible to make sure visitors, contractors, etc. park in visitors stalls.

2002 – All vehicles must have license plates and be in good condition, i.e. no flat tires, no broken windows, no fluid leaking, etc. Vehicles must be moved or removed at the discretion of the Board or its representative.

2003 – No trailers, boats, recreational vehicles, large trucks, and large storage containers may be parked in East Bluff parking lots without prior Board approval.

2004 – Mopeds and scooters may be parked in the restricted areas with prior approval from the Board. Motorcycles may not be parked in the restricted areas. Servicing of mopeds and scooters in restricted areas is not allowed.

2005 – Major auto repairs or major body repairs are not allowed in our parking lots.

2006 – Exceptions to any parking rule must be cleared with the parking coordinator, the Board, or its representative.

Section 3000 – Restricted Areas and Home Maintenance

3001 – Owners must notify the Association in writing for any structural modifications or alterations to their unit. This includes but is not limited to:

- decks
- gates
- replacement windows
- antennas
- awnings furnaces/air conditioners requiring venting or permanent outside equipment
- storage containers
- under-fencing
- satellite dishes
- wiring for electricity, phone or cable TV

Any other changes or alterations to the exterior of the unit in order to protect our general appearance must be approved. Include any diagrams and/or pictures with dimensions to show the proposed changes. Application for approval will be handled in the manner described in Article VI, Section 3, (b), of the East Bluff Bylaws which states:

An owner shall not make structural modifications or alterations in his/her unit or installations located therein without previously notifying the Association in writing, through the Management Agent, if any, or through the President or the Board of Directors, if no management agent is employed. The Association shall have the obligation to answer within 30 (thirty) days and failure to do so within the stipulated time shall mean that there is no objection to the proposed modification or alteration.

3002 – Each resident shall maintain the restricted area of his/her unit in a reasonably neat and orderly manner. It should be free from excessive trash, litter, garbage, animal droppings, and any other items creating a hazard to the health or safety of East Bluff.

3003 – City-approved trash and recyclable containers must be delivered to the curb the evening before or the morning of the city-scheduled pick-up and must be returned to the restricted area within 12 hours after pick-up. Call the East Bluff office to get a calendar of schedule pickups from the City.

3004 – Residents must purchase City of Madison stickers for large or restricted items requiring proper labeling for disposal. For a list of these items please refer to the list provided by the City of Madison on the web at: <http://www.cityofmadison.com/streets/collectionAppliance.cfm>, or the Complex Superintendent. Stickers can be purchased from the East Bluff office.

3005 – All structures, including pet shelters, built or placed in restricted areas, must have written approval from the Board or its representative prior to construction or placement, and must be properly maintained. Submit any photos along with dimensions. Structures may not be taller than the restricted area fences. Storage units/structures approved prior to the institution of this rule (2/25/2014) are still approved.

3006 - Clothes lines must be retractable. An approved model is available through East Bluff. Lines must be retracted when not in use. Contact the Complex Superintendent for purchase and installation. Installation is included in the cost of the item.

3007 – Any changes to the restricted area that affects the aesthetic integrity of East Bluff must have approval first. Structure Modification Form needs to be completed and return to East Bluff office for approval by the Board or its representative.

3008 – Maintaining the appearance and safety of the restricted area, including snow and ice removal from unit sidewalks and porches is the responsibility of each homeowner. All trees, shrubbery, or plantings creating potential structural maintenance, possible physical danger, or repair hazard to East Bluff property are prohibited. Residents are advised to avoid planting potentially full-sized trees that may outgrow the restricted area.

3009 – Interior maintenance of each unit is the homeowner's responsibility. All units must be well maintained with all repairs made promptly, including replacing broken windows, screens, or doors. Furnaces must be functioning safely during the heating and A/C seasons. Interior plumbing and water pipes must be maintained, with obstructions or breaks that may affect the building reported to the Complex Superintendent.

3010 - Please check with the Complex Superintendent before arranging for sewer maintenance.

3011 – The owner is responsible for closing the exterior water source valve for winters. Any damages resulting from failure to do so are the financial responsibility of the owner.

3012 – Infestations of insects or rodents need to be reported to the Complex Superintendent for building assessment. Please check with the Complex Superintendent for pest control.

3013 – Owner are not responsible for mowing lawns in restricted areas. East Bluff will be responsible for mowing restricted area lawns if applicable.

3014 – In the event that a homeowner has damage which they believe East Bluff is liable for the homeowner must submit a notice of the damage within 30 days of the incident

Section 4000 – Pets

4001 – Residents keeping domestic animals will abide by all City of Madison pet ordinances.

4002 – All pets shall be leashed and under owner control at all times in East Bluff common areas.

4003 – It shall be the pet owner's responsibility to clean up and/or repair any damages done by his/her pet(s). Pet owners must pick up pet feces immediately.

4004 – Pets shall not be kept in restricted areas while the owner of the pet is absent from his/her residence.

4005 – Residents must control pet noise. No excessive barking should be allowed inside or outside of the unit.

Section 5000 – Right of Conduct

5001 – Each resident shall be responsible for his/her behavior and those of any one living in, or visiting, his/her unit.

5002 – Each owner or resident is responsible to follow all Federal, State, and local laws and may not use his/her place of residence for any illegal purposes.

5003 – City ordinances and state laws dealing with vandalism will be strictly enforced in East Bluff. All parents will be financially responsible for the actions of their minor children.

5004 – Advertisements, or posters of any kind, are allowed only inside of the resident's fenced-in area.

5005 – Large, post-style 'For Sale' signs are not allowed at East Bluff. 'Open House' signs are allowed during the time of the open house event.

5006 – Residents must avoid noise that disturbs other residents.

5007 – Equal Opportunity Employer and Harassment – East Bluff Homeowner Association is an “equal opportunity employer”. The employer will not discriminate and will take “affirmative action” measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, creed, color, national origin, or sex.

The employer is committed in all areas to providing a work environment that is free from harassment. Harassment based upon an individual's sex, race, ethnicity, national origin, age, religion or any other legally protected characteristics will not be tolerated. All employees, including supervisors and other management personnel, are expected and required to abide by this policy. No person will be adversely affected in employment with the employer as a result of bringing complaints of unlawful harassment.

Sexual harassment is behavior of a sexual nature that is unwelcome and offensive to the person or persons it is targeting toward. Examples of harassing behavior may include unwanted physical contact, foul language of an offensive sexual nature, sexual propositions, sexual jokes or remarks, obscene gestures, and displays of pornographic or sexually explicit pictures, drawings, or caricatures. Use of the employer's computer system for the purpose of viewing, displaying, or disseminating material that is sexual in nature may also constitute harassing behavior.

If an employee feels that he or she has been harassed on the basis of his or her sex, race, national origin, ethnic background, or any other legally protected characteristic they should immediately report the matter to his or her supervisor. If that person is not available, or if the employee feels it would be unproductive to inform that person, the employee should immediately contact one of the board members. Once the matter

has been reported it will be promptly investigated and any necessary corrective action will be taken where appropriate. All complaints of unlawful harassment will be handled in as discreet and confidential a manner as is possible under the circumstances.

Any employee engaging in improper harassing behavior will be subject to disciplinary action, including the possible termination of employment.

No homeowner shall engage in harassing behavior toward staff or board members. If a homeowner has any concerns or complaints regarding staff, they should attend the monthly board meeting to bring this to the attention of the board. The monthly board meetings dates are posted on the bulletin board at 309 East Bluff.

Section 6000 – Play Areas

6001 – Use of bicycles, big wheels, skate boards, etc. on common sidewalks must be done cautiously with priority given to all pedestrians.

6002 – Parents or guardian are responsible for the actions of their children.

6003 – Parking lots are not acceptable play areas due to safety issues.

6004 – No skateboard ramps are permitted due to safety issues and East Bluff liability.

6005 -- Climbing trees is not allowed on East Bluff property.

Section 7000 – Use of Unit

7001 – Although use of East Bluff units as rental property is not restricted, owners are required to inform all tenants of East Bluff Rules and Regulations and see that renters comply. The owner is held responsible, along with the tenants, for rule violations.

Section 8000 – Payment of Condominium Fees

8001 – Payment of monthly condominium fees must be received by the 10th day of each month in order to avoid late fees. Payment can be made by check payable to “East Bluff” or the preferred method of automatic withdrawal (ACH).

8002 – Payment of the annual premium for the general hazard insurance must be paid in accordance with the bill distributed each April. Payment can be made by check, payable to East Bluff, or through ACH.

Procedure for Rules and Regulations Enforcement

Compliance with these Rules and Regulations is expected. For the purpose of these Rules and Regulations, each day of non-compliance after notification of violation shall be considered a separate violation. These Rules and Regulations shall be enforced in the following manner:

1. Any condominium owner-member may submit a complaint against any other owner-member alleging violation of these Rules to the Board of Directors.
2. A complaint must be in writing and include the name of the owner-member making the complaint, the name of the owner-member alleged to have violated any of these rules, the date of the alleged violation, and the nature of the alleged violation.
3. If it appears that a violation of these Rules and Regulations has occurred, the Board of Directors shall first contact the alleged violator requesting voluntary compliance. If the violation continues or is repeated, the Board shall serve a Notice of Corrective Action.

Enforcement or Collection of Penalty

Members violating these Rules and Regulations may be subject to a fine.

The Board of Directors will listen to all members involved in the matter, including the person complaining and the alleged violator. The Board may issue written requests for witnesses to appear to answer questions. No decisions will be made without making a reasonable attempt to hear both sides of the controversy.

An appeal of any decision by The Board may be filed by any member judged in violation of these Rules. The appeal must be in writing and submitted within ten (10) business days after hearing the decision.