

Rules & Regulations of the Woodcrest Court Owners Association, Inc.

The members of the Woodcrest Owners Association are justifiably proud of their condominium home complex, which was planned and built in 1975 with attention to detail and high standards of design and construction. The continued quality and value of the individual Woodcrest condominiums depends to a large degree upon the residents and their care and maintenance of their property. The following Rules and Regulations have been developed to accompany the Horizontal Property Regime Declaration and the By-Laws as the official documents of the Woodcrest Owners Association.

1. Owner's Responsibility

- A. Each unit owner shall keep his property in a good state of preservation and cleanliness.
- B. Unit owners shall not cause or permit any disturbing noises or objectionable odors to be produced or to emanate from their units. Corridor doors shall be kept closed at all times except when in actual use for ingress and egress.
- C. The sidewalks, entrances, halls, landings, and fire exits must not be obstructed or encumbered or used for any purpose other than ingress and egress to and from the units in the buildings. Questions of placement of wall decorations and furniture in the halls of each building shall be determined by agreement among the residents of that building. Issues not agreed upon by the building's residents may be referred to the Board of Directors for decision.
- D. Owners of units and/or their family members shall be residents in fact. Units shall not be rented or sub-let. Units and garages are for personal use only by Woodcrest residents.
- E. No awnings, radio or television aerials or other projections shall be attached to the outside walls of any building, and no blinds, shades or screens shall be attached to, hung, or used on the exterior of any window or door without the prior written consent of the Board of Directors.
- F. Complaints regarding the services in the buildings shall be made in writing to the Board of Directors or the Managing Company.
- G. It is the responsibility of the Woodcrest owners to attend and participate in the Association meetings. Owners volunteer as representatives and operate the

Corporation. It is important that owners take an interest in these meetings to assure the long-lasting value of their homes.

2. Association Expenses

- A. Owners are responsible for the payment of the Association fees, based on the square footage of their apartment, on the first of each month. Maintenance fees will be delinquent after the 30th of each month, at which time a 10% late fee will be due. Association dues pay for water, sewer, trash and recycling bills; the Managing company fees, and other costs for the property. Other expenses included are maintenance of the pool, recreation room and sauna, lawn care, snow removal and for periodic maintenance of the buildings and common areas, including quarterly insect prevention service and for a pro-rata share of the multi-peril insurance policy. Association members will carry their own personal property insurance.
- B. Owners are expected to pay monthly HOA fees no later than ten days after the 1st of the month. Payments from Owners or their designees not received within thirty days of the first of the month for their condominium shall be subject to an additional late fee assessment in the amount of ten percent (10%) of the monthly HOA payment. In the event that an emergency interferes with the normal collection of monthly payments, the Board of Directors, upon recommendation from the Managing Company, may waive the late fee assessment.

3. Changes to Common Areas

- A. No changes to the exteriors of the buildings or the common areas will be allowed without approval of the entire Association membership. Proposals for such changes must be recommended to the Board of Directors, who, in turn, will make recommendations to be submitted to all members of the Association for decision. Conformity is desirable in all the common areas of Woodcrest.

4. Changes to Individual Units

- A. As established in the Property Declaration and the By-Laws of Woodcrest Association, owners are responsible for structural and decor changes within their own units. The Association will undertake repairs within the apartments only when they result from damage to the common elements that affect the apartment in question.
- B. The Association is not responsible for the failure of any plumbing fixture as a result of the homeowner's carelessness. Do NOT flush hair, grease, lint,

diapers, sanitary napkins, rubbish, or ANY type of wipes down the sink or toilet drains. Such waste stops up the sanitary sewer lines. Clogging of drains within a building because of misuse is the responsibility of the owner of the offending unit and will be corrected at his or her expense.

5. Keys

- A. The keying system at Woodcrest Court was designed to allow owners to have the minimum number of keys and the maximum amount of security. Each unit is provided with six keys: front entrance door, individual unit entrance door, bonus room door, recreational room doors, courtyard gates, and mail box. Owners may change the keying system to their units and bonus rooms, but the key to the main door of the building will not be changed unless by agreement of all parties in the building, and at their expense.
- B. Each building is equipped with an electronically operated lobby entry door, which is controlled by the owner's key and by an automatic control button on the intercom system located in each unit entry hall. A guest will "buzz" you by pressing the button beside your name on the intercom system in the entry hall.

You may allow entry into the building by pushing the button inside the unit to the #1 position and holding for a count of five, which will release the electronic lock on the main entry door and allow your guest to enter. It is vital for the security system of the entire property that you know the people you allow to gain entry, and it is suggested that you go to the front door to open it for any person you cannot recognize or identify over the intercom system.

6. Parking

- A. Woodcrest was designed with three parking spaces per home, or a total of 90 spaces, which allows for ample parking for guests. Each home has a garage and one additional parking space, which is not specifically designated. Speed limits within the complex, while not regulated or posted are recommended at less than 10 miles per hour. Note: The brick entry way, which has always been a signature image of Woodcrest Court, will last longer if vehicles go slowly around it as it's not cheap to replace.
- B. No vehicle belonging to a unit owner or to an employee or visitor shall be parked in such a manner as to impede or prevent ready access to any entrance to or exit from any building or parking lot by any other vehicle. No unlicensed vehicle may be parked inside the walls of the property without written permission of the Board of Directors. No campers, boats, motor homes, trailers or trucks larger than three-quarter ton may be

parked inside the walls of the property without written permission of the Board of Directors. Visitors traveling in motor homes should take care to park their vehicles so as not to impede other traffic on the lot.

- C. When entering or exiting Woodcrest Court, either on foot or in a vehicle, please use extreme caution. Walkers should use the exit lane when leaving and the entrance lane when arriving, and drivers please enter slowly, watching for any pedestrian(s) and exit slowly, braking initially at the sidewalk to alert walkers and bicyclists using the 2nd Street sidewalk. There have been near misses over the years, so be aware.

7. Garages

- A. Each home at Woodcrest Court has a garage and a bonus room arrangement. Garage doors can be opened only from the inside or with your automatic control, providing extra security. In addition, a four-unit garage building is located on the east side of Woodcrest Court lot, each of the units are individually owned by current condominium owners and can only be sold to another condominium owner or as part of a sale of a condominium to a new owner.
- B. Garage doors must be kept closed except when the garage/bonus room is in use, and under no circumstances should garage doors be left open overnight.

8. Heating and Cooling Systems

- A. Woodcrest units are supplied with heat pump heating and cooling systems. The Association recommends twice-yearly inspection of the units and possible replacement of filters. Owners should check the filters between inspections and replace them as needed, and all replacement filters are at the Owner's expense. Problems with the individual heating systems are the responsibility of the owners. Problems with the systems in common areas should be reported to the Property Manager.

9. Recreational Facilities

- A. The Community Rooms located in the basement of Building 2606 **(Currently closed other than the Exercise rooms)** are available for use by all residents. To reserve one or more of the rooms for a party or meeting please sign the date and times on the calendar in the outer hall on the west side of building 2606. The kitchen is equipped, but you will want to check that it is equipped with what you need for your occasion. Please remove all food, drinks and trash when you are finished leaving the kitchen as you found it. The Party/meeting room is closed at this time until further notice.

- B. Exercise equipment is in the two middle rooms. Some equipment was purchased with Woodcrest reserve funds, but other major pieces were donated by residents. Children should not use them unless supervised by a resident. Saunas are located in both the men and women restrooms. **(Saunas are closed at this time until further notice.)**
- C. A TV, bumper pool, and a pool table are in the game room. Children must be supervised by a resident while playing in the game room. **(The game room is closed at this time until further notice).**
- D. Swimming pool, patio and grill: The pool is open daily from 8am until 9pm between Memorial Day weekend and Labor Day. All guests using the pool must be accompanied by a resident. For safety reasons using the pool alone is discouraged. Observe the posted pool rules.

If you need instruction to use the grill ask Leo Dierckman or Jerry Gonyo. Please leave the grill clean, and replace the cover after the grill has cooled down. Empty trash and close the gates when you leave.

10. Trash

- A. On the east and west sides of the court a convenient trash building is provide. All garbage and trash is to be deposited in trash bags. At no time should furniture, mattresses, decor, or anything that cannot be put in a bag be left in the trash bin as the disposal service does not pick these items up. Contact the Managing Company to inquire about local pick-up services at the Owner's expense. Recycling containers are also nearby for all CLEAN recyclable materials. Trash pickup is provided by a local disposal service and paid for by the Association. It is the responsibility of residents to keep these areas as neat and clean as possible.

11. Mail Delivery

- A. Each building at Woodcrest Court is numbered with a street address, from 2602 to 2610. A master key, which is held only by the postal service, opens all six mailboxes in each building. Since the mailboxes are limited in size, mail should be picked up promptly. If you are going to be away from for any length of time it is suggested you ask the postal service to hold your mail (which can be done online) or designate a neighbor to pick up your mail each day. If you experience problems with your mailbox, contact the postal department. Outgoing mail may be left on top of the mailbox.
- B. A newspaper rack is provided in the vestibule of reach building and is labeled with the Owner's name. All newspaper deliveries are to be placed in this rack.

12. Pets

- A. Residents of Woodcrest Court are not to own pets. Visitors who bring pets must either carry them or keep them on a leash at all times while they are inside the walls of the compound and they must be fully under control of the owner at all times.

13. Fire Extinguishers

- A. Each building is provided with a fire extinguisher on each level. It is advisable for each home to have at least one fire extinguisher on the premises. Smoke alarms are mounted in the central halls and are recommended for the separate units.

14. Emergencies

- A. Residents should keep a list of important numbers by the telephone for calling fire, medical, police facilities.
- B. Unit owners, their employees or visitors shall not at any time or for any reason enter upon or attempt to enter upon the roof of any building.
- C. Each home has a master shut-off for electricity and water. Owners should make sure that every member of the family is familiar with their location and operation. In case of water or electrical emergencies, after shutting them off, contact the management Company for further assistance.

15. Maintenance

- A. If an Owner files an individual request for work and the request is completed by the maintenance person, the Owner shall reimburse the Managing Company at the rate established.

16. Charges against the Association

- A. Only the Managing Company are authorized to purchase products, supplies, or services for the property. Projects must be cleared with the H OA before money is encumbered and receipts should be presented to the Managing Company to verify expenditures following approval for purchases.

17. Changes in Rules and Regulations

- A. Any consent or approval given under the Rules & Regulations may be added to, amended, or repealed at any time by resolution of the Board of Directors.

NOTE:

1. This set of rules and regulations was initially approved April 9, 1991.
2. Page 1 re-typed to agree with By Laws October 15, 1991.
3. Items 2B and SB added by Board of directors August 16, 2000.
4. Items 48 and 15A revised by Board Directors February 6, 2003.
5. Revisions made to update by Board of Directors September 2007.
6. Revisions made to update by Board of Directors May 2020.
7. Revisions made to update by Board of Directors April 2022