



East Bluff Homeowners' Association

Rules and Regulations

Effective 5/01/2024

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 warnings, corrective actions and/or fines.

Section 900 – Registrations

- 900 All units must complete an online East Bluff Registration form on the website.
- 901 Information on the Registration Card will be used for the East Bluff Homeowners' Directory, to contact the owners and residents in case of an emergency, and in order to enforce parking regulations.
- 902 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 for updating your East Bluff Registration form.
- 903 Forms must be completed online within seventy-two (72) hours after this rule is instituted (November 2023) or to update information.

Section 1000 - Common Area and Exterior

- 1001 Motor vehicles, motorcycles, 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, etc.
- 1003 No owner or resident is allowed to drill holes or attach any items to the exterior of the building. This is crucial to maintain the warranty along with the quality and appearance of the renovated siding. Any violations will result in a fine and the resident will be charged for the repair of the siding.
- 1004 Residents must avoid noise that disturbs other residents.

Section 2000 - Parking

- 2001 Each unit has one reserved parking stall. One additional vehicle from the unit may be parked in a visitor stall, if available. No unit may have more than two (2) vehicles in East Bluff parking lots. Vehicles in visitor stalls must be moved to a new stall within 72 hours, or the vehicle will be towed. All visitor stalls are available on a first-come, first-serve basis. Additional vehicles must park on the street.
- 2002 If you have a visitor (with a car) staying for more than 72 hours, you must notify the parking coordinator.
- 2003 All vehicles must have current, easily visible license plates and be road-worthy, i.e., no flat tires, no broken windows, no fluid leaking, etc. Vehicles must be moved or removed at the discretion of the Parking Coordinator or Property Manager.
- 2004 No resident, visitor, or rented trailers, boats, recreational vehicles, large trucks, dumpsters, pods, and large storage containers may be parked in East Bluff parking lots. See Rule 2010 for contracted work trailers.
- 2005 Mopeds and scooters may be parked in the restricted areas (i.e., private yards) with prior approval from the Property Manager. Motorcycles may not be parked in the restricted areas. Servicing of mopeds and scooters in restricted areas is not allowed. Each lot has an area where motorcycles, mopeds and scooters may be parked.
- 2006 Motorcycles cannot be parked in parking lots between November 1st - April 1st so that these areas can be used for snow piles.
- 2007 Major auto repairs or major body repairs are not allowed in our parking lots. Tire changes are the only auto repair allowed in the lots. Vehicles with flat tires that haven't been fixed within a week will be towed at vehicle owner's expense.
- 2008 Exceptions to any parking rule must be cleared with the Parking Coordinator, or Property Manager.
- 2009 Residents must ensure all guests, service workers, and contractors park in visitor stalls, or their own assigned stall. They must not be allowed to park in someone else's assigned stall. No contractor trailers or vehicles will be parked in East Bluff parking lots overnight. Vehicles in violation of this will be towed at owner's expense.
- 2010 Vehicles parked in fire lanes will be towed immediately.
- 2011 Car radios must be turned down or off while in our parking lots.

2012 It is prohibited for any portion of a vehicle to extend beyond the boundaries of the designated parking space. This includes, but is not limited to, any part of a vehicle extending onto or over the sidewalk. Violators are subject to ticketing and or towing at the owner's expense.

Section 3000 - Restricted Areas and Home Maintenance

3001 Effective 4/01/2024, no charcoal or gas grills, smokers, fire pits, or any other item with open flame will be allowed within the restricted areas on East Bluff property. This is in accordance with the Madison Fire Department rules and also a requirement to obtain insurance for the association. The specific language as provided by the insurance company and required by Madison Fire Department is as follows:

Grilling and/or fire pits: Rules must be established and enforced that prohibits grilling or other outdoor fires within 10 feet of any structure. Roof top grilling or fire pits should be restricted to LPG or Natural Gas (kerosene or any other fuels should be prohibited) and at least 10 feet from any combustible or structure. Homemade fire pits are not permitted. There should be no awnings, canopies, wires or overhead structures above the cooking grills or fire pits. This guideline does not apply to electric grills. An electric grill is an outdoor cooking device with an electrical heat source. An electric grill does not burn kerosene, propane, LPG, natural gas, or any type of solid fuels, wood, charcoal, or pellets.

Alternatives to grilling in restricted areas: The board has voted to allow grilling in the common areas of East Bluff under the following conditions.

- Electric grills are allowed within restricted areas
- All other grills, smokers etc. may only be used in the common areas.
- Fire pits are not allowed in any area.
- Grills etc. must be at least 10 feet from any combustible structure, tree etc.
- Grills etc. must be attended at all times
- All fire/coals must be extinguished and placed in a non-combustible container before returning to the restricted area.
- All grills etc. must be returned to the restricted area at the end of each day. Absolutely nothing is to be left in the common areas overnight.

3002 Owners must notify the Association in writing of any exterior structural modifications or alterations to their unit. This includes but is not limited to:

DECKS	STORAGE CONTAINERS
REPLACEMENT WINDOWS	GATES
UNDER FENCING	SATELLITE DISHES/ANTENNAS
WIRING FOR PHONE/CABLE ETC.	FURNACES/AIR CONDITIONERS REQUIRING VENTING OR PERMANENT OUTSIDE EQUIPMENT
NO WINDOW AIR CONDITIONING UNITS	STRUCTURES ATTACHED TO BUILDING OR FENCE
FLAG PLACEMENT MUST BE APPROVED	SECURITY CAMERA PLACEMENT AND MODEL MUST BE APPROVED

3003 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 their unit or installations located therein without previously notifying the Association in writing, through the Management Agent, if any, or through the Property Manager, 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.

3004 Each resident shall maintain the restricted area of their 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. Examples include but are not limited to the following:

- Where we are unable to mow, resident must keep the area free of weeds, brush and debris and plant overgrowth.
- Gates are the responsibility of the owner and must be approved, maintained and in good working condition, or the owner will be asked to remove it at the discretion of the board/maintenance staff.
- The restricted area is for the private use of the homeowner, but is not owned by the homeowner (see bylaws for detail). The association and their agents have the right of entry for inspections and to take corrective action as needed.
- The Property manager and/or maintenance staff will perform periodic inspections of the restricted areas
- Homeowners and Tenants will be subject to warnings and fines for unkempt yards
 1. The first notice will include details of the violation with photos
 2. If the homeowner does not resolve issues in the restricted area after 7 days, a contractor will be hired to resolve the issue at a cost commiserate with the prevailing wage, to be paid by the homeowner.
- Common sense and what the average person would consider unkempt will be the standard and will include but is not limited to:
 - a. Overflowing trash bins
 - b. Animal feces buildup
 - c. Ice and snow buildup on sidewalks
 - d. Yard may not be used as storage area, for trash, toys, household items etc.

3005 City-approved trash and recyclable containers must be delivered to the curb the evening before or the morning of the city-scheduled pick-up by 7am. The City of Madison trash and recycling rules state 'After carts have been emptied, residents have 24 hours from the day of collection to remove them from the curb.' Trash bins must be returned to the restricted areas by the end of the day Tuesday and recycle bins must be returned to the restricted area by the end of the day Wednesday. Call the East Bluff office to get a calendar of scheduled pickups from the city.

3006 Large items collections must now be scheduled for pick up by the city. The East Bluff property manager schedules a weekly pickup for our community. Large items must be placed on the curb on Sundays only for pick up the following week. Large items are items considered too large to fit into the refuse cart, including: appliances, pianos, furniture, carpets, bicycles, swing sets, etc. Certain appliances and other large items require a recycling fee sticker. Do not place televisions, computers, or computer peripherals (like printers) at the curb as a large item. They are banned from curbside collection and

must be taken to a drop-off site. Leaving large items on the curb without scheduling a pickup through the city may result in fines up to \$100

- 3007 All structures, including pet shelters, built or placed in restricted areas, must have written approval from the Property Manager 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.
- Exceptions to the height rule are limited to patio umbrellas and party tents. Umbrellas are allowed to be taller than the height of the fence but must be closed when not in use. Party tents will be allowed only in the restricted area and only on a temporary basis. Tents must not be installed more than 12 hours prior to a gathering and must be removed within 12 hours of the event end. In the event of inclement weather, umbrellas must be closed and tents taken down. Any damages caused will be the responsibility of the homeowner. The office must be notified in advance of any plans to install a tent including the dates and times it will be up.
- 3008 Clothes lines attached to the building are no longer allowed effective 4/1/2024 as part of the siding installation
- 3009 Any changes to the restricted area that affect the aesthetic integrity of East Bluff must have approval first. The Structural Modification Form needs to be completed and returned to East Bluff office for approval by the Property Manager. This includes grading and sloping of the lawn which may impact water drainage. East Bluff will not be liable for water damage to a unit where the owners' changes to the landscape are the cause of the issue.
- 3010 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.
- 3011 All trees, shrubbery, or plantings creating potential structural maintenance, possible physical danger, or repair hazard to East Bluff property or employees are prohibited inside Restricted Areas. Trees and shrubs are absolutely prohibited. Any planting outside of the Restricted Areas is absolutely prohibited.
- 3012 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 Property Manager.
- 3013 Please check with the Property Manager before arranging for sewer maintenance.
- 3014 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.
- 3015 Infestations of insects or rodents need to be reported to the Complex Superintendent for building assessment. Please check with the Property Manager for pest control.
- 3016 Owners are not responsible for mowing lawns in restricted areas. East Bluff will be responsible for mowing restricted area lawns if applicable. In order for East Bluff staff to mow restricted areas, residents must maintain the restricted area in a reasonably neat and orderly manner. It must be free from excessive trash, litter, garbage, animal droppings, and any other items.
- 3017 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.
- 3018 Those owners of units containing the main water valve for the respective building, shall provide a key to the condo association to be used in the event that entry to said unit must be gained due to an

emergency. In the event of an emergency, where no key has been provided, entry will be made as needed whether or not the owner is present. See Article VI, Section 5 of the bylaws which describes the right of entry.

- 3019 East Bluff personnel will have the right of entry into any restricted area (aka: private yards) for routine maintenance or inspection. As such, locks on gates are not permitted and handles must be in working condition.
- 3020 No cameras will may be installed on the exterior of any building except for doorbell cameras that do not require new holes/screws drilled in to the siding. Other options are to place cameras in windows as some residents have done or attach the with suction cups that do not required holes in the siding.
- 3021 NO ITEMS may be attached to the exterior of any building. Unit numbers are being moved the exterior of the restricted area fences. Mailboxes must be in good repair and may be attached to the interior of exterior of the restricted area fences. Mailboxes can also be pole mounted within the restricted area.
- 3022 Lighting – to be updated as decisions are made in conjunction with siding project.

Section 4000 - Pets

- 4001 As required by the Insurance Carrier for East Bluff hazard insurance, effective 4/01/2024, the following potentially dangerous breeds such as Akita, American Staffordshire Terrier (Pitt Bull), Chow, Presa Canario, Rottweiler, Shar-pei, Wolf Hybrid are prohibited on East Bluff property. Wild, exotic, non-domesticated or dangerous animals are also not allowed. Note that reasonable accommodations may be necessary for service, assistance or emotional support animals that provide documented support to a person with a disability. This includes pets owned by visitors and homeowners. Violations will result in fines.
- 4002 Residents keeping domestic animals will abide by all City of Madison pet ordinances.
- 4003 All pets shall be leashed and under owner control at all times in East Bluff common areas.
- 4004 It shall be the pet owner's responsibility to clean up and/or repair any damages done by their pet(s). Pet owners must pick up pet feces immediately.
- 4005 Pets shall not be kept in restricted areas while the owner of the pet is absent from their residence.
- 4006 Residents must control pet noise. No excessive barking should be allowed inside or outside of the unit.

Section 5000 - Right of Conduct

- 5001 Each homeowner shall be responsible for their behavior and those of any one living in, or visiting, their unit.
- 5002 Each owner or resident is responsible to follow all Federal, State, and local laws and may not use their place of residence for any illegal purposes.
- 5003 City ordinances and state laws will be strictly enforced in East Bluff. All parents will be 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 Unit owners shall not allow any sounds or odors to be generated in their unit that negatively impacts others.
- 5007 Equal Opportunity Employer – East Bluff Homeowner’s 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.
- 5008 Harassment - 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, board members, homeowners, and residents 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.
- 5009 Sexual harassment is behavior of a sexual nature that is unwelcome and offensive to the person or persons it is targeting. 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.
- 5010 If an employee feels that they have been harassed on the basis of their sex, race, national origin, ethnic background, or any other legally protected characteristic, they should immediately report the matter to their 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.
- 5011 Any employee engaging in improper harassing behavior will be subject to disciplinary action, including the possible termination of employment.
- 5012 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 and on the East Bluff website.

Section 6000 - Safety

- 6001 Use of bicycles, big wheels, skateboards, etc. on common sidewalks must be done cautiously with priority given to all pedestrians.
- 6002 Parking lots are not acceptable play areas due to safety issues.
- 6003 No skateboard ramps are permitted due to safety issues and East Bluff liability.
- 6004 Climbing trees is not allowed on East Bluff property.

Section 7000 - Renting 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 homeowner is held responsible, along with the tenants, for rule violations.
- 7002 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 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 via 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.

Section 9000 – Security Cameras

- 9001 Security cameras will monitor parking lots, adjacent sidewalks and some common areas. Private yards will not be monitored via video. Security camera footage may be used for enforcement of East Bluff Rules and Regulations.
- 9002 The existence of the security cameras is in no way meant to imply or set the expectation of real-time monitoring.
- 9003 Only certain staff and law enforcement personnel may monitor and review security camera feeds to support investigations. These are: East Bluff board members, the Property Manager or East Bluff employee, and Madison Police or other law enforcement.
- 9004 Video footage will be retained for seven (7) days and is then automatically deleted. Video footage containing information vital to a currently ongoing investigation may be saved.
- 9005 Requests for release of recorded material must be requested by Madison Police or another law enforcement agency. Request must be specific as to date and time.
- 9006 Requested video will only be released to police or other law enforcement agency.

Procedure for Rules and Regulations Enforcement

Compliance with these Rules and Regulations is required. These Rules and Regulations shall be enforced in the following manner:

1. The Property Manager may issue warnings and/or fines according to the schedule below for violation of any rule.
2. Any condominium owner-member may submit a complaint against any other owner-member alleging violation of these Rules to the Property Manager.
3. 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.

Fees for Violation of Rules

1. The Board of Directors and the Property Manager have the authority to fine owners for residents' and guests' failure to follow the rules. Unpaid fines will result in East Bluff placing a lien on a homeowner's property. Fines will be assessed by the Management Company, after they determine that the Owner, their renters, or their guests have violated the rules.
2. All violations must be addressed immediately (OR as soon as possible?) to avoid further fines, liens, or foreclosures.
 - a The only exception will be violations concerning cleaning/maintenance of the restricted area. The homeowner will have 7 days to resolve the issue or face fines and/or costs for the Association to resolve the issue. After 7 days, fines will be issued and continue to be assessed until the issue is resolved.
3. Fines double after each reassessment. For example, a Unit Owner is fined \$50 for a violation- if the violation is unresolved the second fine is \$100, plus the original \$50 fine. A third fine would be \$200, plus the \$100 fine and the original \$50 fine. The fine will continue to double until the violation has been resolved.
4. Owners can file a Grievance to the Board of Directors if they feel they were unfairly fined.
5. Fine amounts and fineable issues are subject to change. Homeowners will be notified of any changes made to the fine amounts and fineable issues.
6. Some violations will result in the Association taking corrective action. The homeowner will then be billed for the cost of the correction. For example: If the homeowner is issued multiple warnings concerning the condition of their restricted area, the Association will hire a contractor to clean the yard and the homeowner will be billed.
7. Owners will be notified of their violation via written notice and the homeowner portal.
8. **Late Fees:** Any monthly association fees not received by the 10th of each month will result in a \$25 per day late fee.
9. **Animals:** Homeowners will be fined \$200 for each pet in violation of the Rules and Regulations, including being outside of the restricted area without being leashed and/or failure to pick up pet waste.
10. **Illegal Activity:** \$500 per conviction of any resident or guest of the resident, for any municipal ordinance violation, misdemeanor, or felony, occurring on a Unit or Common Area of the Association.
11. **Rental Violations:**
 - a **Residents Not on Lease.** \$150 per person per occupying a leased unit while not a tenant of that Unit, as listed on the records of the Association.

- b **Failure to Provide Required Lease Documents to Association.** \$100 for every seven (7) days that a Unit is leased without providing a copy of the lease or memorandum and/or tenant registration form to the Association as required by these Rules and Regulations.

12. **Nuisance and Other Rule Violations:** Any rule violation not specifically addressed in this section will result in a \$125 fine for each day of a nuisance.

Enforcement or Collection of Penalty

1. Homeowners violating these Rules and Regulations will be subject to a fine, as specified above.
2. **Property Liens:** Fines/dues owed in excess of \$600 will result in a lien being placed on the property.
 - a **Foreclosures:** Fines/dues owed in excess of \$1,200 will result in the foreclosure process being initiated against the property.

Amendments

This document may be amended at any time by the East Bluff Board of Directors.

Revisions

DATE	SECTION	REVISION
September 2020	Section 3000	Revised 3003/reformatted document
May 2021	Section 9000	New rules
May 2021	Section 2000	Revised 2004 and 2008
May 2021	Section 3000	Revised 3010
May 2021	Revisions	Added table of revisions for tracking
May 2021	All sections	Removed references to board approval and changed to Operations Manager.
May 2021	Section 1000 and 2000	Revised 1003, 2003 and 2006
November 2021	Section 3000	Revised 3001, 3003, 3004, 3005, 3008. Added 3018, 3019. Updated to gender-neutral language and minimal grammar & punctuation corrections.
September 2022	Section 9000	Revised 9001 and 9004
November 2022	Section 3000	Added subsections to number 3006 relating to perm/temp structures and addressing patio umbrellas/party tents

September 2023	All sections	<p>Changed Operations Manager to Property Manager</p> <p>Added rules for violations and fines including sections: Procedure for Rules and Regulations Enforcement & Enforcement or Collection of Penalty. Amended Section 900 Registrations & Section 2000 Parking. Amended 5012 with addition: and on the East Bluff website. Minimal grammar & punctuation corrections</p>
April 2024	Sections 1000, 3000 and 4000	<p>1003 – updates to restrict any item being attached to building by homeowner</p> <p>3001 – added grill restriction</p> <p>3005 – updates to days trash bins must be removed from curb</p> <p>3006 – updates to large item pickup</p> <p>3009 – added clothesline restriction</p> <p>3020 – updated security camera rules for restricted areas</p> <p>added mailbox restriction</p> <p>added lighting section with detail to follow</p> <p>4001 – added dog breed restriction</p>
May 2024	Sections 2000, 3000 and 4001	<p>2001 – Removed language about placards for parking</p> <p>3001 - updated grill policy with language from insurance provider</p> <p>3021 – Update mailbox policy</p> <p>4001 – update pet policy with language from insurance provider</p>