

Dear New Cornerstone Member,

Welcome to Cornerstone Homes of Richmond Hills Condominium Association. This is a great place to live. It is a peaceful yet conveniently located community.

Some of you may be moving to your first home from an apartment, and others may be moving from a single family home to a condominium. Some people who move into a community association may not realize that there are rules and regulations that allow everyone to live in a communal way. Your monthly maintenance fee is one way we all pitch in to pay for capital costs and continuing improvements.

We hope the following information will assist you in determining how your community responsibilities blend with those of the Association of which you are now an integral part. When you purchase a condominium, you acquire exclusive ownership of the interior space and walls of that unit. You are responsible for repairing such things as clogged drains, electrical problems, leaks, etc. If your washer, sink, tub, stove, etc. damages another unit, you are financially responsible for the repair, not the Association. Feel free to contact your neighbors or DSI with any questions you may have.

Since we live in close proximity of one another, please be aware that home audio systems, surround sounds, television sound, car stereos, and even talking on you cell phone or on your deck can be heard by the neighbors.

As a homeowner or renter, you are responsible for your visitor's behavior and adherence to common courtesy and respect of neighbors and members. If a visitor leaves trash on the common area, is loud or disruptive, you are responsible for picking up and resolving issues or complaints that arise. Richmond Hills is a quiet, peaceful, and attractive neighborhood. We are resolute to continue in that tradition.

DSI manages the day to day operations of the association working with the Board of Directors. There is an annual meeting for all homeowners held in March. A Board of Directors are elected at that meeting, serving a 3 year term. The Board meets quarterly to discuss community business. Every homeowner is highly encouraged to take a turn as a member of the board of directors.

Your home may only be used as a single-family home. No owner shall permit anything to be done or kept in his/her unit that would increase the rate of insurance or result in the cancellation of insurance on the building, or which would be a violation of any law. An example of this could be keeping a kerosene burner in your home. This is a violation of State Law. You cannot run a business out of your unit that violates zoning ordinances. An example would be opening a dog breeding business or bakery.

Windows: Windows are the responsibility of the homeowner to purchase, install, and maintain.

Decks: Decks are the responsibility of the unit owner to maintain. However, a major repair is the Association's responsibility when natural aging and deterioration occurs. You are responsible for shoveling snow from your deck in the winter months. Flower boxes or plant

holders may not be mounted on the plastic deck railings. Wind chimes are not allowed. You may not drill, screw or nail into the plastic decking, rails or building siding.

Storage: Decks are not “Open-air closets”. Do not keep items on the deck that are normally associated with a unit’s interior, such as a sofa. Neighbors do not want to look at an eyesore on your deck.

Grills: No charcoal or gas grills may be used or stored on the deck. An electric grill may be used on the deck. This is a City of Madison Ordinance. Grills must be stored in the garage and used in the driveway.

Front Porch: A bench, seat, chair is acceptable. These items must be removed during the winter month’s to allow for snow removal. Planters must be well-maintained. Wind chimes are not allowed.

Vehicles: No trailers, boats, campers, utility vehicles, work vehicles, unregistered or unsafe vehicles are permitted in the common elements by any owner. No vehicles defines as Class II weight or heavier vehicles are permitted in the parking areas. Vehicles must be parked in marked parking stalls or your own driveway. Parking and driving in the common element grass is prohibited. The Association may tow any vehicle which does not comply with the above regulations at the owner’s expense. During the winter months, the snowplow will arrive to clear the snow from the parking areas before 9:00am. You must remove vehicles in the common parking areas before that time. You can then return your car after plowing has been completed. No vehicle is allowed to park in front of the fire hydrants.

Flower Beds: The flower beds are maintained by condo owners, not the contracted landscaper. All owners are encouraged to keep the flower beds and plantings in front and back of your unit watered and free of weeds. In addition, please feel free to water the beds at the driveway entrances because they enhance the beauty of our development.

COMMON ELEMENTS

Common elements are those areas and facilities within the community which all homeowners own together. These include the grounds, sidewalks, parking lot, and gardens. It is the Association’s responsibility to keep the common elements in good repair and make improvements as needed.

Outdoor furniture may not be left on the lawn or in the shrubs when not in use. Lawn ornaments are prohibited in the common areas. No personal items can be stored on the grass, bark, stones, sidewalk or driveway.

All dogs must be leashed when they leave your home. This is a City of Madison Ordinance. If you are a pet owner, you must pick up and properly dispose of pet fecal matter. Owners who leave their pets unattended on decks will be reported to law enforcement. No outside dog pens are permitted.

Garbage and recycling bins are picked up on Monday morning. Containers must be retrieved no later than 24 hours after pick-up per City of Madison ordinance. Containers must be stored in your garage. If your garbage or recycling is not picked up for one reason or another, it remains

your personal responsibility to gather that refuse up until you determine the source of the problem. US Postal Office requests you not place the garbage or recycling bin in front of or directly next to the mailboxes. They reserve the right to refuse delivery of mail if they cannot easily access the mailbox. Please review the Residential Refuse Collection Guidelines included in the Welcome Packet.

No offensive activity will be permitted which, either willfully or negligently, interferes with the rights and comforts of other unit owners or occupants, or which are judged to be an annoyance or nuisance.

Please keep in mind that these guidelines are meant to help all Cornerstone Condominium owners. They are based on common sense and common courtesy. When we work together, we can live in harmony. It takes the cooperation of all homeowners. Your input is valuable and volunteers are highly appreciated. Suggestions to improve our association is encouraged.

**REMEMBER, CORNERSTONE HOMES IS YOUR HOME.
GET INVOLVED!**