

Sherman Terrace Condominium Homes

Owners' & Residents' Manual



(Revised January 2014)

WELCOME

Welcome to Sherman Terrace Condominium Homes!

The Terrace sits at the edge of the Yahara River and Tenney Park Lagoons, and across the street from Lake Mendota, Tenney Park Beach, and the Tenney Locks. The complex is a short ride or brisk walk from the Capitol Square and the University of Wisconsin Campus. Nearby in the other direction are the airport and Madison Area Technical School. There is easy access to several other beautiful parks, public transportation, shopping, and good restaurants.

Our community has a fine history. The thirty-seven buildings that make up Sherman Terrace Condominium Homes sit on fourteen acres of mature trees and green space that is part of the Yahara watershed. Built between 1947 and 1949 to augment housing for military families stationed at Madison's Truax Air Base, and in anticipation of providing homes for returning World War II veterans and their families, the apartment complex—originally called Tilton Terrace Apartments—also became home for many people employed by growing new East Madison businesses. While the buildings were under construction, a kiln was set up right here on-site to manufacture the enormous number of bricks needed to complete the project. In October of 1976 the process was put in place to allow the apartment units to become condominium homes and Sherman Terrace Association was formed.

We all have reason to be proud that we chose Sherman Terrace as our home. As in any setting where people live and interact, some systems must be in place to insure order and harmony. The rules and guidelines detailed in this manual were adopted in March, 2005; updated in January, 2009; and again in January, 2014, by the Board of Directors of Sherman Terrace Association. They are based on common sense behaviors, which are in place to help guarantee a fair and pleasant living environment for all Terrace residents.

As an owner of a home here at Sherman Terrace, your input is needed. We encourage all owners to attend monthly board meetings. There are also opportunities to be part of committees working on tasks that may be of interest to you, or to participate in other community activities. As a renter you are encouraged to talk with the owner of your unit about Board and committee activities, and to learn about up-coming Terrace activities.

Board meetings are held the second Tuesday of the month at 6:30 p.m. in the lower level of Building 19. You are welcome to attend. Agenda items are to be forwarded to the Board before the meeting.

If you wish to write to us on any issues, our address is:

Sherman Terrace Association Board - - or - board@shermanterrace.org
25 Sherman Terrace
Madison, WI 53704

Each of us can show our community pride by getting to know our neighbors, keeping our common areas neat, picking up stray litter, or talking with a Board member or a member of the management company team if we notice a needed repair or have a concern about someone not following the guidelines in this manual.

Living closely together has its rewards as well as its challenges. The rewards become more obvious the longer the Terrace is your home. The goal of this manual is to help avoid the challenges. The manual is intended to summarize the rules here at Sherman Terrace, and is designed to supplement the formal Condominium Declaration and by-laws. If information in this manual conflicts with information in either of those two legal documents, the legal documents take precedent.

Again, welcome to Sherman Terrace Condominium Homes.

Sincerely,

Board of Directors
Sherman Terrace Association

January 2014

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INTRODUCTION

A condominium is not just an apartment you own; nor is it the same as owning your own house. By purchasing a Sherman Terrace condominium you not only bought your unit, but also a small share of the entire complex. In addition, you became a member of the Sherman Terrace Association (STA). The members of STA elect a Board of Directors (the Board) to oversee the operation of the condominium association. The Board is made up of your fellow association members—your neighbors—who volunteer their time to the condominium association. The Board contracts an outside company (management)—as of the date of this manual, Quality Management (QM)—to oversee the day-to-day operations of the complex.

UNITS

A unit is generally defined as the area within the unfinished walls, ceiling, and floor. This includes the carpeting/flooring, the paint/plaster on the walls, the windows/window frames, doors/door frames, chimney flue and cleanout door, and any electrical, heating, cooling, and plumbing equipment that exclusively service the unit. An owner's property extends only as far as the unit's inside walls—though it does include the exterior door of the utility closet/utility chase. A complete definition of a unit may be found in the Condominium Declaration (Declaration.)

MANAGEMENT

STA hires a management company (Management) or Quality Management (QM), to work **exclusively on the common areas**. *Management does not work for unit owners or renters, and has no responsibility for maintenance, upkeep, and/or improvements to individual units.* Management responds to the direction of the Board and reports directly to the Board president. Management is responsible for common area repairs, cleaning, corrective measures, and other tasks as assigned by the president and the Board. Common area repairs, cleaning, or maintenance concerns should be brought to the attention of Management. Management does not keep regular office hours. Contact Management by phone at 244-7171 or via e-mail at management@shermanterrace.org. If a specific concern is not addressed by Management, the concern should be brought to the Board.

NEW OWNERS' & RESIDENTS' FIRST TASKS

New owners and residents of a unit in Sherman Terrace Condominium Homes must provide the following information to Management as soon as possible after an offer to purchase or lease is signed:

- the name of the actual owner/occupant of the unit. If jointly owned/occupied or owned by another entity, names of all owners/occupants must be provided. If a partnership or corporation holds ownership, the legal name of the entity, along with a primary contact must be provided.
- home and business telephone numbers for primary and secondary contacts.

If you did not receive a copy of the following documents at the time of purchase/rental, contact Management:

- Declaration and by-laws - available together for \$10. (Owners only)
- Owners' and Residents' Manual - available at no charge.

Contact Management to:

- Apply for vehicle and bicycle parking stickers.
- Request a storage locker.
- Receive basement/laundry key and door access code;
-First basement key free to owners; duplicates \$2.

SECURITY

STA is always concerned about security and crime prevention. The Board does its best to work with owners, residents, and various government agencies to improve neighborhood security and to help reduce crime. Owners and residents are encouraged to help in this endeavor. Should a crime or medical emergency occur on Sherman Terrace property, after the proper authority has been contacted, please report the incident to Management.

Emergency Police, Fire, and Ambulance

911

Non-Emergency Police

255-2345

Sherman Terrace Management

244-7171

QUIET HOURS

The common areas are available for normal use during the day. Noise should be kept to a minimum at all times, but especially during Quiet Hours. Activities at Sherman Terrace are not to disturb neighbors.

Quiet Hours means: no usage of inside or outside common areas for parties or other gatherings; no cell phone usage in inside or outside common areas; no loud parties inside a unit. Please speak softly when talking in stairwells during Quiet Hours as sound travels in the hallways.

Quiet Hours are:

Sunday through Thursday - 10 p.m. to 8 a.m. the next day;

Friday and Saturday - 10 p.m. to 10 a.m. the next day;

Eve of official holiday - 10 p.m. to 10 a.m. the next day.

NOTE: There is to be no hammering, use of power tools, or other noisy construction and/or cleaning equipment after 9:00 p.m.

VEHICLE PARKING

All residents' vehicles which are to be parked at Sherman Terrace must be registered with Management, and must have a parking sticker properly displayed on the driver's side rear bumper. Each licensed driver living at Sherman Terrace may register **one** vehicle, with a maximum of two licensed drivers/vehicles per unit. Vehicles without proper stickers may be ticketed or towed at the owner's expense. All motor vehicles must properly display current licenses, be operable, and be moved at least every seven days. Upon written request, Management may arrange for vehicles to temporarily park for more than 7 days without moving. Failure to abide by these rules may result in tickets or towing by the City of Madison Police, fines from STA, and/or revocation of parking privileges.

Boats, campers, trailers, lawn tractors, motor homes, recreational vehicles, all terrain vehicles, and any other pieces of power equipment, etc. are not allowed to be parked or stored on Sherman Terrace property at any time. Operation and parking of all motor vehicles—including two-wheeled motorbikes—regardless of size, is confined to the paved and/or parking areas of Sherman Terrace.

BICYCLE PARKING

Bicycle parking is allowed only in bike racks, storage lockers, or inside condominium units. To help identify bikes left behind by former residents and to aid residents in reclaiming stolen bicycles, all bikes parked in Sherman Terrace common areas must be registered with Management and identified with a Sherman Terrace bicycle sticker, for which there is no charge. Neither STA nor Management is responsible for lost or stolen bicycles. We strongly recommend locking up bicycles. Inside bicycle racks are available in the basements of Buildings 4 and 28.

NOTE: Madison fire code prohibits personal belongings in building hallways.

Madison City Ordinance 12.78(1) requires all bicycles used by Madison residents to be registered. Bicycles must be registered with the City of Madison, unless they have a current registration in another municipality

SERVICES

Sherman Terrace Management takes care of the lawns, bushes, trees, sidewalks, parking areas, hallways, etc. in the common areas. This care includes mowing, trimming, fertilizing, shoveling, plowing, salting, cleaning, etc. Normally residents will not receive notice before any of these activities take place.

Residents' privileges in common areas—including parking, storage lockers, easements, etc.—may be withdrawn at the discretion of the Board for violation of the rules or failure to pay fees, fines, or assessments.

Snow Removal - Snow removal is done during the day whenever possible. Depending on weather conditions, there may be times when snow removal occurs in the evenings. During snow removal, all residents are required to cooperate with plowing efforts by moving their vehicles from an unplowed parking spot to an available plowed parking spot at least every 24 hours. Sherman Terrace is not responsible for vehicles that become plowed in. All sidewalks are cleared of snow and salted by Management whenever there is more than one inch of snowfall.

Lawn Care - Lawns are mowed on weekdays between 8 a.m. and 5 p.m. so residents can have use of the common areas for recreation and are not disturbed in the evenings or on weekends. Advance notice of fertilizer and weed control applications is provided. Markers are posted on the lawns after the applications. Please stay off the lawns until after sunset on the date indicated on the lawn markers. Residents of Sherman Terrace may not apply fertilizer to the common areas or trim shrubs or trees without written permission of the Board.

Garbage Collection Dumpsters - Dumpsters are located in the parking lots behind Buildings 9, 21, 30, and 33. They are emptied twice per week. Personal trash or recycling receptacles are not allowed in common areas.

If a dumpster is full, trash should be taken to a dumpster at another location within Sherman Terrace.

Recycling Dumpsters - The City of Madison requires the recycling of aluminum, cardboard, glass, paper, plastic, and tin. Several recycling dumpsters are located throughout the complex. Dumpsters are emptied twice per month.

Compost Bin - A community compost bin is located next to the maintenance garage just off the visitor's parking lot, behind Building 8. Any additional composting bins must be approved by the Board. Composting on the ground is not allowed.

Appliance and Furniture Disposal - Appliance disposal requires a sticker issued by the City of Madison. Stickers are available from Management or the City of Madison. Discarded appliances and furniture/items

too large to fit in the dumpster must be placed on the Sherman Avenue curb for pick up by the City. Check with the City (246-4532) for the current pick up schedule and for information on obtaining an appliance disposal sticker. Do not put items on the curb prior to the evening before the scheduled day of pick up. Do not place appliances or any other items to be disposed of next to the dumpsters. Please put items in the dumpster or on the curb on the appropriate evening.

Coin-Operated Laundries - Community laundry facilities for use by residents are located in the basements of Buildings 4, 19, and 28. Laundry hours are from 7 a.m. to 10 p.m.

Clotheslines - Drying yards with clotheslines are located behind Buildings 6, 19, and 28. Indoor clotheslines are located in the basements of Buildings 4 and 28. Laundry may be hung only on the clotheslines provided for that purpose. Laundry must be removed from the line by the end of the day.

Storage Lockers - Storage lockers for residents' personal belongings are located in the basements of Buildings 4, 7, 19, 21, 26, 28, and 34. Since not all buildings at Sherman Terrace have basements, there is not a storage locker specifically assigned to each unit. Residents may request a storage locker from Management. Lockers will be assigned on a first come first served basis. Padlocks on storage lockers may be cut and personal items discarded by Management if Management has not authorized use of the locker. Storage lockers are not automatically transferred from one unit resident to the next resident of that unit. New residents must request a storage locker from Management. Management may discard any personal items left in basements or not secured in an assigned storage locker.

Utilities - Water and sewer charges are paid by STA as a common expense. STA also pays for gas and electricity used in the common areas. The electricity and gas used within a unit are the responsibility of the unit owner or resident. Separate meters are provided for this purpose. There is to be no personal use of common area electric outlets.

AESTHETICS

Residents are not to store personal property in common areas. This includes lawn furniture, unused flowerpots, etc. Residents' use of common areas—including parking, storage lockers, and easements, etc.—may be withdrawn at the discretion of the Board. Complaints from neighbors about noise or appearances constitute a grievance to which the Board may respond. See 'Grievance Procedures' section.

Appearance of Outside Areas - Items for community use—such as outdoor furniture, potted plants, etc.—are allowed on front and back stoops as long as they do not obstruct traffic or interfere with services, and are acceptable to neighbors. They must be removed between October 15th and April 15th.

Residents wanting to place any outside potted plants, bird feeders, lawn art, etc. that is to sit more than three feet from building foundation must first get Board approval.

Owners are granted exclusive use of patios, decks, and balconies connected to their units. Personal property on patios, decks, and balconies is limited to those items used regularly. Patio, deck, and balcony items that are used during the warm season may be stored outside year round as long as they do not interfere with maintenance and do not detract from the appearance of the Sherman Terrace grounds. Furniture outside of any unit must be exterior grade. Chest-type exterior grade storage containers of a neutral color are allowed on patios, decks, or balconies only if they do not extend beyond the parameters of the patio, deck, or balcony and can also be used as a table or extra seating.

Decorations (That Can Be Seen From The Outside) - Decorations should take into consideration neighbors' views, compatibility with the existing appearance of the Sherman Terrace, and are not to be obtrusive. Seasonal decorations, holiday lights, etc., must be removed or no longer in use no later than two weeks after the end of the holiday.

Construction Storage - Temporary storage of construction material in common areas requires permission of Management. The storage cannot interfere with services or detract from the appearance of Sherman Terrace grounds.

PETS

Pets causing unreasonable disturbance are not permitted.

Indoor cats are allowed at Sherman Terrace.

No dogs are allowed anywhere at Sherman Terrace.

Other domestic, wild, or exotic animals may not be kept anywhere at Sherman Terrace without permission from Management. No livestock or poultry of any kind can be raised, bred, or kept anywhere at Sherman Terrace.

Pets may not make contact with either the indoor or outside common areas. Any time pets are in the common areas they must be accompanied by their owner and must be carried by hand or transported in a secure pet-carrying cage.

Cat litter and any other animal waste must be double-bagged and disposed of in a dumpster.

Owners are responsible for the repair and/or replacement cost of any common area damage caused by their pet or a pet belonging to their renters or visitors. This includes, but is not limited to, damage to lawns and gardens, as well as hallways, stairs, and basements.

In cases of common area damage caused by pets, Management will obtain price quotations from outside contractors, have the damage repaired, and give the owner an individual assessment for the cost of the repairs.

FINE SCHEDULE

The Board has the authority to fine owners for residents' and guests' failure to follow the rules. Fines will be assessed by the Board after the Board has determined that the owner, their renters, or guests have violated the rules. The Board can reassess a fine by repeating the grievance procedure until the unit owner resolves the original problem. For example, if a unit owner is fined \$50 for having a dog, fines double with each reoccurrence—or the second fine is \$100, third \$200, etc.—until the dog is removed from Sherman Terrace. See 'Grievance Procedures' section.

Fine amounts and fineable issues are subject to change.

COMMON AREAS

The common areas of Sherman Terrace Condominiums are those areas to which all residents have access. Residents are asked to be respectful of their neighbors when using common areas. It is the responsibility of all owners and residents to keep these areas free of personal belongings. Owners are financially responsible for any damage to the common areas resulting from their actions, those of their children, renters, visitors, etc.

STA is not responsible for items left, lost, or stolen from interior or exterior common areas; nor is STA responsible for items stolen from inside individual units.

INTERIOR COMMON AREAS include hallways, stairways, and basements. **Madison fire code prohibits personal belongings in interior common areas.** Any items found in interior common areas will be removed by Management. It is prohibited to prop open any common area doors or interfere with any automatic locking mechanism.

Hallways and Stairways - Management will clean hallways and stairways on a schedule that allows them to reasonably make their way through all buildings in the complex on a regular basis.

Carpets - Management will do their best to maintain hallway and stairway carpets for as long as possible, and will notify the Board when a specific carpet has reached a condition where it requires replacement. Such condition could be the result of mistreatment by building residents, their guests, or agents; or simply because of the age of the carpet.

The owners of all units within a building will be responsible for the cost of hallway and stairway carpet replacement for that specific building. If the Board agrees with Management that the carpet must be replaced, barring special circumstances, building unit owners will be assessed for the cost. In buildings with basements, STA will pay for replacement of the carpet covering the steps that lead to the basement.

Hallway Cabinets - The cabinets in the hallways are common area and should be used cooperatively by the residents in each building.

Basements - Community laundry and personal storage lockers are located in the basement of some buildings. Basement access is by key. Owners can obtain keys and the access code from Management. Renters are to get keys from the owner of their unit. Personal items left in basements and not in assigned storage lockers may be discarded by Management.

Utility Closets/Utility Chases - Right of access. See 'Mechanicals' section below.

Signs, Posters, and Advertising Materials, Etc. - Not permitted in common areas. 'For Sale' and 'For Rent' signs may not be displayed in windows. Political signs may be displayed for the minimal amount of time as defined by law. Temporary signs/flags of customary size relating to an open house may be posted only for the duration of the open house. Please see Management about placement of these signs.

EXTERIOR COMMON AREAS include the parking lots, sidewalks, drying yards, grassy areas, etc. See 'Services' section and Landscape & Grounds Appendix for additional details on common areas. Common areas are to be cleared of any personal belongings by sunset of each day. This includes, but is not limited to lawn chairs, tables, tents, bicycles, tricycles, big wheels, children's toys, etc.

Window Air Conditioners - must be properly installed and presentable in appearance. Placement in front windows of the building is discouraged. Window air conditioners must be removed by October 15th and not reinstalled until April 15th.

Birdfeeders – The use of birdfeeders for the feeding of wild birds is allowed as long as it does not attract geese, squirrels, raccoons, or other pests, or create problems for neighboring units or Management.

Grills - Outdoor grilling is allowed on concrete, asphalt, or stone areas only, not on grassy areas or wooden decks. Ashes must be completely cooled, then discarded into dumpsters—not anywhere else on the grounds. Grills may be kept outside the back of the buildings, provided they are in presentable condition and do not block sidewalks or doors. A community grill is available behind Building 8.

Playgrounds - We recommend the use of Tenney Park for playground or ball playing activities. There is an open area behind Building 8 for picnicking, or to be used as a play area for supervised small children.

MECHANICALS

Utility Closets/Utility Chases - Located within each unit, between the kitchen and the bathroom, is a space for each unit's mechanical systems. This space is referred to as a utility closet or utility chase. In it are housed the unit's furnace, water heater, and in the original unit configuration, the electrical breakers/fuse box. This equipment, as well as the closet itself, is the unit owner's property. Maintenance and repair of these items, and the utility closet's exterior door, are the owner's responsibility. An annual inspection by Madison Gas & Electric or a licensed home heating specialist is strongly recommended.

All electrical/utility wiring and/or plumbing pipes, etc. are to be run through utility closets, not on the outside of the buildings.

The furnace and electrical box are accessible through a door in the unit's interior hallway. The water heater may be accessed for repairs through the unit's exterior utility door. For second and third floor units, entry through this door requires the use of a ladder. In the original unit configuration there was access to the water heater pilot light through an opening in the wall at the back of the cabinet under the kitchen sink. Units with remodeled kitchens may no longer have this access.

To prevent carbon monoxide from entering the unit, furnaces and water heaters must be properly vented through the chimney or the exterior wall on the back of the building. The City of Madison requires that a carbon monoxide detector be installed inside every unit.

Right of Access - STA or its agents have the right to access a unit to make inspections, correct any condition originating in a unit that affects another unit, etc. Whenever possible, requests for access are made in advance for entry at a convenient time. However, in emergency situations personnel authorized by STA have the right to enter a unit, whether the occupant is present or not. In such a situation, a locksmith may be called to gain entry. Likewise, in order to make repairs or improvements to services in their unit, owners on the same side of a building have the right to access common utility chases.

Plumbing - Also located in the utility closet are water and sewer pipes; some of which are common to all the units located on that side of the building. Repairs to plumbing that exclusively serves an individual unit are the responsibility of that unit's owner. Damage caused to any other unit by leaks from another unit's plumbing is the responsibility of the owner of the offending unit. It is strongly recommended that owners purchase insurance to cover such possibilities.

During near zero or subzero weather there is a risk of having the water supply lines freeze. Maintaining an indoor temperature of above 60 degrees and keeping a trickle of water flowing from the kitchen and bathroom faucets, especially at night, will help prevent frozen pipes. This is especially true for first floor units. If the unit's furnace or water heater stops functioning, call Madison Gas & Electric or the owner of the unit.

Ventilation - Due to the nature of the brick and concrete construction of all the Sherman Terrace buildings, condensation can easily form on the inside walls of the units. Residents are strongly encouraged to maintain a consistent temperature inside the unit, and run a fan at low speed year round to circulate air and prevent mold from growing on the inside of external walls. Keeping furniture six inches from the walls allows the air to circulate near the walls.

Electrical Breakers - The interior of each unit is individually wired. If an electrical circuit in a unit is overloaded, power may go out throughout the entire unit. If power goes out, check the unit's circuit breakers first. If that does not resolve the problem, locate the main electrical breaker, which is located either in the basement or crawl space of the building, or in some cases outside of the building. If the building has a full basement, locate and flip the main breaker located just below the unit's electric meter. If the building has a crawl space, contact Management at 244-7171 for access. When Management is not in the office a recording provides the number to call in case of emergency. Owners are encouraged to become familiar with the location of their electrical meter/main breaker so they are prepared before an emergency situation occurs.

In case of building- or complex-wide power outage, contact Madison Gas & Electric (252-7111).

BUILDING CHANGES - INTERNAL

The doors, walls, floors, ceilings, fixtures, etc. inside each unit are the responsibility of the unit's owner. Please refer to the Declaration for exact details. Unit owners are permitted to make certain changes; such as painting, carpeting, or changing fixtures inside their own unit without STA approval. Changes affecting another unit or the exterior of the building require permission from Management and potential Board approval before the project begins. While windows are the responsibility of each owner, to be sure they compliment the other windows at Sherman Terrace their replacement requires permission from Management and potential Board approval. See 'Exterior Windows' section for details. Before beginning any remodeling or improvement project, owners are responsible for obtaining all necessary permits from municipal agencies and following all government ordinances.

Washers and Dryers in Units - All washing machines must have a lint trap on the wastewater drain hose. Repairs for damage caused by violators of this policy will be charged to the unit's owner. Dryer vent ducts must be constructed of aluminum and must be routed to the exterior of the building. Plastic dryer vent ducts are fire hazards and are not allowed. See 'Exterior Vents' section.

BUILDING CHANGES - EXTERNAL

Building exteriors and common areas belong to STA. Changes may not be made to any building exterior or other structure in the common areas without first submitting written plans to and obtaining approval from Management or the Board. See next two pages for details. Before beginning any remodeling or improvement project, owners are responsible for obtaining all necessary permits from municipal agencies and following all government ordinances.

All electrical/utility wiring and/or plumbing pipes, etc. are to be run through utility closets, not on the outside of the buildings.

No unit owner, owner's agent, or renter is to repair or improve anything in the common areas or buy any materials on behalf of STA without prior written approval from the Board. Materials purchased or work performed on common areas without Board approval will not be reimbursed by STA and may be removed at the Board's discretion.

To maintain consistency in exterior building colors, owners of first floor units may paint their unit's exterior back door either Sherman Terrace brown or red. Minimal amounts of this paint are available from Management.

EXTERNAL CHANGES REQUIRING PERMISSION OF SHERMAN TERRACE MANAGEMENT (Management)

Residents must contact Management (by phone at 244-7171, or in lower level of Building 25) before installing and/or making changes to the following:

Balcony Storm/Screen Doors - are to be white aluminum or white vinyl sliding doors. Any other styles require Board approval.

Central Air Conditioners - are to be placed adjacent to the building on a proper pad on the ground at the rear of each building. All condensing coils and services must be run through the utility closet. Wires and/or coils are not to be mounted on the exterior brick. Communicate with Management about placement of the condensing unit. See Landscape and Grounds Appendix for information about shrub removal. Approval of a planting request form may be required.

Exterior Utility Doors - are to be painted Sherman Terrace brown.

Exterior Windows - are to be **single-hung** or **double-hung** and made of white aluminum or white vinyl. Any other type of window requires Board approval. Window trim should be wrapped in white aluminum or white vinyl. No exterior wood trim is allowed. Follow neighbors' living room window configuration. The first living room window replaced in a building sets precedent for the configuration of other new living room window installations in that building.

Exterior Vents - are to be compatible with the existing exterior appearance of Sherman Terrace, preferably brown in color.

First Floor Exterior Back Doors - are to be painted Sherman Terrace red or a natural wood tone. Storm/screen wood doors are to be painted Sherman Terrace red and aluminum or vinyl doors are to be brown or white. External back doors/storm doors need to match in color with the adjacent unit's door.

Interior (Unit) Front Doors - colors should be non-obtrusive, compatible with the color of neighbors' doors and with the appearance of Sherman Terrace. If there is a question about whether a potential new door color is acceptable, confirm with Management.

Drilling Holes In The Exterior Brick Or Putting Any Posts In The Ground - requires permission from Management and potential Board approval. Installing anything—electrical outlets, water spigots, hose hangers, plant hangers, etc.—on building exteriors requires permission of Management and potential Board approval. Failure to get proper prior authorization may result in the removal of the item and restoration of the building or grounds to original condition at the unit owner's expense.

EXTERNAL CHANGES REQUIRING BOARD APPROVAL

Any and all other exterior changes; including but not limited to those listed, require Board approval. Secure Board approval **before** any of the following changes are made. To begin the approval process, submit to the Board a detailed plan specifying the changes and an approximate timeline for the work to be completed.

The following are guidelines the Board will use in granting approval for exterior changes:

Awnings - of any type are not permitted.

Balconies - must be designed by an engineer and follow the design of existing balconies. Balcony dimensions should be 5 by 11 feet. They are to be constructed of steel and painted Sherman Terrace red. Placement of balconies is only on the back of the buildings. Balconies should not extend beyond the chimney or the middle of the back of the building. All balconies placed on each building are to line up vertically with one another and are to be symmetrical to the building. The first balcony installed sets precedent for that building. Doors opening onto the balcony must be made of white aluminum or white vinyl and have metal flashing. Sills, bolts, and holes drilled into the building need to be properly sealed. Owners are responsible for all maintenance and damage done to, or caused by their balcony. With the exception of holiday/Christmas trees, nothing may be thrown off the balconies.

Decks - decks existing as of January 2009 will be grandfathered. After that date decks will not be considered. Please see 'Patios' section below.

Exterior antennas, aerials, satellite dishes, etc. - require Board approval. Satellite dish placement may not be seen from the ground.

Fences - are prohibited.

Landscaping - see Landscape and Grounds Appendix.

Patios - to be located outside the back door of first floor units.

NOTE: All patio plans must be submitted to and approved by the Board **before** any ground preparation or construction begins.

The following are guidelines the Board will use in granting approval for installation of and/or changes to patios:

- must be safe to use and compatible with Sherman Terrace maintenance (shoveling, mowing, etc.);
- must be placed at the rear of the building;
- should not exceed 8 feet deep by 11 feet across or 88 square feet;
- must be adjacent to the building and adjacent to the side of the rear stoop;
- should not extend past the chimney;
- must be constructed of brick, stone, concrete, or tile of earth tone colors;
- must allow for installation of adjacent patio or complement adjacent patio;
- must have elevations that are at or below the rear stoop;
- must be graded to direct water away from the building;
- installation must allow for access to services,

Sherman Terrace is not responsible to replace/repair patios if removal is necessary for service repair and/or damage occurs for any reason. Patios are the responsibility of the owner; and

- if included, seating walls around perimeter of patio may not exceed 22" high.

Patio Retaining Walls – If a retaining wall is to be part of a patio, it is to be included as part of the plans submitted to and approved by the Board. Retaining walls are not to be constructed of wood, and are to be finished in earth tone colors.

MONTHLY DUES

NOTE: This section of the manual applies to unit OWNERS only. Details of rental agreements are between an owner and renter.

In order to pay for the common expenses of STA, each unit owner is required to pay STA monthly dues, also called condo fees. Dues cover the costs of repair and maintenance of grounds and building common areas, water and sewage service, soft water equipment and supplies, waste disposal, recyclable materials removal, lawn care, snow removal, basement and hallway cleaning, and common area utilities. The cost of on-going replacement of building roofs and parking lot upkeep are also covered and/or offset by the monthly dues. In addition, dues pay for administration and legal fees, insurance on the common portions of the buildings, and liability insurance for the Board of Directors.

Funds received in excess of what is needed to actually cover the day-to-day cost of operating Sherman Terrace are deposited into a Capital Reserve Fund. This fund is used for long-range improvements to the property.

The amount of monthly dues is set by the Board and is due on the first of each month.

Dues may be paid in advance.

Checks should be made payable to Sherman Terrace Association and should include a notation as to which account (building and unit number) the payment is to be applied.

Dues may be dropped in the red drop box located at the front entrance to Building 25, or mailed to:

Sherman Terrace Association
25 Sherman Terrace
Madison, WI 53704

Automatic electronic payment options are also available. Contact management for details.

Late Payments - If payment of dues is not received by 3:30 p.m. within 10 days of the first of the month, Management will send a notice detailing what is currently due, any past due amount, and any fines assessed. Late payment fines will be charged for payments received more than 10 days after the first of the month. See 'Fine Schedule' section. If payments are more than three months late, or fees, fines, and assessments total \$300 or more, a lien may be filed.

LIENS

All liens are filed by Management. Management will notify the unit owner and the Board of lien filings.

GRIEVANCE PROCEDURES

Although this manual provides guidelines for living at Sherman Terrace, not everyone abides by the rules; therefore grievance procedures are needed. The Board provides the final decision in the grievance procedure process.

The Grievance Procedure is as follows:

- Step 1 - Try to resolve the problem between the concerned parties.
- Step 2 - File a formal, written complaint to the Board and the concerned parties.
- Step 3 - When possible, the Board may attempt to resolve the issue.

RENTING YOUR CONDOMINIUM

Owners have the right to rent their unit providing they abide by these rules:

- An owner must have owned the unit for at least a year before it can be rented, unless the owner has Board permission and is intending to rent the unit to a family member.
- An owner may lease the owner's unit during periods when the owner is not occupying the unit if either the rental is to a parent, child or other close relative, or they have owned the unit for no less than one year. Board permission is required to rent otherwise.
- Owners are required to have a written lease with their tenants. Any lease of a unit shall be for a term of not less than six (6) months.
- Any lease of a unit shall include a promise by the tenant to comply with the Declaration of the Condominium by-laws, the rules and regulations of the Association, and a provision making the tenant subject to the same enforcement procedures under the Condominium documents as a unit owner.

- Before the tenant moves in, the owner must insist the tenant read, understand, and agree to abide by the rules and regulations as stated in the Sherman Terrace Owners' & Residents' Manual.
- Both owner and tenant must sign the appropriate section(s) of the signature page at the back of the Owners' & Residents' Manual. The signed sections are then to be forwarded to Management.
- Owners are assessed fines for their tenant's failure to abide by Sherman Terrace rules.
- During the term of the lease the owner leasing a unit shall maintain with the Association a current address, telephone number, and/or e-mail address through which the owner can be contacted, the telephone number and/or e-mail address of the tenant and, if the tenant will not be occupying the unit as a primary residence, the address of the tenant's primary residence.
- Any unit owner leasing a unit shall remain fully responsible for the actions of the tenants of that unit and may be subject to discipline under the condominium documents for any infractions or damages caused by the tenants, including having any cost or expense incurred by the Association for such infractions or damages specially allocated to the unit as an assessment. Upon notice to the unit owner of any infractions or damage caused by the tenants, the unit owner shall take appropriate action under the circumstances.
- Section 703.315 of the Wisconsin Statutes shall apply to all leases at the throughout the complex.
- A unit which is leased as of the date of this amendment may continue to be leased until a change of ownership occurs.
- Building 1 is exempt from these (residential) rental restrictions.
- On the bulletin board above the mailboxes in each building in which an owner has a rental unit(s), the owner must post a 3x5 card indicating the rental unit's number(s) (1 - 6); the owner and/or his or her agent's name; and a current phone number where the owner and/or his or her agent can be reached. If owner does not post this information, Management will do so. Forms are available through Management.
- The renter must report to Management no later than 10 days after occupancy to receive a parking sticker. See 'Vehicle Parking' section. Failure to have a parking sticker on a tenant's vehicle may result in that owner being fined or the tenant's vehicle being ticked or towed.
- Residents must display a Sherman Terrace sticker on their bicycle when it is parked in appropriate common area. Stickers should be picked up from Management within the first 10 days of occupancy.
- Renters should contact the owner of their unit for a basement key if they have requested and been assigned a storage unit or intend to use a community laundry.

Failure to Abide by the Rules:

- All residents are bound by rules as spelled out in the ST condominium documents and the Owners' & Residents' Manual. If an owner's tenant fails to abide by the rules the owner may be fined. Failure to pay fines may result in a property lien or foreclosure of the owner's unit. While the owner may choose to pass the cost of fines on to their tenant or terminate the lease, fines remain the responsibility of the unit owner.
- If a tenant causes common area damage, the owner may be assessed the full cost of repairs plus administrative fees.

Eviction - STA has the right to evict a tenant for repeated violations of the rules and by-laws if the owner has been unable to resolve the problem(s) the tenant is causing. Any expenses involved in the eviction procedure will be charged to the owner.

SELLING YOUR CONDOMINIUM

See **RENTING YOUR CONDOMINIUM** section above for by-law rules on rental units within Sherman Terrace.

STA by-laws do NOT contain a right of first refusal clause. However, to keep records up to date and to determine that the owner has no debt outstanding with STA, the by-laws stipulate that owners must provide STA with certain information **prior** to the sale of a unit.

A unit may not be purchased for the purpose of turning it into a rental. The only exception is if the unit is to be rented to a member(s) of the owner's immediate family. Such a circumstance is to be presented to the Board.

Notification to Management (Management) - Owners are to notify Management before a unit is put up for sale. This provides the Board with a status of all units in STA and forewarns the Board and Management that there will be increased activity in the area.

Outstanding Debts - An owner may not sell a unit if there are any outstanding common expenses, fines, dues, or assessments unless and until the title company handling the sale has had contact with STA and payment of the debts is included in the terms of the sale. Any outstanding common expenses, fines, dues, or assessments must be satisfied prior to or at the time of the sale of a unit.

Moving Damage - An owner may be assessed the full costs of repair plus administrative fees for any damage caused to common areas when any resident moves in or out of the owner's unit.

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APPENDIX

LANDSCAPE & GROUNDS

Landscaping significantly enhances the Sherman Terrace Association (STA). The STA landscape and grounds goals are to:

- maintain and diversify the inventory of trees and shrubs;
- provide wildlife habitat appropriate for an urban setting;
- incorporate buildings into the overall landscape;
- screen parking areas and utilities;
- minimize and be compatible with Sherman Terrace maintenance;
- encourage appropriate use of outdoor spaces;
- promote safety and use of sidewalks;
- enhance privacy; and
- provide Sherman Terrace owners and renters with an opportunity to become involved in their community.

Other concerns for landscape and grounds are to:

- reduce energy and water use;
- avoid introducing exotic flora into the Yahara watershed; and
- prevent the runoff of chemicals and fertilizers into the Yarhara watershed.

Plantings are divided into two categories Foundation Plantings and Landscape Plantings. All plantings become the property of the STA. Most Foundation Plantings* do not require that a Planting Request be submitted for approval, however a Planting Request must be submitted and approved for **Landscape Plantings. Planting Request forms are available on the STA bulletin board located on the lower level of Building 25 or at www.shermanterrace.org.

If there is a doubt about whether a Planting Request is needed, please ask STA or Management.

***Foundation Plantings** are all perennials and annuals planted within three feet of a building foundation.

Foundation Plantings for the building in which you live do not require approval of a Planting Request. Talk to your neighbors about your plans before planting new or removing existing plants. All planting is cooperative; neighbors plant in the same area together.

Foundation Plantings:

- should be primarily flowers or other decorative plantings. Vines that attach to the building are not permitted;
- are the expense and ongoing responsibility of the person or persons doing the planting;
- must have easily identifiable perimeters that are compatible with Sherman Terrace lawn maintenance. Above ground edging is discouraged; and
- must be graded to direct water away from the building.

Planting or removal of larger Foundation Plantings, trees and shrubs, require the approval of a Planting Request from the Board. STA is responsible for pruning and maintaining all trees and shrubs. Residents are not to prune any tree or shrub. Please contact Management or Board if a tree or shrub is in need of pruning.

****Landscape Plantings** are all plantings more than 3 feet from a building foundation. A Planting Request must be submitted for new Landscape Plantings. A request form can be obtained from Maintenance. Landscape Plantings follow the same guideline as Foundation Plantings but require approval of a Planting Request from the Board.

Vegetable Gardens are not permitted in Sherman Terrace. Owners and renters who wish to plant vegetables are encouraged to utilize community plots provided by the City of Madison or elsewhere.

Responsibilities of the Planter

Planters are responsible to maintain their plantings to STA standards. The Board can request removal of any existing Foundation or Landscape Planting that is not being properly maintained.

Planters are responsible for calling diggers hotline at 1-800/242-8521 before they dig to be sure there are no underground utility lines or other dangers on the site.

Before moving from Sherman Terrace, residents who have planted Foundation or Landscape Plantings must:

- arrange for someone else to take on the responsibility and the ongoing maintenance for the planting;
- discuss with the Board the possibility of reworking the planting to be low maintenance (after completion of approved reworking STA would take responsibility for maintaining the planting area); or
- return the planting area to lawn themselves or pay STA for the expense of returning the planting area to lawn.

Owners' & Residents' Manual
Sherman Terrace Condominium Homes
(Owner's Version)

Unit(s) address and number: _____

Manual received on (date): _____

Manual received from: _____

Name of unit(s) owner(s): _____

I have received the Owners' and Residents' Manual and will follow the rules and regulations for owning and/or living at Sherman Terrace Condominium Homes.

Owner, please print your name and/or name of entity
that has legal ownership of this unit.

Authorized Signature

This signed portion of manual is to be returned to Sherman Terrace Management within 10 days of receipt.

If I have questions about the contents of this manual I will contact a member of the Sherman Terrace Management team or a member of the Sherman Terrace Association Board.

January 2014

Owners' & Residents' Manual
Sherman Terrace Condominium Homes
(Renter's Version)

Unit address and number: _____

Manual received on (date): _____

Manual received from: _____

I have received the Owners' and Residents' Manual and will follow the rules and regulations for renting and living at Sherman Terrace Condominium Homes.

Renter, please print your name.

Signature

Landlord, please print your name.

Signature

This signed portion of manual is to be returned to Sherman Terrace Management within 10 days of receipt.

If I have questions about the contents of this manual I will contact my landlord, a member of the Sherman Terrace Management team, or a member of the Sherman Terrace Association Board.

January 2014