

# Welcome To *Windridge*



*An Owner's Guide*  
January 2024

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## ESSENTIAL CONTACTS

- Emergencies: Call 911 to report fires and any crime. (Notify Windridge Office after calling 911.)
- Windridge Office: 317-251-7861, windridgecondos@gmail.com
- Emergency Maintenance Number: 317-698-6435 to report a *true* maintenance emergency, e.g., a sewer backup or a water main break at street.

**July 2022**

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This information was prepared by current Windridge residents to introduce you to your new home. This does not replace or supersede the legal documents which guide Windridge operations (e.g., By-Laws, Declaration, Rules and Regulations) and were provided to you on or before your closing. If you did not receive these documents at your closing, please contact the Office (email windridgecondos@gmail.com). Also does not substitute for insurance advice.

Dear Owner,

## Welcome to Windridge!

As a new Owner in the Windridge condominium community, you are automatically a member of the Windridge Co-Owners Association, Inc. (Association). The purpose of the Association is to provide for the administration and operation of the Association property.

The property consists of 221 individual homes or “Dwelling Units” and the Windridge Office, situated on approximately 72 acres of prime, wooded, park-like land atop the bluff overlooking Fall Creek Valley. On the Association property is the lovely Laurel Hall which is owned by Phi Kappa Psi Foundation for their offices and used as a wedding and events venue.

Other than the interior<sup>1</sup> of the homes (which you own), all the remaining property, referred to as either the “Common Area” or “Limited Common Area”, is mutually owned by all Owners through the Association. However, The Limited Common Area is limited to the use of the Dwelling Unit Owner, and not all Owners. Limited areas include Dwelling Unit garages, porches, entranceways, patios, balconies, and driveways.

The Association has a Property Manager, Business Manager and other staff who are the direct link between the Owners and Association, maintain the property and run the *business* of the Association, among other things. The Board of Directors acts on behalf of all Owners to set policy, enforce the governing documents, and hire the Property Manager, among other things.

As with any community, there are ways things are done; as with any condo Association, there are governing documents which exist to maximize the pleasure and benefits of our neighborhood. This Owner’s guide was designed to highlight for all Owners certain *good-to-know* information and *introduce you* to the governing documents.

The Board encourages each Owner to take the time to read and understand this Owner’s guide as well as the official governing documents referenced herein and available at [www.windridgecondos.com](http://www.windridgecondos.com).

Owners should also visit [www.windridgecondos.com](http://www.windridgecondos.com); it is updated frequently for information about homes for sale, social activities, and matters of interest. The Office staff will provide you the password for the Owners section. It contains the most current version of the governing documents, information regarding social activities, and forms to submit when requesting maintenance, landscape changes or architectural changes related to your Dwelling Unit.

Owners should verify with the Office that their contact information is correct. Information (Board minutes, Committee newsletters, safety information, etc.) is often relayed by email so please check your email regularly. Urgent information concerning water outage and/or safety issues in Windridge may also be communicated via text message or the electronic sign on the gate house. The tubes attached to each mailbox post are still used but will be phased out over time.

Should you have any other questions, do not hesitate to call or stop by and speak to the Business Manager or Property Manager in the Office by the South Gate.

Again, Welcome to Windridge! We are certain you will enjoy the peace and serenity found here in this lovely wooded setting, surrounded by friendly neighbors and efficiently maintained by our professional staff.

*From The Windridge Board of Directors*

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<sup>1</sup> Refer to governing documents, especially the Declaration, for a more detailed description of your ownership rights and responsibilities.

## GOVERNING DOCUMENTS

Owners are governed by three documents which you should be familiar with:

- Ninth Amendment to and Restatement of Declaration of Horizontal Property Ownership, Windridge Horizontal Property Regime (**Declaration**)
- Amended and Restated Code of By-Laws of Windridge Co-Owners Association, Inc. (**By-Laws**)
- **Rules and Regulations**

All three documents are available on the public and Owner-only sections of the [windridgecondos.com](http://windridgecondos.com) website and were made available to new Owners upon closing or shortly thereafter. Printed copies may be obtained at the Office. It is important that Owners refer to all three documents for a thorough explanation of the Association's guidelines.

**"All of the Owners, tenants, their guests and invitees, or any other person who might now or hereafter use or occupy a Dwelling Unit or any part of the Common Areas and Facilities shall be subject to the rules, restrictions, terms, and conditions set forth in the Declaration, the Articles of Incorporation, these By-Laws, the Indiana Horizontal Property Act and the Indiana Nonprofit Corporation Act of 1991, (the "Act"), all as the same may be amended from time to time, and to any Rule and Regulation adopted by the Board of Directors as herein provided."**<sup>2</sup>

What follows are highlights from these documents and some additional information to help get you up to speed in your new neighborhood.

## GOVERNANCE

### ***Board of Directors***

"The affairs of the Corporation shall be governed and managed by the Board of Directors (herein sometimes collectively called the "Board" and individually called "Directors"). The Board of Directors shall be composed of nine (9) persons who each own at least one (1) Dwelling Unit."<sup>3</sup> Members of the Board of Directors are elected by the Owners, are volunteers and receive no remuneration for their services. There is a Grievance Resolution Procedure available to any resident who wants to contest a Board decision and/or bring forward an issue with another Owner; contact the Property Manager for more information.

The Board of Directors oversees volunteer committees whose members also contribute to the benefits Owners derive from Windridge.

Currently, the following committees provide a variety of services and benefits:

Architectural	Landscape
Budget	Social
Newsletter	Investment

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<sup>2</sup> By-Laws Section 2.2

<sup>3</sup> By-Laws Section 4.1

Participation in a Windridge committee provides numerous opportunities for Owners to meet neighbors, become active in the community's social activities, learn more about the Millersville and Greater Indianapolis area, and share their personal skills and talents for the benefit of the entire community.

### **Meetings**

"At least annually, and at such other times as may be necessary or appropriate, a meeting of the Owners shall be held for the purpose of electing the Board of Directors, receiving and approving the annual budget, and for such other purposes as may be required"<sup>4</sup>... "Written notice stating the date, time, place of any meeting, and in the case of a special meeting the purpose or purposes for which the meeting is called, shall be delivered, mailed or emailed by the Secretary of the Corporation to each Owner entitled to vote thereat and, if applicable, to any Mortgagee not less than fourteen (14) days prior to the date of such meeting"<sup>5</sup> To accomplish our business, the Association holds the following meetings:

**Board of Directors Meetings:** Regular meetings of the Board are held on the *third Monday of the month* at 7:00 p.m. in the Community Room of the Office (or via phone/video call when in-person meetings are not possible). Owners are encouraged to attend Board meetings and any Owner wishing to address the Board may sign up prior to the start of the meeting.

**Annual Town Hall Meeting:** The Annual Town Hall Meeting of the Association generally takes place during the *third week of November*. The Board of Directors will present its proposed Annual Operating Budget for the upcoming year, together with any Special Assessments that may be under consideration. The purpose of this meeting is to provide Owners with the opportunity for full review of the proposed budget and time for Q&A. No regular business is conducted during this meeting.

**Annual Membership Meeting:** "The Annual Meeting for the Owners of the Corporation shall be held on the *second Sunday of December* of each calendar year. At each Annual Meeting, the Owners shall elect the Board of Directors of the Corporation in accordance with the provisions of these By-Laws, receive and approve the annual budget, and transact such other business as may properly come before the meeting."<sup>6</sup>

The Annual Membership Meeting is typically held at 1:00 p.m. At least fourteen days prior to this meeting, each Dwelling Unit will receive a ballot and meeting information. Owners who cannot attend this Annual Membership Meeting may vote by delivering their ballot prior to the meeting or by assigning a proxy to cast their vote per instructions. Other special business that requires the membership's input and participation may also be scheduled for this meeting.

### **Assessments**

**Regular Assessments:** "The annual budget as adopted shall, based on the estimated cash requirement for the Common Expenses in the next year as set forth in said budget, contain a proposed assessment against each Dwelling Unit based on the Percentage Interest of each Dwelling Unit. Immediately following the adoption of the annual budget, each Owner shall be given written notice of such assessment against each respective Dwelling Unit."<sup>7</sup>

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<sup>4</sup> By-Laws Section 3.1

<sup>5</sup> By-Laws Section 3.4

<sup>6</sup> By-Laws Section 3.2

<sup>7</sup> By-Laws Section 6.3

The Regular Assessment Fee is due on the first (1<sup>st</sup>) day of each month and will be deemed delinquent if not received by the tenth (10<sup>th</sup>) day of the month. A late payment is subject to a \$50 late fee per month. The Regular Assessment Fee may also be paid in advance at any time during the year.

**Special Assessments:** “From time to time Common Expenses of an unusual or extraordinary nature or not otherwise anticipated may arise. At such time...the Board of Directors shall have the full right, power and authority to make special assessments”<sup>8</sup>. Unless the Board reasonably believes there is insufficient time to call a meeting of the Owners, a “(1) resolution of the Board and (2) the approval of the Owners by a Majority of the Vote...at a Special Meeting duly called for such purpose, shall”<sup>9</sup> be approved.

#### ***Financial and Investment Planning Committee***

The Windridge Financial and Investment Planning Committee is composed of the several Owners who do not currently serve as members of the Board of Directors and who volunteer their time to:

- analyze and refine the Property Manager’s proposed budget
- recommend an annual operating and reserve budget to the Board for the upcoming year
- monitor and recommend adjustments to Association investments

This committee is supported by the Board Treasurer.

#### **SHARED RESPONSIBILITIES & ON-LINE REQUEST FORMS ([windridgecondos.com](http://windridgecondos.com))**

##### ***Windridge Community Expectations***

Windridge Co-Owners Association is committed to fostering a climate of open discussion and debate, mutual respect and tolerance between all who live in, work in and visit our community. The following guidelines set the expectations for communication and behavior in Windridge.

- We expect each individual, whether an Owner, resident, guest, board or committee member, staff member, business partner or contractor, to be accountable for his or her own actions and words and those of their guests.
- We believe all interactions in the community should be civil despite any differences of opinion on a particular issue. We believe in finding common ground and engaging in civil discussion about community issues important to each of us.
- We vow to respect all points of view and will strive to provide a reasonable opportunity for all to express their views openly—without attacks and antagonization. We agree to keep our discussions focused on the business issues at hand, as well as on the ideas and desired outcomes.
- We urge all residents to be engaged and informed. Get to know your neighbors, your board members and those employed by Windridge to care for our community. Attend meetings, join a committee or serve on the board. Understand the community’s rules, regulations and covenants, and the value they add. Ask questions, share your opinions and vote.
- We believe these commitments to civility, as well as engaged and informed residents, are a vital part of our shared goal of being a vibrant, thriving community.

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<sup>8</sup> By-Laws Section 6.4

<sup>9</sup> By-Laws Section 6.4

## **Maintenance and Repairs**

Maintenance and repairs are addressed in all 3 governing documents: By-Laws, Declaration, and Rules and Regulations.

- The By-laws provide “Every Owner shall promptly perform all maintenance and repair within his(*her*) own Dwelling Unit, patio, deck and balcony, which, if neglected, would affect the value of the (*Association*) Property and is the responsibility of the Owner to make personally”<sup>10</sup>.
- The Declaration provides “Each Owner shall at his(*her*) expense, be responsible for the maintenance, repairs, decoration and replacement within the interior of his(*her*) own Dwelling Unit, Garage, and Storage Areas, basement, and the heating, air conditioning and other equipment services his(*her*) Dwelling Unit...”<sup>11</sup>
- Rule and Regulation Number Four goes into more detail and includes the Windridge Dwelling Unit Owner’s Maintenance Checklist Addendum A - which is at the end of this Owner’s guide.

If you observe a maintenance item which is the responsibility of the Association, you may submit a Work Order request in the Owner’s section of the [windridgecondos.com](http://windridgecondos.com) website. If approved, the Property Manager will assign the work order to the maintenance staff. Please do not ask maintenance staff to perform work for you; the staff are not authorized to accept assignments directly from Owners.

In general, Owners have a duty to maintain the neighborhood’s attractive appearance. For example, driveways and yards should be kept free of paper, yard waste and any other materials, furniture or decorative objects that might hamper the health and safety of others or the attractiveness of the property.

## **Insurance**

“Each Owner shall have the right to purchase additional insurance as he(*she*) may deem necessary, and **each Owner shall be solely responsible for loss or damage to the contents of his(*her*) own Dwelling Unit, however caused**, including all floor and wall coverings, and fixtures and betterments<sup>12</sup> installed by the Owners ....and the Association shall have no liability to any Owner for loss or damage to the contents of any Dwelling Unit.”<sup>13</sup>

Per Rules and Regulation Number Five – “Dwelling Unit Owners are responsible for insuring their portion of the Building/Dwelling Unit (i.e., the interior), all of their personal property/contents, and any personal liability arising out of their Unit or activities.” Each **Owner should obtain their own Condominium Owners’ Insurance Policy (HO-6)** which should provide fire and extended coverage insurance for their personal property and the building property that is their responsibility (generally everything from the exterior walls drywall in, the sub-floor up, and the highest ceiling drywall down).

Windridge Co-Owners Association, Inc. maintains fire and extended coverage insurance only on that portion of each structure from the unfinished drywall to the exterior surface of the outside walls, and from the unfinished drywall ceilings of the uppermost floor level to the exterior roof surface.”

**NOTE: Owner responsibility to *insure* is NOT the same as Owner maintenance responsibility so make certain you have sufficient insurance in case of a major loss.**

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<sup>10</sup> By-Laws Section 6.7

<sup>11</sup> Declaration 14

<sup>12</sup> Refer to governing documents, especially the Declaration, for a more detailed description of your ownership rights and responsibilities.

<sup>13</sup> Declaration 18

## Architectural Alterations

Architectural alterations are addressed in all 3 governing documents: the By-Laws, the Declaration, and Rules and Regulations.

- The By-laws provide “Nothing shall be done or permitted in any Dwelling Unit which will impair the structural integrity of any Building or which would structurally change any Building”<sup>14</sup>.
- The Declaration provides “No Owner shall make any alternations or additions to the Common Areas or Limited Areas without the prior written approval of the Board of Managers, nor shall any Owner make any alterations to his(*her*) respective Dwelling Unit...which would affect the safety or structural portion of the Dwelling Units.”<sup>15</sup>
- Rule and Regulation Number One goes on to say that “if a Dwelling Unit Owner desires to alter or change any structural component (including but not limited to load-bearing walls, floor joists, beams and trusses) or exterior appearance of his or her Unit, the Owner must submit a written request to do so before any alterations or changes are made.”<sup>16</sup>

Please submit an Architectural Request Form in the Owner’s section of [windridgecondos.com](http://windridgecondos.com) for review by the Architectural Committee. They will make a recommendation to the Board who will then either approve or deny the request. If the Board should deny the request, the Board shall advise the requesting Owner of its reason(s) for denial. ***Owner’s can appeal following the Grievance Resolution Procedure.***

These changes include, but are not limited to:

Windows and Doors	Decks	Balconies	Fences
Exterior lighting	Exterior painting	Porch enclosures	Satellite dishes

**NOTE:** Owners are free to choose the vendor of their choice to perform (approved) projects.

The vendor should be licensed and insured. If Owners wish to perform the work themselves, or use a friend or relative, a HOLD HARMLESS form must be completed to protect the assets of the Association, in case of injury or damage to the Association’s property.

## Landscape – Services

One of the significant benefits of condo living is the knowledge that someone else will be responsible for taking care of many aspects of yard maintenance.

- The Association mows lawns weekly or as needed, tends Common Area beds and trees, applies weed and feed seasonally, and removes leaves in the fall.
- Gutters are blown clear twice a year
- Lawns are not routinely watered as they will go dormant if not watered and recover later.
- Dead, diseased, damaged or dangerous trees are removed periodically.

Windridge utilizes the services of dedicated landscape professionals.

- Grass cutting and trimming of shrubs located in the Common Areas are determined by the staff’s schedule and the weather. Those area assignments are very specific with the goal to ensure that

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<sup>14</sup> By-Laws Section 7.1(f)

<sup>15</sup> Declaration 15

<sup>16</sup> Rule and Regulation One



every Dwelling Unit is serviced within the schedule. In order to facilitate the completion of this goal, **Owners are requested not to ask workers to deviate from that schedule.**

### ***Landscape – Alterations and Decoration***

**Landscaping adjacent to the foundation of each Dwelling Unit is the responsibility of the Owner.**

- This includes the planting and maintenance of trees, shrubs, and flowers.
- Owners are responsible for their foundation plantings and authorization is not required to plant annuals and perennials.
- Lawns will go dormant if they are not watered, but trees, shrubs, and flowers need attention. While keeping in mind the importance of water conservation, Owners **must still address the watering needs of their foundation plants.**

Landscape alterations to a Dwelling Unit's foundation are addressed in the By-Laws and Rules and Regulations.

- The By-laws provide "No Owner shall be allowed to plant trees, landscape or do any gardening in any of the Common Areas or Limited Areas, except with the express permission from the Board"<sup>17</sup>.
- Rule and Regulation Number Two goes on to say
  - Trees: "Dwelling Unit Owners must request authorization from the Association before planting new trees or removing and/or replacing live, dead, diseased or storm-damaged trees."<sup>18</sup>
  - Plantings: "Authorization by the Association is required before Dwelling Unit Owners add to, change or remove plant material such as trees, shrubs, ground cover, planting beds or other natural items that are part of Windridge's Common Area or Limited Common Area."<sup>19</sup>
- Please submit a Landscape Proposal Form at [windridgecondos.com](http://windridgecondos.com) for review by the Landscape Committee. A recommendation will be made to the Board who will then either approve or deny your request. **Owners can appeal following the Grievance Resolution Procedure.**
- Owners are responsible for the contractor for such requests, and if the contractor is not licensed and insured, the Owner must accept liability.

**Exterior Decorative Objects:** In Limited Common Area, you must submit a Landscape Request before adding ANY pavers, stepping stones, benches or free-standing swings, bird feeders, bird houses, birdbaths, or other decorative objects in the area surrounding your Dwelling Unit. The placement of any decorative objects in Common Area is limited to statuary and sculptures of natural colors in non-grassy areas only and requires prior approval through a Landscape Request.

**Mailboxes:** While usually in grassy Common Area, you may have inherited plantings at the base of your post. You may continue to maintain, or you may request a Work Order to have the area returned to grass. Adding any new plantings or decorative objects requires a formal Landscape Request and approval.

**Invasive Plant Species:** A copy of the current list of the Indiana Prohibited Invasive Plant Species can be found with the on-line Owner forms on [windridgecondos.com](http://windridgecondos.com) or at the Office.

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<sup>17</sup> By-Laws Section 7.1(m)

<sup>18</sup> Rule and Regulation Number Two

<sup>19</sup> Rule and Regulation Number Two

## RULES TO KNOW

### ***Signs (Rule and Regulation Number Three)***

#### **Real Estate Signs:**

- For Sale, For Rent, or For Lease signs – or any other type of window advertising or marketing display – are not permitted on any part of the Windridge property or any Dwelling Unit.
- However, Realtors or Owner sellers are permitted to display Open House signs for a period not to exceed two (2) days per week (typically Friday night until immediately following the Open House).

**Political Signs:** Owners may display political signs or displays within the property they own, including doors and windows, provided that:

- It is a single sign *only*;
- The sign may be no larger than 24" x 30" in size; and
- The posting is limited to no more than 30 days prior to an election and five days (5) following the election.

However, no political signs are permitted at any time upon any Common or Limited Common Area, including mailboxes or any other exterior locations.

**Other Types of Signage:** In addition, Owners are prohibited from posting For Sale signs or signs for other items, e.g., crafts, holiday greetings, or Lost & Found notices.

### ***Pets (Rule and Regulation Number Six)***

- Pets may be taken outdoors only when on a sturdy leash and continuously under direct visual supervision.
- Pet owners (*and your guests who bring pets into Windridge*) are responsible for controlling their pets and for the removal and cleanup of any and all waste created by a pet.
- Pet owners will be fully liable for any damage to Common Areas or Limited Common Areas caused by their pets.
- Tethering of any animal is specifically prohibited within Windridge.
- Owners may NOT install fences, invisible fences or gates to restrict animals.

The Dog Park on Whisperwood Drive welcomes all well-behaved resident pets to exercise. Please keep an eye on your cats for their safety.

### ***Propane, Natural Gas and Charcoal Grills (Rule and Regulation Number Eight)***

The Association requires Owners to use safe practices when operating gas or charcoal grills. All Owners are expected to follow these guidelines:

- Gas and charcoal grills may not be operated within the living area or garage of any Dwelling Unit. When not in use, grills may be stored in the garage. When in use, the grill must be operated at a safe distance from the exterior structure of the Dwelling Unit and ten (10) feet is recommended. A fire extinguisher needs to be in close proximity. ***NEVER leave any grill unattended while in use.***
- Propane and natural gas grills must have the main valve on the tank closed when the grill is not in use. Check the gas cylinder hose for leaks before using the grill for the first time each year. No more than two (2) 20 pound propane tanks (including the tank connected to the grill) may be stored in any Dwelling Unit garage.

**July 2022**

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- Charcoal grills may not be operated on a wood deck or any other flammable surface. After use and before storing, the coals must be extinguished and properly disposed in a metal container. ***NEVER add liquid fuel to hot coals or a kindling fire.***

#### ***Fireworks (Rule and Regulation Number Ten)***

In order to protect the safety of the people, pets, and property of Windridge and allow for the quiet enjoyment of our community, the discharge or display of any fireworks is prohibited anywhere within the Windridge community. This includes fireworks of any and all types, including but not limited to, bottle rockets, roman candles, fire crackers, sparklers, ground spinners, cone fountains, wheels and cylindrical fountains.

#### ***Termites (Rule and Regulation Number Eleven)***

- It is the responsibility of the Association to inspect and treat Dwelling Units for termite infestation.
- The Association will arrange for termite inspections and treatment that it deems necessary and will pay for all termite inspections and treatment.
- It is essential that Owners cooperate with the termite inspectors and allow them reasonable access to the interior and exterior of the respective Dwelling Units.
- Failure to support this inspection process is considered negligence and the failure to adequately maintain the property is a threat to the property of other Owners.
- Termites feed on cellulose (wood-based fiber) and need moisture to survive. Wood or paper products placed on moist ground encourage termite infestations. Therefore, firewood should be stored outside, at least six feet from building walls, and should never be stored in a garage or adjacent service area.
- Mulch should not be mounded any closer than six inches from a building foundation or siding.

#### ***Vehicle Regulations, Parking and Towing (Rule and Regulation Number Seven)***

**Speed Limit & Stop Signs: Without exception, the Speed Limit throughout Windridge is 20 MPH.**

- It is critically important that all Owners and guests observe the speed limit and posted signs.
- Walking for exercise is a favored activity in Windridge and without sidewalks, pedestrians and vehicles must share the narrow roads. Walkers should stay on the left side of the road facing oncoming traffic.
- Drivers must drive slowly to be observant and considerate of pedestrians and other vehicles.

#### **Parking & Towing:**

- Owners are required to park their vehicles in their garages. Overnight parking is only allowed in garages, in driveways or in approved parking spaces. Guest parking is not to be used by Owners for long-term parking.
- Parking on the grass is not allowed. Vehicles parked on the street should keep all tires on the pavement to prevent damage. Extended or overnight guest parking is not allowed on the streets between 12 p.m. and sunrise. Violators will be subject to towing.
- In addition, no boats, campers, trailers, buses, mobile homes, trucks, motorcycles, mini-bikes or any other unconventional vehicles of any description are permitted anywhere within the Windridge property unless such vehicles are parked or stored completely enclosed within a garage.

## **LIVABILITY**

### ***Neighborhood***

- Windridge values and seeks to maintain positive relationships with its neighbors, Cathedral High School and the Phi Kappa Psi Foundation at Laurel Hall. Windridge is also a member of the Millersville Fall Creek Neighborhood Association.
- On occasion, events may cause extra traffic or noise disturbances. Please advise the Office or the Property Manager of the date and time of the issue.
- Individual Owners are not to contact the business or other Owner with their complaint.
- With a neighbor complaint, only call the police if there is a crime in progress or an emergency situation is observed.
- If you observe a crime in progress, please call the police first at 911.

### ***Security***

One of the many benefits of Windridge living is the sense of security that a gated community provides. However, Owners are responsible for keeping their Dwelling Units secured by locking doors and windows, closing garage doors, turning on front and back outside lights and keeping shrubs trimmed. Although gates, streetlights, and fences enhance the security of the Windridge neighborhood, they cannot replace the need for Owners to use common sense and to adhere to safe practices.

**If you see something, say something.**

#### **Gate Access:**

- The gated system is designed to reserve Windridge access for Owners, their guests, and service/repair/delivery providers.
- New Owners receive a remote opener which is used to activate entrance gates.
- Owners can authorize gate access for guests by sharing their three-digit Call Codes.
- By notifying guests of these codes in advance, Owners can prevent bottlenecks at the gate.

#### **Exterior Garage Lights:**

- Garage lights automatically turn on at dusk, contributing to Windridge's overall charm. These lights also help improve nighttime visibility and security. Solenoid sensors (dawn-to-dusk switches) operate the garage lights and they must be kept in working order.
- The Association replaces bulbs. Owners are requested to call the Office or email [windridgecondos@gmail.com](mailto:windridgecondos@gmail.com) when a bulb burns out. A member of the maintenance staff will come and install the replacement.
- Maintenance of the fixtures themselves is the Owners' responsibility (pending approval of an Architectural request).

#### **Other Exterior Lighting:**

- Owners are encouraged to turn on front and back porch lights at dusk daily.
- When traveling out of town, Owners should leave those lights burning.
- Having identified dark areas near their homes, Owners can install dusk-to-dawn lighting or motion-triggered lights after receiving Board approval of an architectural request.

### ***Snow Removal***

When snowfall exceeds two inches, the Association provides snow removal from the streets. When snowfall exceeds four inches, driveways will also be cleared. In addition, sidewalks will be cleared if the Owner requests this service in writing at the start of the winter season. Sidewalk snow removal will not commence until after streets and driveways have been cleared.

### ***Waste (Trash/Recycle/Tree Limbs/Yard Waste)***

**Blue Trash and Recycling Containers** may be placed curbside no sooner than 6:30 p.m. on the evening prior to the pick-up day and must be returned inside the garage – by 8:00 p.m. on collection day. Normal trash and recycling pickup is on Friday with exceptions for some holidays.

**Special Requests:** An Owner who prefer a smaller sized garbage container should contact the Department of Public Works and a swap can be arranged. Also, any Owner who is physically unable to manage the transport of their garbage container to and from curbside can request a garage pickup from Republic Services.

**Recycling:** Pickup is available biweekly through Republic Services for a fee and the city provides a separate (yellow lid) container for a small additional fee.

**Tree Limbs/Yard Waste:** When Owners trim trees or branches, they can be left curbside and will be picked up by Windridge maintenance staff.

### ***Dumpster and Storage Pod Use (Rule and Regulation Number Nine)***

1. Owners agree to notify the Office in writing prior to beginning any project that requires placement of either a trash dumpster or a storage pod in the driveway.
2. Owners agree to inform contractors that a dumpster may stay on the property **only** for the duration of the demolition phase – which may not exceed two weeks. After completion of the demolition phase, contractors will be responsible for the daily removal of all waste material.
3. Neither dumpsters nor storage pods may be placed anywhere other than on the Dwelling Unit's driveway. Placement in the streets blocks vision and is a safety threat for pedestrians as well as for drivers. Placement on the lawns destroys grass and prevents maintenance by the lawn crews.
4. Storage pods will be permitted to remain in the Owner's driveway for no more than three days, as required for loading/unloading. By providing a copy of this policy to the pod or storage pod vendor, the Owner can prevent misunderstanding among the various parties.
5. An Owner must request prior approval from the Windridge Property Manager at [windridgecondos@gmail.com](mailto:windridgecondos@gmail.com) or by calling the Office if a few days of additional time is needed for either to dumpster or storage pod to remain.

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**ADDENDUM A**  
**WINDRIDGE DWELLING UNIT OWNER'S CHECKLIST**  
**ITEMS IN *BOLD* REQUIRE BOARD APPROVAL**

		Association Responsibility	Owner Responsibility
Driveways-Asphalt	Repair/Replace/Seal Coat	X	
Driveways-Concrete	Repair/Replace	X	
Electrical-Dwelling Unit	Repair/ <b>REPLACE</b> – Entire Electrical System		X
Electrical – Exterior Yard Lights	Repair/ <b>REPLACE</b>		X
Electrical – Exterior Garage Light Fixtures	Repair/ <b>REPLACE</b>		X
Electrical - Exterior Garage Light Bulbs	Replace/Install (standard or candelabra base only)	X	
Fences constructed by Association	Repair/Replace	X	
Fences constructed by Owner	Repair/ <b>REPLACE</b>		X
Decks, Patios, Balconies	Paint/Stain/Repair/ <b>REPLACE</b>		X
Doors – Exterior, Frame and Cas-ing	Paint (during regular paint cycle)	X	
Doors – Exterior, Frame and Cas-ing	Repair/ <b>REPLACE</b>		X
Garage Door & Openers	Repair/ <b>REPLACE</b>		X
Gutters & Downspouts	Clean/Repair/Replace	X	
Heating & Air Conditioning	Maintenance/Repair/Replace		X
Insurance – Fire and Extended Coverage	Dwelling Unit – Exterior	X	
Insurance – Fire and Extended Coverage	Dwelling Unit – Interior		X
Landscape – Common Area	Repair/Maintain/Replace	X	
Landscape - Lawn	Mowing, Weed Kill, Grubs, Shrub Trimming, Fertilization, Leaf Removal	X	
Landscape – Area adjacent to Dwelling Unit Foundation	Shrubs, Flower and Landscape Beds		X
Mail Box	Paint /Repair/Replace	X	
Pest Control- Termites	Inspection/Treatment/Control	X	
Pest Control - Others			X
Plumbing -Service Line to Foundation	Repair/Replace	X	
Plumbing – All Interior/Crawl Space/Attic/Spigots/Sump Pump	Repair/Replace		X
Roads	Repair/Replace	X	
Roofs	Repair/Replace	X	
Sidewalks – Concrete, Wood	Repair/Replace	X	
Sidewalks – Decorative	<b>INSTALL</b> /Repair/ <b>REPLACE</b>		X
Siding	Paint/Repair/Replace	X	
Snow Removal – Roads/Driveways/Sidewalks	According to Snow Removal Policy – Sidewalks by request only	X	
Windows – Exterior, including frame, trim, and casing	Paint (during regular paint cycle)	X	
Windows – Exterior	<b>REPAIR/REPLACE</b>		X
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This information was prepared by current Windridge residents to introduce you to your new home. This does not replace or supersede the legal documents which guide Windridge operations (e.g., By-Laws, Declaration, Rules and Regulations) and were provided to you on or before your closing. If you did not receive these documents at your closing, please contact the Office (email windridgecondos@gmail.com). Also does not substitute for insurance advice.