

RED CEDAR CANYON TOWNHOUSE ASSOCIATION (RCCTA)  
Rules, Regulations and Policies

**Architectural, Landscape or Irrigation Modification Request**

Please print and return completed application to:  
Red Cedar Canyon Townhouse Association c/o MJF and Associates  
1940 S. Greeley St. Suite 104 | Stillwater, MN 55082 | matt@mjfandassociates.com

Agreement  
Owner Name \_\_\_\_\_  
Address \_\_\_\_\_

I, \_\_\_\_\_, the undersigned, being the owner of the above listed property located in the Red Cedar Canyon Townhouse Association. hereby apply to the association board of directors for approval of the proposed described below. I acknowledge that I have received and have read the documentation from the association regarding architectural/landscape changes to my property, and I hereby agree to all conditions and requirements stated in that document as well as the conditions and requirements referred to below.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Brief description of the proposed change or modification Note: Please include any changes to color**

Proposed start date \_\_\_\_\_ Proposed completion date \_\_\_\_\_

**Note:** All proper permits will need to be purchased. If trees/bushes are being planted, installation site must be approved by Diggers Hotline. Irrigation requests must be approved by the board prior to modifications.

Will a dumpster need to be placed on the \_\_\_\_\_yes \_\_\_\_\_no  
Will any other homeowner be affected by the \_\_\_\_\_yes \_\_\_\_\_no (If yes please explain.)

**Contractor information**

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone number \_\_\_\_\_

Is the above contractor licensed and insured if necessary? \_\_\_\_\_yes \_\_\_\_\_no

**Attachments**

Diagrams or drawings of the modifications or pictures of materials are useful in the approval process

Drawings & plans \_\_\_\_\_ Specifications \_\_\_\_\_ Pictures \_\_\_\_\_ Other (Please List)

Manufacturer \_\_\_\_\_

**Note:** Please refer to your association documents for the association-specific conditions and Requirements for architectural, landscape and irrigation changes.

Adopted by Red Cedar Townhouse Association Board of Directors on July 13, 2017

# RED CEDAR CANYON TOWNHOME ASSOCIATION (RCCTA)

## POLICIES

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### **Attached/Fixed Townhome Lighting Policy**

It is the intent of the BOD to ensure residents are safe and secure, to allow all neighbors a tranquil, peaceful setting and to provide uniformity to the neighborhood.

The policy, first and foremost, allows all homeowners the right to use their townhome's attached, fixed lighting to provide safety and security for their homes. However, all surrounding homeowners should still be able to enjoy their outside areas without errant, harsh, bright lighting.

#### Guidelines and specifics for the attached, fixed townhome lighting fixtures:

1. All lighting attached to the townhome, which includes the garage soffit light, foyer soffit light and patio light, **shall use LED bulbs no greater than 14 watts.**
2. Further, all LED 14-watt bulbs shall **not be greater than a 2700 Kelvin rating.**
3. The garage soffit light, which includes the motion sensor activated unit, is included in this policy.

Note: **watts determines brightness; Kelvin determines the color temperature** of the bulb as it relates to warm white, bright white, amber, etc.

# RCCTA CODE OF CONDUCT

RCCTA is committed to providing a friendly, safe and welcoming environment for all residents. This code of conduct outlines our expectations for homeowners, neighbors, and guests/visitors' behavior as well as the consequences for any unacceptable or mean-spirited behavior. The expectation is that all homeowners will abide with this code of conduct.

We welcome your comments, questions, and suggestions. Your participation is encouraged but be aware, any violations to our code of conduct will not be tolerated and consequences will be enforced.

## **Expected Behavior**

- Be considerate, respectful, neighborly, and helpful toward your neighbors.
- Refrain from any demeaning, discriminatory speech or harassing behavior.
- Exercise patience and understanding when dealing with neighbors, board members or our property manager, his staff/crew, and our vendors.
- Please send suggestions, concerns, or complaints to the property manager or the BOD.
- When on site, please treat the property manager, staff/crew, and our outside vendors with courtesy, respect, and civility.

## **Unacceptable Behavior**

- Unacceptable behaviors include: intimidating, harassing, abusive, discriminatory, derogatory or demeaning conduct by any homeowner or their guests/visitors.
- Harassment includes: offensive verbal comments and any form of intimidation.
- Bullying refers to anyone using their strength or power to intimidate, threaten, or force their will upon others to coerce a result in their favor.
- Do not give instruction or suggestions to work crews. They are not the decision makers and are instructed by their supervisors to carry out their duties as assigned. Contact your property manager with complaints, he will communicate with the vendor.

## **Consequences Of Unacceptable Behavior on RCCTA Property and/or at Meetings**

\*\*\* Anyone asked to stop unacceptable behavior is expected to comply immediately.

1. 1st Offense - Warning
2. 2nd Offense - Required attendance at a Special Meeting with the BOD; BOD also has an option to assess a fine; \$50 each occurrence.

## **What To Do If You Are Subject To Unacceptable Behavior**

1. If you are subject to any unacceptable behavior, immediately notify our Property Manager or a member of the HOA Board.
2. Make sure to keep a record of all bullying incidents and save hard copies of all emails, IMs, text messages, or other harassing communication for evidence.
3. Again, to be very clear; anyone asked to stop threatening behavior, or intimidating speech is expected to comply immediately. Any physical confrontation will result in law enforcement being informed and a complaint being filed.

## **CODE OF CONDUCT - FOR RCCTA MEETINGS**

All homeowners who attend a RCCTA meeting will . . . . .

1. Address all attendees in a kind and respectful manner and will confine their comments to items relevant to the the agenda item being discussed.
2. Members must maintain decorum, sit quietly, and refrain from speaking until recognized by the meeting chair. During officer reports, Members are to hold all questions until the reports are finished, then raise their hands and wait to be recognized.
3. Members must refrain from engaging in personal oral attacks on either Board Members, fellow Association Members, the Association Manager and/or anyone else present in the room.
4. Members must at all times behave with common courtesy and civility, and refrain from the use of abusive, rude, threatening, or crude language.
5. Remember we are all neighbors and your Board Members are all volunteers.

## **BASIC RULES & GUIDELINES FOR MEETINGS**

1. Follow the agenda:
  - You may submit items for the agenda not listed in preliminary published agenda.
  - Where possible urgent items will have priority and be addressed first.
  - Any new topics will be addressed at the end of the meeting.
2. Three Ways to Be Recognized During the Meeting:
  - Point of Privilege: can't hear, room is too hot or cold, etc.
  - Point of Information: have questions about statements or data
  - Point of Order: object to procedure or personal affront
3. Speak no more than 3 minutes unless Chair allots more time.
4. Members may not speak for a second time until everyone who wants to speak has been given a chance to speak once and then as time allows.
5. Members may not speak more than twice on any one issue, subject to the discretion of the meeting chair.
6. Members must not interrupt anyone who validly (as determined by the chair) has the floor, or otherwise disrupt the meeting.

# RED CEDAR CANYON TOWNHOME ASSOCIATION (RCCTA)

## POLICIES

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### **Collection for Fees, Assessments, Bills for Services Policy**

The timely remittance of fees, assessments and bills for services incurred by each townhouse owner is essential to the smooth functioning of the townhouse association and the proper maintenance of the association property.

The Board of Directors of Red Cedar Canyon Townhome Association had adopted the following policy for collection of delinquent townhouse owners' maintenance fees, assessments, and bills for services:

- Maintenance fees, assessments and bills for service are due on the first day of each month of the time period specified in the original notice.
- If no payment has been received by the eleventh day of the month, a notice will be sent advising the homeowner that a payment is past due, another payment is due, another \$15.00 late fee will be assessed and the \$15.00 late fee from the previous month is also due.
- If no payment is received on the first day of the following month, a notice will be sent advising the homeowner that one payment is past due, another payment is due, another \$15.00 late fee will be assessed and the \$15.00 late fee from the previous month is also due.
- A final notice will be sent on the eleventh day of the second month advising the homeowner that he or she has ten days to respond by sending two payments past due plus the late fees or the account will be turned over to the association attorney for collection.

The homeowner is to be advised the attorney charges \$170.00 per hour for his services and the homeowner will be responsible for all charges.

# RED CEDAR CANYON TOWNHOME ASSOCIATION (RCCTA) POLICIES

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## **Collection /Enforcement for Fines/Violation Policy**

Under the direction and authority of the RCCTA Board of Directors, the Property Manager will give notice of fines, fees, late fees and interest to RCCTA homeowners who are in violation of RCCTA governing documents and/or policies, rules, or regulations. Fines of \$25 per day will be imposed per violation.

- The Property Manager will notify homeowner of violation(s) of RCCTA regulations or policies.
- A fine of \$25 per day will be imposed if the violation continues after 72 hours of initial notice.
- After 10 days, at \$25 per day (\$250 total), the notice of violation and enforcement of policies will be turned over to RCCTA's attorneys.
- Homeowners will be responsible for notifying the Property Manager when they are compliant.

References: Article IV, Section 8, A. Article V, Section 23, C & D

# RED CEDAR CANYON TOWNHOME ASSOCIATION (RCCTA)

## POLICIES

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### **Emergency Policy**

If a homeowner feels there is a problem at their home requiring immediate attention, they may contact the Property Manager and ask that their problem is given top priority.

The assumption in this policy is that the homeowner is in the best position to determine if there is an emergency.

The board will rely on facts and details provided by vendors after service has been provided. If the service is not covered by the association, the homeowner will be charged back through their account with the Property Management Company.

If you wish to hire a vendor directly, you may do so at your own expense. All exterior work must receive prior authorization from the board.

NOTE: This policy is not intended to cover medical or other situations best served by calling 911.

# RED CEDAR CANYON TOWNHOME ASSOCIATION (RCCTA)

## POLICIES

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### **Exterior Brick Policy**

The purpose of this policy is to prevent any damage to the brick exteriors from unit owners attaching items to the outside brick/mortar of their units. RCCTA is responsible for the maintenance and repair of all unit exteriors as outlined in the covenants.

The Architecture committee will be doing periodic inspections of all neighborhood units to look for any damage caused by items attached to the brick/mortar by the homeowner. If any items seen have caused brick deterioration, homeowners will be notified that they need to be removed and will be repaired by a brick mason at RCCTA expense.

**Any new architecture modification requests to brick/mortar will NOT be allowed.**

**When townhome ownership changes, all existing attachments to the brick/mortar need to be removed and repaired by an RCCTA approved vendor.** The new owners will be advised in the HOA welcome packet that no attachments to the brick/mortar are allowed.



# RED CEDAR CANYON TOWNHOME ASSOCIATION (RCCTA)

## POLICIES

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### **External Lighting and Decorations Policy (page 1 of 2)**

#### **General Guidelines in Using Additional Exterior Lighting and/or Decorations**

- All additional lighting and decorations should not interfere with another homeowner's right to enjoy their property.
- Lighting should be turned off at 10:30 pm; and be displayed only on patio and adjacent landscape/mulch area.
- Holiday lights and decorations should be removed after a reasonable time, three (3) weeks after the holiday, weather permitting.
- For safety reasons motion detection lights, garage, front entrance, patio lamps/lights may remain on.
- All disputes on use of lighting and displaying decorations will be decided by the RCCTA Board of Directors.

#### **ADDITIONAL EXTERNAL LIGHTING POLICY**

The purpose of additional exterior lighting should be to provide safety and enjoyable ambient lighting around the homeowner's immediate property. The following list is not all inclusive and additions to the list will be made as necessary:

- Ambient Lighting - twinkle and other ambient lighting allowed on patio and adjacent mulch area only, sidewalk solar lights are permissible in all mulch areas.
- Awning and Umbrella Lighting - permissible on the underside only.
- Landscape flood/spotlights- must have BOD approval if placed in front of unit.
- Motion Detection Lights - allowed by entrances only, may not be permanently attached to exterior. When activated the light must only illuminate the homeowner's immediate entrance area.
- Flag pole Lighting - State & Federal statutes require flags to be illuminated at night.
- Large bulb string lights, party lights, laser, strobe or neon lighting is not allowed.

#### **DECORATIONS - HOLIDAY DECORATIONS**

PER RCCTA ARTICLES AND BY-LAWS: ALL PERMANENT DECORATIONS MUST BE APPROVED BY THE BOARD OF DIRECTORS AFTER HOMEOWNER SUBMITS A WRITTEN REQUEST TO RCCTA

- Holiday decorations must be temporary and never permanently attached to the unit exterior.
- Holiday decorations should be removed within 3 weeks after the holiday, weather permitting.
- Christmas decorations and lights can be displayed Friday following Thanksgiving.
- Lighted holiday decorations should be turned off by 10:30 pm.
- Holiday decorations should not exceed gutter height.
- Holiday decorations are not allowed on any roof area.

# RED CEDAR CANYON TOWNHOME ASSOCIATION (RCCTA) POLICIES

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## **External Lighting and Decorations Policy (page 2 of 2)**

- HELPFUL HINTS:

WHAT DO I DO IF MY NEIGHBOR'S LIGHTS OR DECORATIONS ARE INTERFERING WITH MY RIGHT TO ENJOY MY PROPERTY?

1. Politely contact your neighbor and express your concern.  
-or-
2. Submit a written complaint to your Property Manager or Board of Directors. The complaint must be signed and include unit address of complainant(s).

\*\* Verbal complaints will not be considered for action by the BOD or property manager.

### **RESOURCES - from RCCTA Covenants and By-Laws**

#### **ADDITIONAL EXTERIOR LIGHTING**

Section 37. Exterior Lighting. All exterior lighting fixtures and standards shall be shown on submitted plans and shall comply with the overall lighting plan of the Declarant. All forms of exterior lighting shall be subject to approval of the Board.

Section 66. Exterior Lighting. Certain exterior light fixtures, such as those installed by Declarant at the corner of each garage, are designed and intended to be an integral part of the common exterior lighting . All such common exterior fixtures shall at all times be controlled by the Board of Directors by rule or resolution . The Board may require such lights to be controlled by a photo-electric cell, timer or other device and to prohibit the same from being turned off, disabled or modified, or the bulb therein replaced, except as authorized by the Board.

#### **HOLIDAY DECORATIONS**

Section 38. Exterior Ornaments . Exterior ornaments including but not limited to precast concrete, plastic or wood figurines, wishing wells and windmills (unless located on the patio) shall be prohibited unless approved by the Board prior to installation or construction .

#### **BOD AUTHORITY**

Section 68. Rules and Regulations. The Board from time to time shall adopt such other rules and regulations governing the use, maintenance and enjoyment of the Property, and the conduct of persons using the Property, as the Board in its reasonable discretion deems appropriate or necessary to implement the intent of this Declaration.

# RED CEDAR CANYON TOWNHOME ASSOCIATION (RCCTA)

## POLICIES

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### **Fencing Policy (Patio Fencing and Invisible Fencing)**

#### **PATIO FENCING**

Definition: A barrier that is permanently erected around a patio, unlike a trellis, or similar objects that are pushed into the ground and can be removed simply by pulling them out.

1. A permit is required from the City of Hudson.
2. Fencing rules:
  - a. Elite Fence Products is the only approved supplier.
  - b. Footings for fence must be standalone.
  - c. Construction must be Heavy Industrial, with no exposed screws.
  - d. Style is EFF-20.
  - e. Post size is 2 ½" x 2 ½" x .100 wall.
  - f. Picket spacing 3-13/16" x 1 5/8."
  - g. Maximum height is 5 feet.
  - h. Panel length is 6 feet.
  - i. Color is black.
  - j. All maintenance is the homeowner's responsibility.
3. Best Built Fence Co. (Tom Sherry, 715-307-2075) is the approved installer.

#### **INVISIBLE FENCING**

If you are considering adding invisible fencing to your yard, an Architectural, Landscaping or Irrigation Modification Request Form must be submitted and approved by the RCCTA Architectural Control Committee and/or Board of Directors before any work can begin. Article VI of the Red Cedar Canyon Townhome Association Declarations and Covenants specifies approval is required BEFORE owners make any changes in landscape, irrigation or architectural features.

Homeowners who currently have invisible fencing are required to register with the association. It is important the association has the information on record, in part for distribution to lawn maintenance and irrigation workers. Unit owners are asked to display an invisible fencing marker in an easily visible location as an ongoing reminder.

Unit owners are fully responsible for any damage down to invisible fencing, whether damage is natural or accidental. Lawn and irrigation crews and the association will not be held responsible for damages.

The form can be obtained from the property manager or found on the website. The application for fencing is to be submitted to the property manager and it must be approved/not approved.

# RED CEDAR CANYON TOWNHOME ASSOCIATION (RCCTA)

## POLICIES

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### Firepit Policy

The purpose of this policy is to define what “firepits” or “fireplace tables” are allowed in the RCCTA.

**In ground firepits are prohibited. For this policy, only portable (not permanent) tabletop fireplaces (includes table top, free standing/tower patio heaters) are allowed on the premises and which are either fueled with electricity, propane or natural gas.** It must be self-contained, must not produce offensive odors, must not produce ash, embers or other naturally flammable, floating particulates. There shall be no wood, paper, cardboard, etc. used to ignite or maintain the flame. It must be at least 10 feet from the existing building.

Homeowners are responsible for the portable fireplace table and its efficient, safe operation. Caution, just as with the free-standing outdoor grilling appliances, safe practices are of the utmost necessity (supervision, fire extinguisher, adults, etc.)

Example:



# RED CEDAR CANYON TOWNHOME ASSOCIATION (RCCTA)

## POLICIES

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### Flag Pole Policy

Many homeowners wish to display the American Flag at their homes. The requirements for flag display within the RCCTGA are as follows:

1. **Homeowners must complete the Modification Form requesting approval.** Once granted, installation may proceed.
2. All expenses for installation and maintenance are the responsibility of the homeowner are listed on the Modification Form.
3. If your home is sold, future maintenance is assumed by the new owners.
4. Flagpoles must be **no higher than 25 feet** and be made of high-quality aluminum.
5. Flags can be **no larger than 3' x 5.'**
6. Flag poles must be securely installed. No flagpole holders are allowed in/or brick.
7. Flag poles **must be placed in the mulch area.**
8. Only the **American flag is authorized for display. The Wisconsin state flag may be displayed in tandem with the American flag.**
9. Homeowners must observe proper care and comply with the regulations set forth by the U.S. Government at this website: <https://www.usa.gov/features.usagovs-guide-to-displayin-g-the-american-flag>.

#### Relevant requirements include:

1. The custom is displaying the flag only from sunrise to sunset.
2. If displaying the flag at night, the flag must be illuminated in such a way as to not be a disturbance to neighboring homes.
3. If the flag is tattered, it must be disposed of properly. The U.S. Post Office accepts flags for proper disposal.

#### Notes:

- **All request for flag pole installation must be approved by the board. A drawing for location and height must be submitted with the modification form.**
- **All flag poles installed prior to this date are grandfathered for height or other specification purposes.**

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#### 703.105 Display of the United States flag and political signs. (Wisconsin State Statute)

- (1) No bylaw or rule may be adopted, or provision included in a declaration or deed that prohibits a unit owner from respectfully displaying the United States flag.
  - 1m. No bylaw or rule may be adopted, or provision included in a declaration or deed that prohibits a unit owner from displaying in his or her condominium/townhouse a sign that supports or poses a candidate for public office or a referendum question.
- (2) Notwithstanding subs. (1) and (1m,) bylaws or rules may be adopted that regulate the size and location of signs, flag and flagpoles.

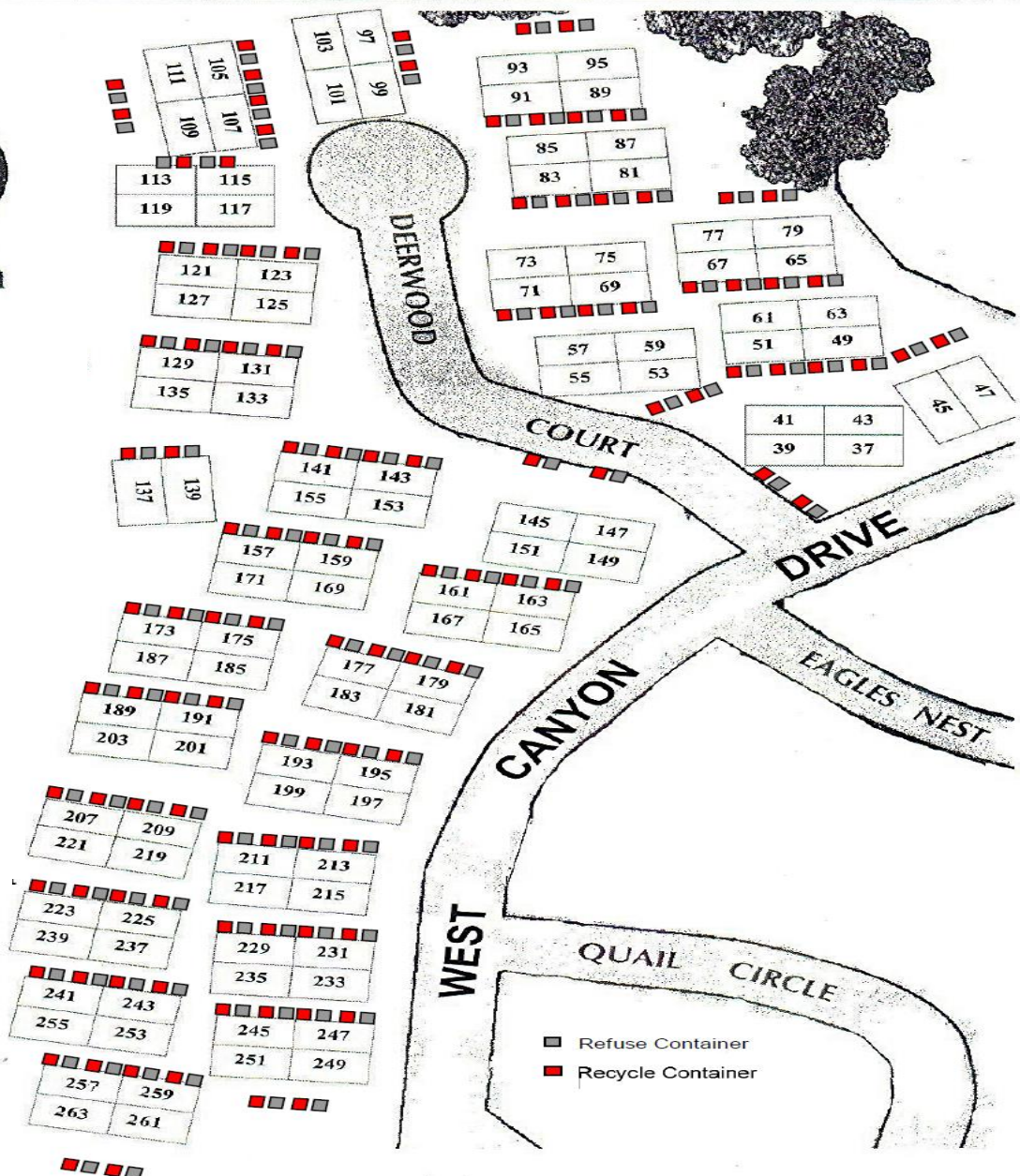
History: 2003 a.161; 2005 a.303.

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# RED CEDAR CANYON TOWNHOME ASSOCIATION (RCCTA) POLICIES

## Garbage Can Placement Policy

- Homeowners are required to store both the garbage and recycling containers inside their garage.
- The disposal company states containers should be put out by 6 am on collection day. Containers may be put outside the night before pickup day. Containers must be returned to the garage by the evening after pickup.
- Keep containers to the left or right side of aprons, 2 feet away from any wall and at least 3 feet apart.
- Keep containers at least 20 feet from end of lane to prevent trucks from driving on the grass.
- Homeowners are to call the Waste Management, 651-487-8546, if a pickup has been missed; do not call the Property Manager.



# RED CEDAR CANYON TOWNHOUSE ASSOCIATION (RCCTA)

## Rules, Regulations and Policies

### Guidelines for Modifying Landscaping within Mulched Areas

(Three attachments: Perennials, Shrubs, Trees)

The Red Cedar Canyon Townhouse Association may allow homeowners to modify landscaping in the mulched areas surrounding homes in the association.

Requests for Modifications must go through MJF and Associates for documentation purposes and to insure appropriate landscaping.

To request a modification, homeowners must complete the **Application for Architectural, Landscape or Irrigation Modification Request form**, available at MJF and Associates (sign in to download it), and send it to our property management firm, [www.mjfandassociates.com](http://www.mjfandassociates.com). Or call MJF and Associates at 612-819-0133.

The following guidelines have been adopted by the Red Cedar Canyon Townhouse Association Board of Directors based on recommendations of the board-authorized landscape Committee.

- When completing the form, include a sketch of all landscaping layout plans for board approval and recordkeeping.
- Landscape modifications are limited to the mulched areas surrounding homes and include ground plantings of flowers, perennials, shrubs, and trees. Landscape modifications are not allowed in the lawns or around trees in lawns.
- Borders must be maintained around mulched areas.
- The board will respond to your requests in a timely manner.
- When association-provided plants or trees are replaced, homeowners will be asked to select replacement plants or trees from the attached lists of approved perennials, shrubs, and trees developed by the association Landscape Committee. The lists are also available at [www.mjfandassociates.com](http://www.mjfandassociates.com). These plants and trees were selected as attractive and hardy for the Red Cedar Canyon landscape
- Homeowners who initiate landscape modifications out of personal choice (not because an association tree or shrub has died, for example) are responsible for all landscape modification expenses, as are future owners of that home.
  - Homeowner expenses and responsibilities include plant purchase, planting and upkeep, as well as any future removal.
  - Homeowners are asked to consider choosing plants from the lists of approved perennials, shrubs and trees developed by the association Landscape Committee.

Red Cedar Canyon Townhouse Association  
 Guidelines for Modifying Landscaping within Mulched Areas  
 Adopted May 1, 2017

# RED CEDAR CANYON TOWNHOUSE ASSOCIATION (RCCTA)

## Rules, Regulations and Policies

Perennial (Flower & Plant) List for RCCTH Homeowners

Common Name	Genus	Species	Average Height	Average Time of Bloom	Light Requirements	Attracts Hummingbirds	Attracts Butterflies	Attracts Pollinators
Asiatic Lily	Lilium	asiaticum	12-36"	June-July	Full sun to partial shade			
Aster	Aster		2-6'	August-Oct	Full sun to partial shade		X	X
Astilbe	Astilbe		12-36"	Spring	Partial shade to full shade			
Balloonflower	Platycodon		30-42"	June-August	Full sun to partial shade			
Beard-Tongue	Penstemon		12-36"	May-July	Full sun to partial shade	X	X	
Bee Balm	Monarda		2-5'	June-Sept	Full sun to shade	X	X	X
Bellflower, Harebell	Campanula		1-5'	June-Sept	Full sun to partial shade	X		
Big Bluestem Grass	Andropogon	gerardii	5-8'		Full sun			
Black/brown-eyed Susan	Rudbeckia		1-5'	June-Sept	Full sun to partial shade		X	
Blanket Flower	Gaillardia		12"	Summer	Full sun to partial shade		X	
Blazing Star	Liatris		1-6'	August-Sept	Full sun	X	X	X
Bleeding Heart	Dicentra		12-36"	May-June	Partial shade to full shade			
Butterfly Weed	Asclepias	tuberosa	24-36"	June-August	Full sun	X	X	X
Common Milkweed	Asclepias	syriaca	2-4'	June-August	Full sun to partial shade		X	
Coneflower	Echinacea		2-4'	July-Sept	Full sun to partial shade	X	X	X
Coral Bells	Heuchera		6-30"		Partial sun to shade			
Coreopsis/Tickweed	Coreopsis		12-36"	June-August	Full sun		X	X



# RED CEDAR CANYON TOWNHOUSE ASSOCIATION (RCCTA)

## Rules, Regulations and Policies

### Landscaping/Digging/Exterior/Plant Containers

- Once the modifications are approved by the board and at least 10 days before digging, MJF and Associates will coordinate with Wisconsin Diggers Hotline and Natures Touch Irrigation to flag utility and irrigation lines. These contacts are required to ensure that no damage is done to property by digging. Any property damage must be corrected at the homeowner's expense.
- Refuse must be disposed of according to the rules listed on the City of Hudson website. In 2017, garden/landscape refuse must be disposed of in recyclable paper bags available at Menards's, and each bag must be accompanied by a trash pick-up tag available the County Market service desk.

Containers offer an attractive way to display annual and some perennial plants. Note that plants displayed in containers/pots that are placed in the mulched areas do not require landscape modification request and approval.

Mulch is renewed by the association at each home every three years. However, homeowners may add mulch to their mulched areas at any time at their own expense, using only association approved ***Western Red Cedar Mulch***, available at Gerten's.

# RED CEDAR CANYON TOWNHOUSE ASSOCIATION (RCCTA)

## Rules, Regulations and Policies

Cranesbill	Geranium	12-24"	Summer	Full sun to partial shade	X	
Creeping Phlox	Phlox subulata	4-6"	Spring	Full sun to partial shade	X	
Daylily	Hemerocallis	12-36"	Summer	Full sun to partial shade		
False or Wild Indigo	Baptisia	3-5'	June-July	Full sun to partial shade	X	
False Sunflower	Helianthus	2-6'	June-Sept	Full sun to partial shade	X	
Feather Reed Grass	Calamagrostis acutiflora	3-5'	July-August	Partial shade to full sun		
Ferns	Fern	Varies		Varies		
Garden Phlox	Phlox paniculata	36-48"	Summer	Full sun to partial shade	X	
Helenium	Helenium	18-24"	June-Sept	Full sun	X	
Hen & Chicks	Sempervivum	4-6"		Full sun		
Hosta	Hosta	12-18"		Partial shade to full shade		
Indiangrass	Sorghastrum nutans	5-7'		Full sun		
Iris	Iris	18-40"	Spring	Full sun to partial shade		
Little Bluestem Grass	Schizachyrium scoparium	12-48"		Full sun		X
Maiden Grass, Flame Grass, Porcupine Grass, Silver Japanese Grass	Miscanthus sinensis	4-6'	Late summer to late fall	Partial shade to full sun		
Mum	Chrysanthemum	12-24"	August-Oct	Full sun		
Oriental Lily	Lilium orientalis	12-48"	July-August	Full sun to partial shade		
Ornamental Onion	Allium	12-48"	Varies	Full sun to partial shade		
Peony	Paeonia	18-40"	Spring	Full sun to partial shade		
Russian Sage	Perovskia atriplicifolia	24-48"	July-Sept	Full sun to partial shade	X	
Salvia/Sage	Salvia nemorosa	18-50"	June-Sept	Full sun to partial shade	X	

# RED CEDAR CANYON TOWNHOUSE ASSOCIATION (RCCTA)

## Rules, Regulations and Policies

**Tree List for RCCTH Homeowners**

Common Name	Genus	Species	Recommended Varieties	Height	Width	Light Requirement	Notes
American Smoke Tree	Cotinus	obovatus		12'	5'	Full sun	
Crabapple	Malus		Need to be Fireblight resistant	10-15'	8'	Full sun to partial shade	
Jade Butterflies Gingko	Ginkgo	biloba	Jade	15-25'	15-20'	Full sun	male only
Juneberry (Tree Serviceberry)	Amelanchier	x grandiflora	Autumn Brilliance	15-25'	15-25'	Part shade to full sun	
Japanese Tree Lilac, Lilac Ivory Silk Tree	Syringa	reticulata		15'	12'	Full sun	
Juniper, Red Cedar	Juniper	chinensis	Hetz Columnar	15'	8'	Full sun	
Pagoda Dogwood	Cornus	alternifolia		20'	25'	Part shade to full sun	
Royal Purple Smoke Tree	Cotinus Cog.	atropurpurea		12'	5'	Full sun	
Apollo Sugar Maple	Acer	saccharum	Barrett Cole	25'	10'	Full sun	This variety has a compact, columnar growth habit. Most other varieties are quite large.
Winged Euonymus	Euonymus	alatus	tree form	10'	5'	Full sun to partial shade	Rabbit damage, plan to protect
Wichita Blue Juniper	Juniperus	scopulorum	'Wichita Blue'	10-15'	4-6'	Full sun	

Trees hardy to Zone 4  
April 20, 2017

# RED CEDAR CANYON TOWNHOUSE ASSOCIATION (RCCTA)

## Rules, Regulations and Policies

Shasta Daisy	Leucanthemum	superbum	15-30"	July-Sept	Full sun to partial shade	X	
Spiderwort	Tradescantia		12-40"	June-July	Full sun to partial shade	X	X
Stonecrop or Sedum	Sedum		4-30"	Varies	Full sun to partial shade	X	
Switchgrass	Panicum	virgatum	36-50"		Full sun to partial shade		
Yarrow	Achillea		18-24"	July-Sept	Full sun to partial shade	X	

Plants hardy to Zone 4  
March 2017

# RED CEDAR CANYON TOWNHOUSE ASSOCIATION (RCCTA)

## Rules, Regulations and Policies

Ninebark	Physocarpus	opulifolius	Amber Jubilee, Tiny Wine, Tiny Wine Gold, Candy series, Little Devil	2-6'	3-4'	Full sun to partial shade
Redwing Viburnum	Viburnum	trilobum	JN Select	10'	7'	Partial shade to full sun
Snowberry, Coralberry	Symphoricar	albus, hybrid x		3-5'	4-6'	Full sun to partial shade
Spreading Yew	Taxus	x media		3-4'	5-7'	Full sun to partial shade
Weigela	Weigela	florida	Minuet, Tango, Spilled Wine	2-5'	3'	Full sun to partial shade
Wentworth Viburnum	Viburnum	trilobum	Wentworth	12'	12'	Full sun to partial shade

Shrubs hardy to Zone 4  
April 20, 2017

# RED CEDAR CANYON TOWNHOUSE ASSOCIATION (RCCTA)

## Rules, Regulations and Policies

### Red Cedar Canyon Townhouse Association Maintenance/Repair/Replacement Responsibility List

This maintenance chart is for informational purposes only. All maintenance responsibilities are governed by the Association's Declaration and Governing Documents.

	Association Responsibility	Homeowners Responsibility
<b>Exterior</b>		
Exterior Masonry /Siding (maintenance, repair and replacement)	X	
Soffits/Fascia/Trim (maintenance, repair and replacement)	X	
Exterior Calking (maintenance, repair and replacement)	X	
Roofs/Flashing (maintenance, repair and replacement)	X	
Gutters/Downspouts (maintenance, repair and replacement)	X	
Exterior Vents (maintenance, repair and replacement)	X	
Exterior Door, Patio Door & Window (maintenance, repair)	X	
Exterior Door, Patio Door & Window (cleaning of glass, painting)		X
Exterior Door, Patio Door & Windows (replacement)		X
Exterior Door &Window Frames – Exterior (replacement)		X
Window Screens/Glass (maintenance, repair and replacement)		X
Storm/Screen Doors (maintenance, repair and replacement)		X
Patio Slab (maintenance, repair and replacement)		X
Door Hardware/Locks (maintenance, repair and replacement)		X
Exterior A/C Units (maintenance, repair and replacement)		X
Exterior Light Fixtures (maintenance, repair and replacement)	X	

Adopted by the Red Cedar Canyon Townhouse Association Board of Directors, August 16, 2016. Revisions adopted August 22, 2016.

This document supersedes all previous lists of homeowner and/or association responsibilities.

# RED CEDAR CANYON TOWNHOUSE ASSOCIATION (RCCTA)

## Rules, Regulations and Policies

	<b>Association Responsibility</b>	<b>Homeowners Responsibility</b>
<b>Interior Maintenance</b>		
Walls/Floors/Ceilings/Interior Doors (maintenance, repair and replacement)		X
Fixtures/Appliances (maintenance, repair and replacement)		X
Interior Window Trim (maintenance, repair, replacement and paint)		X
Plumbing/Sewer Lines from dedicated public street to foundation of unit	X	
<b>Garages</b>		
Interior of Garage		X
Garage Doors		X
Garage Door Hardware		X
<b>Landscape</b>		
Lawn	X	
Trees/Shrubs/Plants	X	
<b>Snow Removal</b>		
Walkways/Entryways (at or above trigger depth)	X	
Driveways (at or above trigger depth)	X	
Walkways/Entryways (below trigger depth)		X
Driveways (below trigger depth)		X
Patios (any depth)		X
<b>Unit Systems</b>		
Interior A/C, Furnace, Water Softener		X
Electric/Breakers/Outlets		X
Plumbing/Sewer Lines from foundation inward		X
Pest Control		X
Interior Vents		X

Adopted by the Red Cedar Canyon Townhouse Association Board of Directors, August 16, 2016. Revisions adopted August 22, 2016.

This document supersedes all previous lists of homeowner and/or association responsibilities.

# RED CEDAR CANYON TOWNHOME ASSOCIATION (RCCTA)

## POLICIES

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### Mulch Policy

The RCCTA will continue applying mulch to the townhomes using the **established rotation schedule of every three years**. The schedule for the upcoming years is as follows:

Year	Units
2021	113-187
2022	37-111
2023	189-263
2024	113-187
2025	37-111
2026	189-263

**Western Red Cedar Mulch is the official mulch of RCCTA. No other varieties are allowed** (for example, we used Premium Cedar Mulch in the past but this is no longer acceptable nor allowed.) For unit owners not on this year's mulch list, and who would like to supplement mulch around their trees or units, they must use **Western Red Cedar Mulch**.

Either bulk or individual bags of **Western Red Cedar Mulch** can be purchased at Gerten's (5500 Blaine Avenue, Inver Grove Heights, MN, 55076, phone 651-450-1501.)



# RED CEDAR CANYON TOWNHOUSE ASSOCIATION (RCCTA)

## Rules, Regulations and Policies

### Architectural, Landscape or Irrigation Modification Request Retractable Patio Awning Letter of Homeowner Liability

I/We, the undersigned, understand and agree to abide by the specifications and restrictions established by the Red Cedar Canyon Townhouse Association Board of Directors regarding the purchase, installation, and maintenance of retractable patio awnings.

I/We acknowledge that the specifications are as follows:  
SunSetter Products (<http://www.sunsetter.com/>) Color:  
Cooler Coffee  
Style: Striped Either motorized or nonmotorized

I/We understand that I/we assume all responsibility for any damage that may occur due to storm, accident, or other circumstance. Furthermore, it is my/our understanding that if these specifications and restrictions are not followed, the Red Cedar Canyon Townhouse Association Board of Directors may take action to assess repair costs or order the removal of the awning. Finally,

I/we agree that in the event the ownership of this unit changes, the sale documents shall contain this letter of liability, which must be signed by the new owners. By signing this letter, the new owners agree to abide by the specifications and responsibilities in effect on the date of the sale.

\_\_\_\_\_ Unit  
Owner Signature

\_\_\_\_\_ Unit  
Owner Printed Name

\_\_\_\_\_  
Date

**Notes**

1. This waiver must be accompanied by a completed Architectural, Landscape or Irrigation Modification Request and submitted for approval to the Red Cedar Canyon Townhouse Association Board of Directors.
2. One waiver must be completed for each patio awning listed on the application.

Adopted by the Red Cedar Canyon Townhouse Association Board of Directors on July 13, 2017

RED CEDAR CANYON TOWNHOME ASSOCIATION (RCCTA)  
POLICIES

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**Rental Policy**

The Red Cedar Canyon Townhome Association Declarations and Covenants includes the following provision regarding rental of townhouses:

**Article X, General Restrictions, Obligations and Rights of Owners**

**Section 67. Rentals.** Any lease between an Owner and a lessee shall provide that the terms of the lease shall be subject in all respects to the provisions of this Declaration, the Articles of Incorporation and the Bylaws, and that any failure by the lessee to comply with the terms of such documents shall be a default under the lease. **A lease must be for an entire Living Unit, not a portion thereof. All leases shall be in writing and a copy shall be filed with the Association prior to its commencement. No lease may be for a period of less than thirty (30) days.** Other than the foregoing, there shall be no restrictions on the right of any Owner to lease his Living Unit.

In accordance with the declarations and covenants, any association homeowner who wishes to lease his or her unit is required to follow these procedures:

1. **Unit owner is required to notify the association of their intent to rent their unit.**
2. **Unit owner is required to provide name of lessee and contact information to the association through the association management company.**
3. **Unit owner must provide a written and signed copy of the lease to the association management company.**
4. **Unit owner will provide a copy of the Red Cedar Canyon Townhome Association Declarations and Covenants and the association by-laws to the lessee.**
5. **Fail by the lessee to comply with the terms of the governing documents shall be considered a default under the lease.**
6. **Any unit owned for investment purposes, or a unit occupied by someone other than the owner (whether rent is actually charged or not), or a nonowner relative is considered a rental unit.**

By signing below, I indicate that as the owner of \_\_\_\_\_, Hudson, WI 54016, I understand and agree to the above terms.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

# RED CEDAR CANYON TOWNHOUSE ASSOCIATION (RCCTA)

## Policies

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### Roofs: Snow/Ice Dam/De-Icing Cable Specifications Policy

The purpose of this document is to clarify owner and Red Cedar Canyon Townhome Association (RCCTA) responsibility for roof snow and ice dams. This policy balances the needs of the association and unit owners. The following chart summarizes the responsibilities. Below are recommended steps to mitigate damage from ice and snow.

#### The unit owner is responsible for:

- **Snow removal from** roof for reasons other than those mentioned under the RCCTA responsibility listing.
- **Removal of snow or ice dams.**
- **Interior repairs caused by water leaks.**
- Contacting insurance company or repairpersons.

#### RCCTA is responsible for:

- Snow removal around PVC pipes and roof vents that are buried under snow and are potential safety concerns.
- Any necessary repairs to or maintenance of roof itself per association covenants.

#### Heating and Deicing Cables:

Unit owners can limit the potential for damage to their units by installing heating/deicing cables, in accordance with RCCTA specifications. **Special care should be taken to install cables in the metal valleys on the roofs of units that have been or are prone to ice dam formation**, particularly the roof valley between the garage and the master bedroom unit (especially on the Sonoma models.)

RCCTA cannot and does not recommend or endorse any vendor, installer or unit owner who provides or assists with such cable installation. **Prior to installation, homeowners must complete the Architectural, Landscape or Irrigation Modification Request**, including the release, hold harmless and indemnification agreement in the General Conditions and Requirements document.

#### Deicing Cable/Heating Cord Specifications

- ✓ Unit owners may purchase at their own cost a roof and gutter deicing cable of their own choice as long as it is manufactured for the purpose and with the intended use of preventing the formation of ice dams in the valley flashing, gutters and downspouts.
- ✓ The cable cannot exceed 500 watts drawing power. (This would be a length of 100 feet or less.)
- ✓ The deicing cable must be a UL (United Laboratories) approved product.
- ✓ The deicing cable must be plugged directly into a GFI (ground fault interrupter.)
- ✓ On the roof, the deicing cable shall be installed only along the metal valley flashing areas.
- ✓ The deicing cable may also be installed at the bottom of adjoining metal gutters and downspouts.
- ✓ Unit owners will bear the costs of installation and removal.

#### Snow Removal with a Snow Rake

It is also recommended that unit owners remove snow from their roofs with a snow rake. These are available for purchase at local retailers. While it is advisable to remove as much snow as possible, removing even two to three feet from roof edge can help avoid ice dams. **Care should be taken to avoid damaging the roof, vents and shingles when using a snow rake.**

# RED CEDAR CANYON TOWNHOME ASSOCIATION (RCCTA)

## POLICIES

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### Satellite Dish Policy (Installation)

Any installation of a satellite dish must conform to the following policy. All installations are subject to inspection to ensure all guidelines have been met. Any homeowner who installs a dish not in compliance with these guidelines may be required to modify the installation to conform to the policy at the association board's request.

*The RCCTA Board of Directors reserves the right to amend or change this policy at any time.*

- The dish shall be installed on the roof of the homeowner's unit in as inconspicuous a manner as possible in order to preserve the architectural integrity of the property and of each building. **The dish should not be installed in the ice and water shield. It should be placed 12-14 feet from the metal valley and 3-4 feet down from the ridge vent or peak of the garage roof. See photo attachment for the placement location of the dish.**
- The satellite dish shall measure one (1) meter in diameter or less.
- The dish shall not be installed on the roof above any other homeowner's unit.
- Only one dish is allowed per household. No dish may be shared between two or more units.
- The dish shall be located no higher than the peak of the roof.
- Installation shall not interfere with existing roof venting.
- Dish and wiring must be installed by a licensed, insured, and bonded professional installer.
- Removal of all installation debris from the property is the responsibility of the homeowner at owner's expense.
- The association shall not be responsible for damage to exposed wiring should work such as repair or ice dam removal need to be done.
- Upon removal of the dish, the homeowner is responsible for returning building structure to original condition.
- Liability damages resulting from the installation of the dish are born solely by the homeowner. This liability transfers to future owners of the unit.
- **Homeowners must complete an architectural modification request form and have it approved prior to installation.**
- Any deviation from these policies must first be approved by the board of directors.
- All maintenance, repair and replacement of the dish are the responsibility of the unit owner.



# RED CEDAR CANYON TOWNHOME ASSOCIATION (RCCTA)

## POLICIES

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### **Signs Policy**

The RCCTA Executive Board will set forth our policy regarding signs being displayed on common property by following Wisconsin State Statutes.

#### **703.105 Display of the United States flag and political signs. (Wisconsin State Statute)**

(1) No bylaw or rule may be adopted, or provision included in a declaration or deed that prohibits a unit owner from respectfully displaying the United States flag.

(1m.) No bylaw or rule may be adopted, or provision included in a declaration or deed that prohibits a unit owner from displaying in his or her condominium/townhouse a sign that supports or opposes a candidate for public office or a referendum question.

(2) Notwithstanding subs. (1) and (1m,) bylaws or rules may be adopted that regulate the size and location of signs, flag and flagpoles.

History: 2003 a.161; 2005 a.303.

**The BOD's intent is to treat everyone fairly and therefore NO signs will be allowed on common property of RCCTA. Following the state statute a homeowner may display a sign "in his or her condominium/townhouse." A window sign is limited in size to approximately the standard real estate sign, 20 inches x 24 inches.**



## **MJF and Associates, Inc.**

### RED CEDAR CANYON TOWNHOUSE ASSOCIATION

#### **SNOW REMOVAL POLICY**

Dear Residents,

The plowing and salting of the grounds at Red Cedar Canyon Townhouse Association occurs when the snow event has snowed 1" or greater. This will trigger the grounds care vendor to plow and shovel the grounds shortly after cessation of snow event. On each plowing of RCCTA there will be an application of salt. Even with this amount of salt applications, it's not a cure all. There will always be slip hazards.

Please keep in mind there are many gutter downspouts that eliminate the melt water from the roofs into the driveway areas. These areas will continue to be a slip hazard throughout the winter months. There are typically many freezing rain events that are very hazardous as well.

Please exercise caution when walking on the driveways & walkway areas in the winter months. If any resident notices areas that are a danger, please contact me as soon as possible and we will do our best to eliminate the slip hazard areas.

Stay safe!

*Matthew J. Fee*

MJF and Associates, INC.

Manager RCCTA

(612) 819-0133

office@mjfandassociates.net

RED CEDAR CANYON TOWNHOUSE ASSOCIATION (RCCTA)  
Rules, Regulations and Policies

**Architectural, Landscape or Irrigation Modification Request**  
**Solar Tube waiver of Association Liability**

I/We, as the owners of unit \_\_\_\_\_  
In the red Cedar Canyon Townhouse Association understand we are responsible for any and all roof leaks and repairs that result from the installation of a solar tube. We also understand we are responsible for any and all repairs associated with the solar tube.

By signing below, we waive and release Red Cedar Canyon Townhouse Association from any and all liability associated with the installation of a solar tube and future roof leaks due to the installation.

I/We have read the above, understand its contents, and voluntarily agree to its terms.

\_\_\_\_\_  
Unit Owner Signature

\_\_\_\_\_  
Unit Owner Printed Name

\_\_\_\_\_  
Date

**Notes**

1. This waiver must be accompanied by a completed Architectural, Landscape or Irrigation Modification Request and submitted for approval to the Red Cedar Canyon Townhouse Association Board of Directors.
2. One waiver must be completed for each solar tube listed on the application.

# RED CEDAR CANYON TOWNHOME ASSOCIATION (RCCTA)

## POLICIES

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### **SPIGOT Policy**

If a homeowner is experiencing a SPIGOT issue requiring repair, **please fill out a Work Order Form** and report it to the Property Manager.

When an interior repair is needed, the Association will pay two-thirds of the cost of repair; the homeowner is responsible for the remaining one-third of the cost.

When no interior modification is needed and the concern is on the exterior of the unit, the Association will pay the entire cost of the exterior repair.