

Rules and Regulations

**STONEPINE TOWNHOUSE II ASSOCIATION
HUDSON, WI**

The Stonepine Townhouse II Association Covenants and By-Laws, the most frequently referenced documents by homeowners, are incorporated into this easier to understand document.

General Information

Governance and Management

Association affairs are governed by a Board of Directors consisting of five volunteers. According to the By-Laws, Board member positions are three-year terms. A detailed description of the Board of Directors' powers and responsibilities can be found in the By-Laws/Article V. On behalf of the Association, Board members have the fiduciary responsibility of directing a non-profit corporation with an annual operation budget and net assets valued in the millions of dollars. Board members serve without compensation, assume many fiduciary responsibilities and dedicate personal time to administration of the Association. They are homeowners who answered the call to serve. Please be courteous and respectful when taking issues and concerns to these volunteers.

In October 2026, the Board contracted with a management company to handle the day-to-day operations of the Association. They handle dues collection, pay bills and solicit bids for projects. All Association accounting is handled by them. The management company also has a maintenance staff that makes assessments of home maintenance needs, determines appropriate solutions and performs some of the work.

The management company does not govern Association affairs; that remains the responsibility of the Association Board of Directors. The management company works under the decision-making direction of the Board.

Contact Information

For day-to-day questions and maintenance requests, contact the management company using the guidelines below. The management company will work with the Stonepine II Board to assess and prioritize needs and determine next steps.



The Association has contracted with MJF and Associates, Inc to take all exterior repair requests from owners. Interior repairs are the owners' responsibility. Please visit the company's website at www.mjfandassociates.net to fill out a maintenance request or to inquire about billing. Requests done via the website will be addressed within 24 hours.



If there is an **immediate** request, please email Matthew Fee at matt@mjfandassociates.net or you can call 612-819-0133 (**NO text messages please**).

Financial

Dues and Insurance Payments

It's important to remember that you are a member of two Associations: Stonepine Overall and Stonepine Townhouse II Association. *Billing is handled separately by the two Associations.*

Payments to Stonepine II

1. Stonepine Townhouse II Association monthly dues.
 - ✓ Dues are due the first day of each month.
 - ✓ Dues may be paid in lump-sum in advance as a convenience for anyone leaving town for an extended period of time.
 - ✓ Dues cover short-term maintenance needs (e.g., snow removal, lawn care) and long-term maintenance needs (e.g., roofs, driveways).
 - ✓ Contact the management company to obtain a direct withdrawal authorization form to set up automatic monthly payments. Funds are drawn on or around the 5th of each month.
 - ✓ If you elect to pay dues by check each month, make checks payable to Stonepine II Townhouse Association, and mail the check to the management company at:
MJF and Associates, Inc
1940 So. Greeley Street, Suite 111
Stillwater, MN 55082
 - ✓ Dues and assessments are considered late, and subject to the late fee, if they are received after the 10th of the month. The Association will add a \$15 late fee to all accounts 10 days past due. The Association will also charge 8% per annum to all accounts 30 days past due.
 - ✓ After 60 days in arrears, unpaid dues may result in a lien being placed on the property, up to and including foreclosure.

A portion of dues collected is used to build a long-term maintenance reserve for larger expected maintenance projects (e.g., repaving driveways) or unexpected (e.g., broken irrigation pipes). Having this financial reserve also shows prospective homebuyers that we have a solid financial plan and adequate cash reserves, which makes our neighborhood a place people will want to live and keeps our re-sale values strong.

Rules and Regulations Enforcement

Failure to comply with any of the rules and regulations in this document may result in the assessment of a fine.

After a non-compliant situation is observed or reported:

- The non-compliant situation may be photographed and dated.
- A warning letter will be sent to the homeowner, citing the non-compliant situation, time allowed to resolve the situation, and a notice of future fine(s) for failure to permanently address the issue.

If the non-compliant situation is not attended to or the situation occurs again (immediately or sometime in the future):

- The non-compliant situation may be photographed and dated.
- A letter, stating the issue, the payment due, and the payment due date will be sent to the homeowner.
- If the non-compliant situation requires time to resolve, the letter also will describe the situation, what needs to be done, and by when.
- If the requested actions are completed within the required timeframe, no further action will be taken.
- If the requested action is not completed within the required timeframe, a \$100 fine will be assessed *each day* until the matter is resolved, as described in the letter.

Additional notes:

- Repeated vehicle violations may result in having a car towed by a local towing company at owner expense.
- Installations requiring approval, completed without Architectural Control Committee approval, may be required to be removed and returned to the property's pre-installation condition at the owner's expense.
- In situations in which the non-compliant party is a renter, the letter will go to the homeowner and the fine will be assessed to the homeowner. If the homeowner believes the renter should be responsible for the fine(s), it will be the homeowner's responsibility to collect the money from the renter.

Homeowner

Annual Meeting

The annual meeting is typically held in June each year. All homeowners will receive a formal notice of the meeting, including the agenda, at least 30 days ahead of the meeting. “Save the date” messages will be provided as early as possible so members can plan accordingly. Please keep in mind that as an owner-operated Association, continued success relies on involvement and participation from our homeowners. Attending the annual meeting is something everyone should do!

IMPORTANT: Your formal, mailed notice of the meeting will include a Proxy Ballot. If you are unable to attend the meeting, please give your proxy vote to a neighbor or Board of Directors member who will attend. Proxy votes count toward meeting the quorum requirement for voting.



Board of Directors Meetings

Board of Directors meeting dates aren't typically announced and meetings aren't typically open to general membership to attend. However, if you want to attend to submit an issue, you can submit a signed, written request to the management company at least 30 days in advance of the meeting. The Board will notify you when the issue will be discussed and if further information is needed.

Newsletters

Newsletters are mailed at the discretion of the Board of Directors, but you can expect to receive a printed newsletter in the mail two times per year.



Spring – This newsletter typically provides a project report for the upcoming summer months.



Fall – This newsletter wraps up the year with a summary of repair and maintenance accomplishments, annual meeting minutes and winter-month reminders.

Online Resources

The Stonepine II and Stonepine Overall websites are your fast-and-easy resources for official documents and information. Realtors are also directed to these websites to obtain governing documents for prospective buyers to read.



For Stonepine II: www.stonepine2.com/

For Stonepine Overall: www.stonepineassociations.org

Stonepine II has a closed Facebook group that is open to all Association members to join.



For Stonepine II: www.facebook.com/groups/StonepinellHudson/

For Stonepine Overall: <https://www.facebook.com/Stonepine-Overall-HomeownersAssociation-127889187272821/>

Architectural Controls

Architectural Control Committee

Article VI/Section 1 of the Declaration of Covenants, Conditions, Restrictions and Easements document establishes the authority of an Architectural Control Committee. This Article also limits what can be made, erected, altered, placed or permitted to remain on any portion of a property without prior approval by the Architectural Control Committee. This committee is responsible for reviewing all proposals and approving or disapproving each within the required timeframe. The Architectural Control Committee reviews proposals and assesses general appearance and quality, as well as the harmony of location and external design in relation to the Stonepine II community.

Architectural Controls

Approval is needed from the Architectural Control Committee for anything that will alter the outside appearance of your unit, including doors, windows and the area from the patio to the street/lot line. Making changes without first obtaining required approval may result in a written request to restore the property to its previous condition at homeowner expense.

Items that require approval include, but are not limited to:

- Expansion or replacement of flower beds. If you are removing one thing to replace it with the same thing, no approval is required. But if you are reworking your garden plan and adding new items, *including decorative items*, or if you want to extend your garden, you need approval. Expansions that involve ripping up the lawn and extending flower beds are not likely to be approved.
- Removal and replacement of bushes, hedges and shrubs. Maintenance of the bushes and shrubs between the sidewalk and house are homeowner responsibility, if not original. Any changes in these areas require Architectural Control Committee review and approval.
- Removal, moving or replacing of trees.
- Exterior decorative ornaments.
- Doors and windows (style and color).
- Antenna, satellite dish or exterior ornaments of any kind installed on the roof. Antennas should not be visible from the road.

Requesting a Review

To request a review from the Architectural Control Committee, send detailed information about your plans to the management company using the template provided in Appendix A of this Rules and Regulations document.

Home Maintenance

General Tips

Maintenance budgets are carefully managed by the Board of Directors. In general, the Association pays for exterior repair and maintenance, with a focus on the uniformity, overall appearance and home value of the Stonepine II community. Homeowners are responsible for patio, indoor maintenance and outdoor functionality controlled from the inside. For example, if the wiring between an interior switch and an outside light goes bad, that is a homeowner repair responsibility.

Keep in mind: An Association responsibility doesn't make it free. You *are* the Association. Your dues are used to cover the costs of everything handled by the Association.

Garage door paint: Sherwin Williams, Hudson store. "Stonepine Townhouse" is in their computer. Or request: Woolskein, #6148, Resilience Satin. Please note: touch-up painting is not allowed. This Sherwin Williams color is a perfect match to the original color, but due to fading in the sun, they will not match and will be unsightly.



Yard and Garden

The items in the Association column are included in the annual site assessment.

Responsibilities Chart

This chart outlines what services the Board oversees versus what is your responsibility.

Important note: This is by no means a full comprehensive list. If what you are looking for isn't on the list, please contact the property management company for clarification.

ASSOCIATION RESPONSIBILITY		HOMEOWNER RESPONSIBILITY
Alcove		Bulb Replacement
Address Plates – Above Garage and on Brick		Door – Front/Patio/Garage/Storm*
Ant Control – Inside/Out		Dryer Vent - Cleaning
Brick and Mortar		Electrical Outlet - Patio
Door Caulking – Front/Patio/Garage		Electrical Wiring – Inside and Out
Door Trim/Sill/Jamb – Front /Patio/Garage		Garage Door Opener
Driveway		Garage Floor
Driveway Seam- Between Garages		Small Animal/Rodent/Pest/Insect Control
Fence and Gate		- Other Than Ants
Garage Apron		Landscaping – If Not Original Planting*
Garage Floor/Apron Seam		Patio Floor
Grate Under Kitchen		Recessed Lighting
Gutter/Downspout/Extension/Splash Pad		Screens*
Landscaping – If Original Planting		Water Spigot
Lawn Care – Fertilizing/Irrigating/Mowing		Window – All Components*
Louvers - Above Front Door		
Patio Lamp(s) – On Column(s)		
Roof – Includes Vents		
Sewer/Water Plumbing - Home to Street		
Shutters		
Sidewalk and Drain Grate		
Snow Removal – Driveway/Sidewalk/Patio		
Soffit and Fascia		
Utility Box Landscaping		
Window Caulking		*Denotes ACC approval

Seasonal Trimming

The Association contracts for landscape trimming (not pruning) twice each year. This will include trimming of original hedges, shrubs and other large ornamental plants near your sidewalk and patio. In addition, spruce and shade trees will be trimmed and shaped as appropriate. The contract does not include any pruning services. Any pruning you'd like done, will have to be completed yourself or hire a

service provider to help you.

Seasonal Trimming Opt-Out

If you'd like to opt-out of the trimming service for your original landscape items, please send a letter or email to the management company.

Trees and Shrubs

Homeowners are responsible for the healthy maintenance (watering, pruning and fertilizing) of their trees and shrubs.

- You may need to do some watering during hot summer months and before the winter freeze. Letting water trickle from your garden hose for about 20 to 30 minutes per tree, and 10 to 15 minutes per shrub, will go a long way in keeping shrubs and trees healthy the during the winter.
- If winter kill claims some of your plantings, it's your responsibility to replace them.
- Don't let vines grow beyond the height of your eaves/over the top layer of brick. If you do not cut or remove them, the board may authorize trimming them to a reasonable height. You will be billed for the work.
- You don't need Architectural Control Committee permission to treat trees and shrubs; but you do need to submit plans to remove, move or add them to your property.
- Tree roots can cause problems with lamp posts and patios. The Association does not repair or replace patio cement, so taking action against root damage is prudent.

Additional notes:

- Be sure to call and have utilities marked before any digging begins.
- If your landscape plan may affect the irrigation system, be sure the Architectural Control Committee has researched that with the yard care vendor. Any changes to an irrigation line will be done with yard care vendor approval and at homeowner expense.
- Any irrigation system repairs required as a result of damage during landscape work (e.g., removal or planting of trees and bushes) will be billed back to the homeowner.
- No vegetable gardens may be planted. Potted vegetable plants are allowed on patios.
- During the winter, low voltage/solar lights must be placed at least 12 inches away from the sidewalk edge. Any closer to the sidewalk, they are vulnerable to damage during snow shoveling, especially after a heavier snowfall.

Daily Living

Away from Home

If gone for the winter or for an extended trip:

- Turn off the water to your unit. (An unfortunate water heater or toilet tank failure can cause substantial water damage to the home.)
- Consider leaving under-sink cabinet doors open while you're gone to allow additional heat around pipes.
- Do not set your thermostat lower than 55°. Insulation in the common walls isn't designed for larger temperature shifts.

Homeowners who have, or are considering, a furnace replacement should be aware of a potential problem with the new high-efficiency furnaces. The moisture that is vented away is released differently than it was from the original furnace, which can cause vent freeze. If the vent freezes over, the furnace will not operate. This can occur when a high-efficiency furnace's thermostat is set at a lower temperature for an extended time and temperatures outside get very cold. Be sure to discuss this with the HVAC company that you choose to replace your furnace. The Association does not pay for repairs resulting from furnaces and venting malfunction.

Blinds, Curtains and Drapes

All window treatments, including blinds, curtains (or curtain linings), and drapes, which are visible from outside a unit, must be a solid color ranging from white to oyster or light beige.

Vehicle Care

Gas and oil spills from vehicles can cause damage to blacktop.

- Vehicles that leak gas and/or oil should be kept in the garage and repaired as soon as possible.
- If blacktop is damaged, it is the responsibility of the property owner to have the area repaired as soon as possible.
- If repairs are not made, the Board may authorize the repair and charge the homeowner for the work.

Common Walls

Remember we share common walls between homes, especially in the kitchen and dining rooms. Loud/excessive noise can carry over into adjoining homes. Resolution of noise concerns are the responsibility of individual homeowners. Getting to know those who live around you and building rapport with them can be important steps toward resolving issues.

Patio

The addition or removal of plants on your patio does not require an Architectural Control Committee approval. You are welcome to decorate and furnish your patio as you like. In fact, this is the preferred location for more personal decorating items. Patio umbrellas are allowed; awnings are not.

Extreme Weather

When the frost line goes to six or seven feet, you may be advised to keep a stream of water running to prevent the freezing of exterior pipes. If you will be away for the winter, be sure the management company has a contact person who can go into your unit and turn on the water. Residents who do not heed requests to run water may be held responsible for pipe thawing and repair costs.

Ice Dams

It's important to keep the fresh air intake on the roof clear of snow. If too much snow and/or ice accumulates and blocks air flow, the furnace will shut off. If you observe excessive snow accumulation on your own or any roofs, please call the management maintenance line. Arrangements will be made to have professionals clear the snow and ice.

Icy Walkways

Our snow removal vendor *will not* use a de-icer on your patio, sidewalk or driveway apron unless you specifically authorize its use. They use a very good commercial de-icer, but there is still the risk of pitting the cement. If you'd like to opt-out of the de-icer service, please send a letter or email to the management company.

Mailboxes

The mailboxes (and parcel boxes) are managed by the Stonepine Overall Association. If you have a defective mailbox or another mailbox issue, please contact an Overall Board member.

Parking

1. Residents must park their vehicles in their garages or in front of their garages - not in guest parking pads.
2. Parking pads are for guests visiting residents in close proximity. They are not to be used by residents. Note: A guest is someone who is visiting a resident for meals, party, overnight stays or other social events.
 - a. Exception: A resident may park in a nearby parking pad for up to 8 hours in a day to make room for maintenance, repair, housecleaning, carpet cleaning or other service vehicles in their own driveway while work is being done.
 - b. Parking pads *may not* be used as “park and ride” parking. For example:
 - ✓ School friends may not leave their cars in Stonepine II parking areas while attending school.
 - ✓ Co-workers may not leave cars in parking pads and ride to work together.
 - c. If you have guests, use the space in front of your garage first, then a maximum of two parking pad spaces - nearest your townhome. After that, ask your guests to use the street.
 - d. Parking pads offer spaces for two vehicles only. Do not crowd a third car into the space. Do not park one vehicle in the middle of the space.
3. At no time may residents or guests line the shared driveway with cars. We need clear access for emergency vehicles at all times.
4. Please park your cars in your garages during snow removal efforts.
 - a. If your car(s) is (are) parked in front of your garage during a snow removal effort, preventing the contracted snow-removal team from clearing the area, you are responsible for clearing the snow in that area within 8 hours of the team finishing their work.
 - b. Similarly, if you happen to have a guest staying with you during a snowstorm, and the guest is parked in a guest parking pad during snow removal, you are responsible for all snow removal in the parking pad space within 8 hours of the team’s finish.
 - c. If the Board requests special clearing of snow that is not removed as required, the homeowner will be charged for the full invoiced amount.
5. No boats, snowmobiles, trailers, camping vehicles, buses, camper tops, ATVs, trailers, or trucks in excess of 9,000 pounds gross weight, or unlicensed or inoperable vehicles may be stored or parked outside a house or garage or on any part of the Common Area. No vehicle may be parked outside a house or garage or on any part of the Common Area for more than 7 days, without the express written consent of the Board.

Exception: Trailers are allowed during move-ins and move-outs without approval. Provide

the management company with advance notice of your trailer purpose and timeframe.

6. If you need to “park” a dumpster during a remodel or other home improvement effort, email the management company (matt@mjfandassociates.net) and share the following information: the size of the container, where you plan to park it, how long it will be there (date in and date out), the work that’s being done, and any effect that container will have on where you’ll need to park your vehicle(s).
7. Homeowners and guests should not park on the grass, whether parked in front of a garage, parking pad or on the street, as doing so can damage the grass, irrigation system and/or irrigation heads.

City of Hudson

Pets living in Stonepine II are subject to the City of Hudson Municipal Code, Animal Restrictions and Licensing, which requires the licensing of all cats and dogs. In addition, the code specifies:

No cat, dog or other domesticated animal shall be permitted to run at large within the City of Hudson. An animal is running at large if it is not on the premises of its owner and not under control of the owner or some other person.

No dog shall be permitted in a public cemetery, playground, schoolyard, public pool or other posted areas, except when confined within a vehicle or on a leash or except with the written permission of the person in charge.

The owner of an animal shall promptly remove and dispose in a sanitary manner any excreta deposited by such animal upon any public or private property. Seeing-eye dogs used by blind persons or dogs used in police activities are exempted when used by or with the permission of the City.

8. When parked on the street, all drivers need to obey city rules, as usual, including:

- a. Do not park in front of mailboxes, fire hydrants, driveways, etc.
- b. Observe any city snow emergency parking restrictions in effect.

Pets

Pets are welcome at Stonepine II; they are part of the family. For all restrictions, obligations, and rights related to animals, refer to the Covenants, Article X/Section 6. Here are a few things to keep in mind:

- There is a limit of three dogs per unit.
- Keep your pets under your control (i.e., patio fence or leashed) at all times.
- Electric fences are not permitted.
- Make sure your dogs are not a barking nuisance for your neighbors.
- When outside the home, including the patio, dogs must be under the direct supervision of the owner.
- When walking on Hunter Hill Road, keep pets on 5-foot to 6-foot leashes to limit the pet to an area close to the sidewalk. Don’t let your dog do their business on the homeowner side of the sidewalk.
- Clean up after your pets – summer *and* winter – to help keep Stonepine a “safe” place to walk.

- For times when you find yourself without a clean-up bag, Mutt Mitts are available in a dispenser on Hunter Hill Road.
- Dog feces on the patio and yard must be cleaned up immediately, and must never be present during mowing, maintenance and snow-removal efforts.

The arrival of spring often reveals dead yard patches in homeowner lawns caused by pet waste. Call maintenance to schedule patch repairs that will blend into the rest of the lawn. A fee for this work will be charged back to homeowner.

Political Signs

Political signs must be 24" x 24" or smaller and may be posted only on patios, patio fences, or in flower beds adjacent to the walkway leading to patios.

Wisconsin law provides that any individual may place a sign containing a political message upon residential property owned or occupied by that individual during an election campaign period, which is generally the period beginning on the first day for circulation of nomination papers by candidates, or the first day on which candidates would circulate nomination papers were papers to be required, and ending on the day of the election. Given recent Supreme Court decisions, this statute may or may not be constitutional.

The Hudson City Sign Ordinance incorporates the same language of the applicable Wisconsin statute: Suspension of certain size, shape, placement and content restrictions during an election campaign period.

(1) Subject only to the exceptions in Subsection E(5) below, during an election campaign period, signs containing noncommercial speech may be placed upon residential property notwithstanding any other restriction in this section on the size, shape, placement or content of any sign.

(2) For purposes of this subsection, "election campaign period" means:

(a) In the case of an election for office, the period beginning on the first day for circulation of nomination papers by candidates, or the first day on which candidates would circulate nomination papers were papers to be required, and ending on the day of the election.

Real State Signs

One real estate "For Sale" sign will be allowed between the sidewalk and the side wall of the unit. The sign shall be removed immediately upon the execution of a final sales agreement. An exception will be granted for "Open House" directional signs during the hours of an advertised open house, but the sign must be removed immediately following the conclusion of the open house.

Recreation

The Overall Association maintains a gazebo, tennis courts, and playground for Association use.

Personal recreation items are allowed, with these restrictions:

- Sporting equipment, such as basketball hoops and soccer goals, and other outdoor toys must be stored in the garage when not in use.

Rentals

Homeowners who intend to rent their unit to someone other than a parent or child must provide the management company with a copy of the lease agreement. These homeowners are also responsible for providing proof of insurance for the rented unit. Homeowners must ensure that renters understand they will be held accountable to all Stonepine II rules and regulations.

Snow Removal

The Board of Directors will contract with a snow removal vendor to clean the snow from your patio, sidewalk and driveway.

- Please make sure dog leashes, Christmas light cords, and newspapers are removed from sidewalks, driveways and patios prior to snow removal efforts. These items are very hard on snow removal equipment. Damaged items will not be replaced.
- Snow will be removed from driveways and sidewalks as early as possible. The vendor will monitor weather reports and determine the best time to begin the snow removal process.
- Remove and store all patio furniture (except your grill) before the first snow to enable efficient and effective snow removal. If you have an item that is too heavy to move safely, you may leave it on the patio, against the fence. Be sure to leave a wide path for snow removal to your front door and roof access in case of an ice dam. If snow blowing cannot be easily completed, the snow on your patio will not be cleared.

Trash and Recycling

The City of Hudson has a contract with a garbage removal company. (Go to the City of Hudson website for more information.) Please keep the following rules in mind:

- Garbage and recycling bins are to be kept *inside* the garage.
- Each wheeled trash container and recycling bin must clearly display the house number of the home where it belongs.
- Containers should not be at the curb until after 5:00 on the evening before pickup, and should be put away within 24 hours of pickup. If you need assistance with the timeline, please ask your neighbor for assistance.
- Garbage trucks have automatic pick-up devices, which allow the drivers to stay in the trucks and complete their routes in less time. To accommodate these devices, make sure there is at least a 5-foot space between containers.
- Please do not overfill your garbage cans, as birds can make a mess in a hurry.

Appendix A

Architectural Control Committee Approval Request

Directions: Print this form and fill in the information (using the back of the page and additional sheets as needed) OR put the exact same information, in the same order, in an email or letter. Send all requests (written and emailed) to the management company.

Date: _____

Requested by: _____ Unit # _____

General description of project: _____

Put a check next to each item affected by your project. (Check all that apply.)

☐	Bushes, shrubs, hedges	☐	Roof
☐	Door (garage or entry)	☐	Trees
☐	Garden bed	☐	Windows
☐	Lawn	☐	Other:

Describe how your project will affect each item you checked above.

- If you're installing a new furnace that will require different roof venting, check "roof" above and describe how your roof will be affected. Or, if you want to pull out bushes and perennials along your sidewalk, provide a little more detail here about the extent of that work.

If you are seeking approval to plant something in your yard or garden bed:

- Provide detailed information about your plants here (including plant name, quantity, color, planting size, full-grown size, etc.)
- Attach a sketch of your planting plan. If sending an email, attach the sketch to the email.