

**WOODS EDGE HOMEOWNERS ASSOCIATION, INC**

**RULES AND REGULATIONS**

**August 15, 2018**

**WOODS EDGE HOMEOWNERS ASSOCIATION, INC.**  
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# **HOMEOWNERS ASSOCIATION RULES AND REGULATIONS**

## **ARTICLE I. PURPOSE**

Pursuant to Declaration of Covenants, Easements, Restrictions, Assessments and Assessment Liens ("Declaration") and the Articles of Incorporation and Bylaws under which the Woods Edge Homeowners Association, Inc. ("Association"), these Rules and Regulations are set forth to expand upon, supplement and detail the information and restrictions set forth in the Declaration. These Rules and Regulations have been developed and adopted by the Board of Directors (the "Board") of the Association to provide for an attractive and harmonious place to live and to protect the investment homeowners have made in their homes and the community. All homeowners are required to follow these Rules and Regulations.

## **ARTICLE II. PERSONAL PROPERTY**

### **Section 1. Placement of Personal Property**

All personal property, such as lawn chairs, grills, bicycles, tables, etc., must be kept inside the patio, deck, porch area, or garage. Except for when such personal property is in actual and immediate use, nothing may be stored or placed on lawn, driveway or sidewalk that would interfere with lawn care or snow removal.

### **Section 2. Approval Required**

Nothing may be hung or displayed, nor may signs, awnings, canopies, shutters, antennae or satellite dishes or any other device or ornament be affixed to or placed upon the exterior walls, doors, or roof of any structure without prior written approval of the Association Board of Directors or Design Review Committee, whichever reviews such requests at the time the request is made.

## **ARTICLE III. DECORATIVE ITEMS**

### **Section 1. Decorative Items Not Permitted**

In addition to any other prohibited decorative items as set forth in these Rules and Regulations and except as specifically allowed in Section 2 of this Article, display of any of the following is not permitted:

- gazebos
- mounted garden hose hangers
- exterior wall plaques (except house numbers as may be approved by the Design Review Committee)
- trellises
- plant cages
- ornamental rocks or stones (except stepping stones noted in Section 2 of this Article or those approved during the landscaping process)
- windsocks/wind chimes/decorative flags

## **Section 2. Decorative Items Permitted**

***Stepping Stones:*** Up to three stepping stones are permitted in the landscape bed mulched area around each home provided they are earth tone in color (warm browns, tans, grays, greens, dark reds, dark oranges, and muted yellows), no taller than four inches, and do not exceed fifteen inches in diameter.

***Potted Plants / Planters:*** Up to four (4) earth tone pots are permitted outside the front of the home, including the porch. Pots shall not exceed 28” in diameter and 32” in height. Seasonal pots may be displayed throughout the year but cannot interfere with snow removal or lawn care. Potted plants/planters are not allowed on the sides of the home. Potted plants/planters are not restricted on the deck or patio or the rear of the home. All pots must be well maintained and be consistent with the aesthetics of the community.

***Shepherd’s Hook:*** Two shepherd’s hooks for hanging plants are allowed inside the landscape bed area, but may not exceed 48” in front and sides of home or 72” in rear. Height will be measured from the adjacent ground to the topmost point.

***Bird Feeders:*** Up to four bird feeders are allowed per home with the following restrictions in place:

- feeders must not exceed 18” in length and 5” in diameter;
- no open feeders permitted;
- no cracked corn feed allowed;
- no themed feeders, such as lighthouse or sunflower permitted;
- feeders to be suspended on a metal pole or shepherd’s hook;
- up to two (2) feeders can be located within landscape planting area in the rear of the house or any natural area (not in lawn area); and an additional two (2) feeders can be located in the natural area of the homeowner’s property in the rear of the home;
- feeders must be maintained;
- feeders must be taken down during vacation, or when Homeowner is otherwise not present, for more than 4 weeks.

***Bird Baths:*** One (1) bird bath of natural design and earth tone colors is allowed. It must be located within the landscape planting area or any natural area in the rear of the house.

***Landscape Lights:*** Low voltage lights may be placed directly along sidewalks in the front yard and around the patio in the rear yard. A total of up to twelve (12) lights are permissible along the sidewalk in the front yard and an additional twelve (12) lights are permissible around the patio in the rear yard. Lights must be less than 18” in height installed, and be brown, black, or clay in color.

***Wreaths:*** Decorative wreaths may be hung on the front door or garage coach lights only. All wreaths are to be no larger than 34” in diameter. Wreaths are not permitted on exterior walls.

***Winter and Other Holiday Decorations:*** Holiday lights and decorations are permitted to be placed on building exteriors, provided the decorations do not damage the building, gutters or siding. No plastic or inflatable holiday decorations are allowed within the community. Holiday decorations

are not allowed in lawn areas. Winter holiday decorations may not be displayed before Thanksgiving Day and must be removed by no later than January 7th of the following year. Non-winter holiday decorations may not be displayed more than one week before or one week after the holiday.

***The American Flag:*** The American flag may be flown or displayed at any time following normal American flag protocol. The flag may be displayed in one of two ways

- Flag may be a garden size, no bigger than 18” x 12.5” and placed on a stand no higher than 36” above ground. Stand must be placed in the landscape area of the home.
- Flag must be no bigger 3’ x 5’ in size and displayed on a flag bracket attached to a porch pillar, vertical trim on an outside corner or vertical trim next to garage. Flag must not interfere with either grass mowing or snow removal. Only the American flag can be displayed from this bracket.

***Lawn Ornament:*** One (1) lawn ornament-statue or statuette per home is allowed with the following guidelines:

- Maximum height 60”, statuettes not to exceed 36” in height
- Maximum length 36”
- Maximum width 18”
- Cannot be made of plastic
- Must be earth tone in color
- Can only be displayed in the back yard in landscape area (mulch or stone), on deck or on patio
- A bench is considered furniture if placed on the patio or deck; if the bench is placed in the landscape stone or mulch, it is considered a lawn ornament and must follow the size restriction guidelines as stated

***Artificial Flowers:*** Artificial flowers may be used as long as they are silk or dried flowers. Plastic flowers/plants are not permitted. Silk and dried flowers must follow the following guidelines:

- Must be in pots and displayed on the porch, deck or patio
- Not allowed in landscape beds
- Any artificial flowers must be removed when faded, damaged, worn or tattered

## **ARTICLE IV. FLOWERS, SHRUBS, AND LANDSCAPE PLANTS**

### **Section 1. Flowers**

Annual and Perennial flowers may be planted by homeowners in the landscape beds around their home. Flowers shall not exceed 30” in height and shall not encroach on the sidewalk. Flowers are not permitted around any tree.

Flowers must be well maintained by the homeowner throughout the growing season and dead annuals must be removed by the homeowner at the end of the season. Homeowners will

receive a written notice regarding any flowers that are not maintained during the growing season and if corrective action is not taken by the Homeowner within the time specified in the notice, the flowers will be subject to removal by the Association grounds keeper with the cost for removal to be billed to the Homeowner. The Association is not responsible for any Homeowner planted flowers that are damaged from lawn care, landscaping, shrub trimming or mulching.

**Section 2. Shrubs and Landscape Plants**

Any planting of new shrubs outside the designated landscape bed areas need to receive prior written approval by the Association Board or Design Review Committee, whichever reviews such requests at the time the request is made. Approval request forms are available from the Property Manager. Additional landscape plants may be considered but must be of a species already in use in the community and which, at maturity, will be compatible with the existing plant material. (See addendum 1A attached to these rules for a list of approved plants.)

New or replacement plantings do not require approval of the Board of Directors or Design Review Committee, whichever reviews such requests at the time, provided the plants are listed in Woods Edge Plant listing and are planted in pre-approved landscape areas. The size and shape of any new planting beds is subject to approval from the Association Board or Design Review Committee, whichever reviews such requests at the time the request is made. Any new bed will be mulched with matching hardwood or matching stone.

**Section 3. Mulch and Stone Requirements**

If any additional mulch or stone is added around the home, it must match the current type being used:

- Chocolate brown hardwood mulch
- Mississippi River Rock, Size 1½” for homes that use stone

Maintenance of existing mulch or stone does not need approval from the Design Review Committee

**ARTICLE V. TREES**

**Section 1. Location and Number of Additional Trees**

No trees are allowed in the side yards between homes.

One additional tree is allowed in the front yard (in addition to the ornamental tree installed as part of the landscaping plan from Apple Tree). Placement of the additional tree in the front yard must not conflict with the city provided street tree at maturity. The additional tree must be one from the current approved plant list for trees in the front yard.

Up to three additional trees are allowed in the back yard. The additional trees must be from the current approved plant list for the back yard.

New or replacement trees do not require approval of the Board of Directors or Design Review Committee, whichever reviews such requests at the time, provided they are listed in the Woods Edge Plant Guide and are placed in pre-approved landscape areas or in a vacated tree planting area.

**Section 2. Patio Screening**

In addition to the front and rear yard trees allowed, up to four (4) *Spartan Junipers* can be planted to provide screening/privacy for a patio provided they are placed in a bedding area to allow efficient lawn mowing. Trees for patio screening must be placed adjacent to the patio.

**Section 3. Bedding Materials**

All additional trees planted by the homeowner must be surrounded by a bedding ring. Bedding material around the tree must match the bedding material used in other landscaped areas around the house. (See Article IV Section 3 for bedding material specifics.)

If mulch is used around a tree, plastic edging is allowed, but not required. If stone is used around a tree, plastic edging is required.

**ARTICLE VI. OTHER ITEMS**

**Section 1. Additional Prohibited Items**

The following items are not permitted around the exterior of any homes:

- any type of yard sign (except for those noted in Article IX);
- cypress or other mulch not approved during the landscaping process;
- swing or other children sets;
- basketball poles/hoops;
- laundry poles;
- clothes lines.

**ARTICLE VII. EXTERIOR ALTERATIONS**

**Section 1. Alterations**

No alterations, additions, fences, walls, patios, decks, etc., may be made to the exterior surface of any home without prior written approval of the Board or Design Review Committee, whichever reviews such requests at the time the request is made.

**Section 2. Vegetation and Removal**

Homeowners may not remove or clear any vegetation in the natural areas to the rear or side of the home without prior written approval from the Association Board or Design Review Committee, whichever reviews such requests at the time the request is made. The removal of dead, diseased, or dying trees, removal of non-native invasive plant species, and/or the planting of native Wisconsin plant species is permitted without approval from the Design Review Committee.



### **Section 3. Deck Staining**

Wood decks may be left natural or may be stained brown, grey, clay and variations of those, provided the color compliments the existing colors of the exterior of the home. Proper maintenance of decks and the condition of the color of the stain must be maintained to ensure all decks are meeting the intended aesthetics of the community.

### **Section 4. Storm Doors**

Storm doors may be added at the Homeowner's expense using only the approved design and color and after obtaining the approval from the Association Board of Directors or Design Review Committee, whichever reviews such requests at the time the request is made. Specific information about approved storm doors may be obtained from the Property Manager.

### **Section 5. Invisible Fences**

Invisible fences may be installed by Homeowner, at Homeowner's expense, provided the lawn is returned to its prior condition. Homeowner will be responsible for any maintenance required for the invisible fence. Other than fences installed by the Declarant or Association, no other fences are permitted.

### **Section 6. Pergolas and Arbors**

Pergolas and arbors with overhead beams/rafters are permitted. The structure must be natural wood or may be stained in brown, grey, clay and variations of those, provided the color compliments the existing colors of the exterior of the home. White will not be allowed. Before erecting a pergola or arbor, homeowner must submit a drawing, including an example of description of the color, to the Association Board of Directors or Design Review Committee, whichever reviews such requests at the time the request is made.

### **Section 7. Retractable Awnings**

Retractable awnings may be added using only the approved design and fabric color and after obtaining the approval from the Association Board of Directors or Design Review Committee, whichever reviews such requests at the time the request is made. The awnings fabric should be kept in a state of good repair with no rips or tears present. If a rip or tear is identified, the owner will be asked to repair within 30 days. Below are the specifications for the retractable, rear-of-home awning:

- Sunsetter is the approved brand – Model Sunsetter Motorized PRO or Motorized Pro XL
- Required fabric and color is Woven Acrylic Nutmeg Tweed #7957 from the Sunsetter Newport Collection
- Options are the motorized retracting and wireless wind sensor that automatically closes the awning on a very windy day

Awning covers are not required when the awning is installed under the home's soffit; they are required on a 2-story home when the retracted awning is visible

Vertical roll awnings may be added to the front porch following the same approval process for retractable awnings. The awning should be mounted on the inside of the porch so that it is not visible from the street when retracted and extended only when in immediate use.

## **ARTICLE VIII. WINDOW AND WINDOW COVERINGS**

All window coverings, whether draperies, blinds (vertical or horizontal), shades, or valances, must be white, off-white, light tan, light beige or light gray on the *exterior side*.

## **ARTICLE IX. SIGNS**

Nothing may be hung or displayed from inside the windows except professionally prepared "For Sale" or security system decals, which shall be limited in size and number. No "For Lease" or "For Rent" signs are permitted. No real estate signs are permitted on any Common Element, including but not limited to the Clubhouse or surrounding lawn area, entrance signs or landscape beds. For details of what signs are allowed, see Declaration document, Section 10.5.

## **ARTICLE X. PETS**

In addition to the provisions of the Declaration and Association Bylaws concerning animals, the following apply:

### **Section 1. Pets**

No more than four (4) household domestic pets, not bred or maintained for commercial purposes, may be kept in any one home. Pets shall be limited to birds, fish, dogs or cats. Of the allowable four household pets, no more than 2 dogs or 2 cats, or one dog and one cat shall be allowed.

### **Section 2. Prohibited Breeds**

All Homeowners are accountable for the actions of their pets. All Homeowners must adhere to the Village of Ashwaubenon ordinances related to animals, including the prohibition of dangerous or vicious animals.

### **Section 3. Control**

All permitted pets shall be housed indoors. All pets, when outdoors, shall be maintained on a leash short enough to keep the pet on the Homeowner's property, or be within an area enclosed by an invisible fence. Pets shall be supervised by a responsible individual at all times. Such individuals shall be responsible for the immediate cleanup of all pet litter.

### **Section 4. Area**

Kennels, dog runs and doghouses are not permitted.

**Section 5. Enforcement**

In addition to the penalty provision as set forth in Article XVII, if pets become a nuisance, the Homeowner may be required to remove the pet at the discretion of the Board of Directors.

**ARTICLE XI. PARKING/VEHICLES**

**Section 1. Limitations on Parked Vehicles, Motorcycles**

No boats, trailers, motorcycles, ATV's, motor homes, trucks (larger than a 3/4 ton pickup), snowmobiles, trailers, travel trailers, and the like or any vehicle with commercial advertising may be parked in any driveway overnight. However, vehicles used for recreation (conversion vans/recreational vehicles) that are not garage-able, will be permitted to park in front of the garage for up to forty-eight (48) hours to allow for loading and unloading.

**Section 2. Parking in the Clubhouse Parking Lot**

No vehicle may be parked in the Clubhouse parking areas for more than seventy-two (72) consecutive hours unless the Homeowner has notified the management company or Board of the need and reason for longer extended parking, including dates, which the management company or Board may decline. All other vehicles parked there are subject to being towed at Homeowner's expense.

**Section 3. Inoperable Vehicles/Repairs**

Inoperable vehicles or vehicles without valid registration may not be parked in a driveway for more than 7 consecutive days.

No repair work is permitted on vehicles in a driveway or in the Clubhouse parking lot except for short-term emergency work such as flat tire repair or replacement or battery charge or replacement.

**Section 4. No Obstruction by Vehicle and Operation of Vehicle**

No vehicle shall be parked in any manner which blocks any street or driveway. Parking or driving on the lawn areas is prohibited.

**ARTICLE XII. SWIMMING POOL**

**Section 1. Users**

The pool is for the exclusive use of the Homeowners and their guests. Any person who cannot be identified as a Homeowner, or who is not accompanied by a Homeowner, will be asked to leave the pool area.

**Section 2. Risk**

All persons using the pool and pool facilities do so at their own risk and sole responsibility. There is no lifeguard.

**Section 3. Supervision of Children**

All children who live in the community under the age of 16 must be accompanied by an adult Homeowner age 18 or older. Children that are age 16 and 17 are permitted without being accompanied by the Homeowner, However, the Homeowners are still responsible for the conduct of their children.

**Section 4. Guests**

Guests are limited to four (4) per home, and a Homeowner must accompany guests at all times.

**Section 5. Prohibitions in Pool Area**

The following are prohibited in the pool area:

- animals or pets;
- glass or other breakable items;
- running, diving or disruptive behavior;
- excessive noise, splashing or radios without headphones;
- private pool parties;
- all large rafts and large body floats;
- electrical devices.

**Section 6. Swimwear**

Swimming is permitted only in garments sold as swimwear. Wet swimwear is not permitted in the Clubhouse community room. Infants must also wear swimsuits. No diapers are permitted in the water. Infants and toddlers still in diapers must wear a swim diaper along with a swim suit.

**Section 7. Pool Furniture**

Lounge chairs or tables may not be reserved and must be repositioned in the order intended (orderly fashion) after use.

**Section 8. Pool Hours**

The pool will be open daily during swimming season from 6:00 a.m. until 10:00 pm.

## **ARTICLE XIII. CLUBHOUSE**

### **Section 1. Clubhouse**

The Clubhouse is available for the use of Homeowners and their guests. It is also available for private use through rental to Homeowners only for non-profit parties or meetings. The following policies for rental of the Clubhouse apply:

- A \$175.00 refundable deposit and a minimum \$40.00 rental fee are required (rental fee may be changed by decision of the Board of Directors). Reservations are granted on a first request basis and should be made with the management company or other board appointee, whoever handles reservations at the time.
- Children and teenage parties are prohibited.
- The renting Homeowner will have exclusive use of the party room only; the guests may not use the pool or exercise equipment, and the pool may not be reserved for any party. No party items will be furnished by the Association.
- The renting Homeowner is responsible for all clean up and trash removal. Clean up must be completed the day of the party.
- Damages to the Clubhouse or equipment and any follow-up cleaning done by the Association will be deducted from the deposit. If the deposit is an insufficient amount, the Homeowner will be billed for the difference.

### **Section 2. Exercise Room and Equipment**

Exercise equipment is primarily for the use of Homeowners. One guest is permitted per home for occasional use and Homeowner must be present when using facility.

## **ARTICLE XIV. TRASH COLLECTION**

Trash containers shall not be set out prior to 5:00 p.m. the day preceding collection and the containers must be picked up and put away by 9:00 p.m. the day of collection. Only trash containers provided or approved by the municipality are permitted for trash disposal. All trash for collection must be in appropriate containers and must be set out at the main street, next to the curb at the end of the driveway. Trash containers, when not set out for collection, must be kept inside the garage. The Homeowner will be responsible for cleanup of trash spillage from the containers. Compliance with governmental recycling and trash collection laws is required by all homeowners.

## **ARTICLE XV. SOLICITATION**

Solicitation by or on behalf of for-profit enterprises is not authorized within the Community.

## **ARTICLE XVI. HOME SALES**

Any Homeowner who sells his or her home is responsible for:

- notifying the Association's Management Company of ownership changes at the time a closing date is established;
- making certain all Association dues are current;
- providing new owners with a copy of the current Declaration, Articles, Bylaws, and Rules & Regulations.

## **ARTICLE XVII. ENFORCEMENT**

The Board of Directors may utilize any of the following, in addition to other measures it deems necessary, in order to maintain compliance with the Rules and Regulations for the Community:

- written notice;
- fine of \$25 for second offense or failure to comply within the time specified within a notice;
- fine of \$50 for third offense or failure to comply within the time specified within a notice.

After providing at least two written notices, including one notice indicating corrective action is planned, the Board may, at its discretion, coordinate correction of the non-compliant item or rules violation and bill the Homeowner for the resulting costs.

## **ARTICLE XVIII. AMENDMENTS**

These Rules and Regulations may be subject to amendment from time to time at the discretion of and by a majority vote of the Association Board of Directors.

These Rules and Regulations adopted by the Board of Directors effective Aug. 15, 2018.

For the convenience of the Homeowner, the following provisions of the Declaration of Covenants, Easements, Restrictions, Assessments and Assessment Liens are noted. This list may not contain all pertinent restrictions that may impact any particular Homeowner.

### Revision History Information

Date	Article	Section	Recap
1/23/18	XII	4	Changed number of guests allowed in pool
1/23/18	III	2	One bird bath added to back of home, natural earth tone color
1/23/18	VII	7	Added retractable awnings
1/23/18	III	2	Added Shepard's hook changes
8/15/18	III	2	Pots do not have to be taken in by Nov. 1 but must be well maintained
8/15/18	III	2	Shepherd's hook may not exceed 48" in front and side of house or 72" in back
8/15/18	III	2	No cracked corn for feed and two feeders allowed in landscape areas and two in natural area in back
8/15/18	III	2	American Flags are allowed – both garden size and 3' x 5' with stipulations
8/15/18	III	2	Lawn ornament maximum height of 60"; maximum height of statuettes 36"
8/15/18	III	2	Silk or dried artificial flowers allowed on porch, patio or deck
8/15/18	IV	2	New or replacement plants do not require Design Review Committee if selected from current Woods Edge Plant listing
8/15/18	IV	3	Added specific mulch or stone choices allowed without Design Review Committee approval
8/15/18	V	2	Updated tree listing and, similar to above, approval not needed for selection of tree; however placement would be required if in a new landscaping area.
8/15/18	V	2	4 Spartan Junipers are allowed for privacy purposes around a deck or patio
8/15/18	VII	3	Deck must be maintained
8/15/18	VII	7	Retractable awnings – restrictions stated as well as the approved brand, etc.
8/15/18	VII	8	Exterior penetrations deleted
8/15/18	IX	N/A	Allowable yard signs changed to reflect what is allowed in the Declaration
8/15/18	X	2	Pets – adherence to the Village of Ashwaubenon ordinances
8/15/18	XI	1	Parking allowed for recreational vehicles for loading/unloading
8/15/18	XII	4	# of guests at pool is no more than four per home and all guests must be accompanied by Homeowner at all times
8/15/18	XIII	2	Exercise room – one occasional guest allowed, but Homeowner must accompany that guest