



Rules and Regulations

Property Owner's Handbook

Revised September, 2015

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Alarm Systems

Each unit is equipped with a fire alarm. This is a small red box on the wall. Placement varies by unit. This does not call the fire department. It does sound an alarm in the other 7 units in your building. Use the 911 system to make a fire call.

There are several smoke alarms in each unit. These are operated electrically and have a battery back-up. The battery should be changed yearly. It is suggested that this be done at the same time the clocks are set for daylight saving time.

It is recommended that each owner install a carbon monoxide detector. Also a robot sensor (remote sensor) might be considered. These detect environmental conditions such as temperature and humidity and notify by phone (designated numbers) that there is a problem in the unit.

Animals and Pets

No animals, livestock, or poultry of any kind shall be kept or maintained on the property, except domestic house pets. However, no animal shall be kept for breeding, sale, boarding or any commercial purpose whatsoever. The owners of such pets shall exercise reasonable and diligent care with the pet so as not to annoy other Unit Owners or occupants. All dogs shall at all times be leashed, or tied and attended while on the property. No pens, kennels or doghouses shall be permitted outside of any Unit. No renters shall be permitted to have pets on the premises while occupying a Unit.

Association Communication

Meeting notices and other announcements of interest to owners are posted on the bulletin boards found at each set of mail boxes and on the board inside the front door of the Recreation Center.

Each owner has a file in the box located in the Recreation Center.

Check this often for items that you as an owner need to be aware of. Checking this box often will also minimize postage fees for the Association.

Association Dues

The dues are payable by the 5th of the month. Make checks payable to BLPOA, and mail to 300 Brandy Point Dr. #99, Arbor Vitae, WI 54568. The association dues pay for water, sewer, television service, recreation center maintenance, trash pickup, lawn and driveway/road maintenance and putting in and taking out the piers.

Beach Access

Unit Owners, tenants, and guests shall use the pathways or roadways which are provided on the premises for access to the beach area.

Board of Directors

There are five members on the board. Each is elected for a term of three years. The BOD elects the President, Vice-President, Secretary and Treasurer. The president becomes president of the entire association. Each board member must be a homeowner.

Unless there is an emergency and/or if you have a question about your unit or the association, please call a board member only between the hours of 8:00am - 5:00pm Monday - Friday. Please remember board members are volunteers; they are not paid. Please respect their time.

Boat Docks and Piers

Boat docks are available on a first-come, first-served basis. Dock rental fee is \$450 for the first year and \$300 for subsequent years (need not be sequential). Canoes are charged \$40 per year.

Contact a Board Member for availability. If there are no docks available, you will be put on the waiting list.

The piers are put in the water prior to the opening of the fishing season, which is the first weekend in May -- if the ice is out!! For pier removal, boats must be removed on or before the first Sunday in October. All condo owners are free to be on the piers and may fish from the area provided.

Campfires/Camping

No open campfire shall be permitted on the Property. Outdoor cooking shall be done only over fires contained in grills manufactured for that specific purpose. Outdoor camping in the Common Elements is prohibited.

Car/Boat/Vehicle Parking

Unit Owners will at all times use the parking areas designated for their individual Unit. Cars should be parked only in front of the garage door of the owner's unit. Parking in front of the vestibules of any of the buildings is not permitted. During the winter months when the snow has to be removed, no outside parking of a vehicle is permitted, or owner must move the car before the plows arrive.

The cars of visitors can also be parked parallel on the edge of the blacktop surfaces. However, visitors should be cautioned not to park on the grass as the sprinkler heads can be damaged.

All boats shall be docked at the assigned docking areas, and winter storage of all boats shall be in areas off of the Condominium. No camping trailers, travel trailers, or other recreational vehicles may be parked or stored on the premises, unless in an area designated by the Association. Units having visitors driving or towing such vehicles shall have them parked in an area to be designated by the Association. No wrecked or disabled vehicles may be parked anywhere on the premises at any time. There is

temporary parking space in the area outside the stone gate, off the main road next to the garage units. Boats and trailers can be parked there temporarily (i.e., during summer months) but permanent parking of any vehicle is not permitted (i.e., no winter parking of boats or trailers).

Common Courtesy

All persons on the premises, whether as a Unit Owner or visitor, shall use care and consideration for the rights and privacy of the occupants of other Units.

Emergency

The Unit Owner shall provide a master key to its Unit to the resident manager or agent so that, in the event of an emergency or evidence of damage to Common Elements coming from a Unit, the Manager may enter the Unit to rectify the emergency or damaging condition. The Manager shall attempt to notify the Owner prior to entry.

Emergency Warning System

Arbor Vitae, Minocqua, and Woodruff test their emergency warning system every first Wednesday of the month at 1:00 P.M. The siren will sound for approximately one minute.

Exterior Modification

A Brandy Lake unit owner may not alter the exterior of the building housing their unit, including the replacement of furnace and AC units. If an owner violates this rule, the building must be restored to its original state at the owner's expense. Also, no Unit Owner shall install any awning, antenna, flag pole or other projection, nor make any change in the exterior appearance of the Unit, without the prior written consent of the Association, which consent shall

be given only after due consideration of the effect on the property as a whole and the individual Units in particular.

Fences and Shrubbery

No Unit Owner may plant any shrubbery or trees outside of any building on the Condominium property without the consent of the Association. No trees or shrubbery located in Common Elements or Limited Common Elements may be damaged, removed, or destroyed except by action of the Association.

Furnace and Air Conditioning Service

A heating/air conditioner technician should check your furnace and air conditioner at least yearly. Before running your air conditioner in the summer, the condensate tube should be removed and cleaned. You may do this very easily: open the furnace cover; there is neoprene tube under the air filter; remove the neoprene tube and, if blocked, soak in bleach overnight. This should clear any debris that is within the tube. Rinse and reassemble. For questions, contact a service technician or board member.

Inhabitable Vehicles

No recreational vehicles, campers, travel trailers, vans, or similar inhabitable vehicles, whether owned by a Unit Owner, his family employees, agents, or visitors shall be used for human habitation or overnight accommodation while parked on any Common element or Limited Common Element.

Kitchen Garbage Disposal

Garbage disposals plug up easily. Some foods should not be put down the garbage disposal, such as: celery, asparagus, skin of onions, bones. Large quantities of food items should be fed into the disposal very slowly.

Lakefront Use

The use of the lakefront areas is limited to Unit Owners and their guests or tenants. All bathers are required to observe the following regulations in order to insure the comfort and safety of all concerned:

- a) Children under eight (8) years of age are not permitted in the lakefront areas or on the docks, unless accompanied by an adult supervisor.
- b) No pets shall be allowed in the lakefront area or on the dock.
- c) The lakefront areas are not guarded and all users of the lakefront and docks do so at their own risk.
- d) No glass bottles, jars, or other breakable items are allowed in the lakefront areas, and each person shall be careful not to drop any aluminum can pull tabs in the pier areas.
- e) No persons shall leave lawn chairs, swimming equipment, toys, or other personal property on the lakefront areas when not actually being used.

Noise

In order to assure the comfort of all-owners, the playing of phonographs, radios, television sets and musical instruments shall not exceed a reasonable volume at any time and shall be kept at a volume that cannot be heard outside the Unit in which located between the hours of 11:00 p.m. and the following 8:00 a.m.

Nuisances

In accordance with the uses of the Property permitted in the Declaration, no Unit Owner shall make or permit any disturbing noises in any Building by himself, his family, employees, agents, and visitors, nor do or permit anything by such persons that will interfere with the rights, comforts, convenience and enjoyment of

other Unit Owners. No other nuisances shall be allowed upon the property, nor any use or practice that is the source of unreasonable annoyance to residents which interferes with the peaceful possession and proper use of the Property by its residents. All Units and Limited Common Elements shall be kept in a clean and sanitary condition, and no rubbish, refuse or garbage allowed to accumulate, nor any fire hazard allowed to exist. No Unit Owners shall permit any use of his Unit or make any use of the Common Elements that will increase the cost of insurance upon the Property.

Signs

No sign, advertisement, notice or other lettering shall be exhibited, inscribed, painted or affixed to the inside window of any Building so as to show to the outside, without prior written consent of the Association. The regulation shall not apply to one sign of not more than three square feet, advertising the property for sale or rent.

Storage

All personal property of the Unit Owners shall be stored in the Condominium Units or in storage areas designated by the Association. Other than lawn furniture and barbecue grills, no personal property shall be stored outside the Units and open to view.

Rental Terms

The Rental of Units as permitted by Article III(H-2,4) is restricted to single family residential purposes, and to a term of one (1) month or more on a month-to-month tenancy. Rentals for less than one-month terms are explicitly prohibited.

Trash and Recyclables

No Unit Owner shall allow trash, rubbish, or garbage to accumulate anywhere on the Common Elements. Each Unit Owner may store all such material in sanitary, covered containers, hidden from view to the greatest extent practicable. No Unit Owner shall accumulate more than two average-sized containers of refuse. Each Unit Owner shall be responsible for removing their own refuse to the trash facilities on site.

There are two areas for Trash and Recyclable pickup, one located next to the garages at Bldg. C, and one next to the garages at Bldg. G. Each area contains two large dumpsters for trash/garbage and two smaller bins for Recyclables. One Bin is marked "Commingled" for commingled recyclables¹ and one is marked "Paper only" for mixed paper products². Pickup time is weekly on Wednesdays.

All garbage must be bagged. In Spring, no unbagged trash will be picked up, due to Spring road restrictions that prevent the large garbage trucks from entering. Larger items, such as chairs, etc., that might otherwise fit in the dumpsters, will not be picked up in Spring. Do not place these items in the dumpsters in Spring.

Trig's Food Store at Hwy. 70 West, Minocqua, has a Drive-Thru recycling facility behind their store. There is no charge for recyclable items, and attendants are present to assist in unloading [no need to get out of your car]. This is a convenience, especially during winter's icy conditions. Rules differ for separation, compacting, etc, so check first.

Trig's also recycles larger items, such as computers, televisions, etc., but there is a charge for these items.

1² Trash Recycling

1¹Commingled

Glass, Aluminum, Tin and Steel Cans and Plastics shall be mixed together in a clear recycling bag [available at local retail outlets]. Place bags in the Container marked "Commingled" or place next to Trash dumpster.

Glass: Bottles and Jars only. Green, Clear and Brown. Remove lids and discard in trash. Rinse clean. Remove rings.

Aluminum, Steel, and Tin Cans: Rinse clean. Flattening is optional. No aluminum foil.

Plastic: Milk, Soda, Detergent Bottles, and All Other 1PETE or 2HDPE.

Rinse clean. Remove and discard lids in trash. Crush plastic bottles.

Allowed:



Not Allowed:



2¹Paper

Newspapers, Magazines, and Paper shall be mixed together and bagged in recycle bags and placed in Container marked "Paper". All Other Material shall be placed in Trash dumpster.

Allowed: Newspapers, Magazines, Paper, Books [paperback], Envelopes, Paper [white, colored, ledger, shiny], Brown Paper, Computer Printouts, Manila File Folders, Phone Books.

Not allowed: Napkins, Waxed anything, Foil, Paper Cups, Food Containers, Styrofoam, Photographs, Fiberboard.

Cardboard boxes must be flattened and placed between the recycle bins and garage.

Tri-County Services

911 versus 211. 911 is for emergencies only. 211 is a community resource center in the north woods (Forrest, Oneida and Vilas Counties). Its services are available twenty-four hours a day, seven days a week (24/7). People can call for assistance in finding help with various needs; such as transportation, housing, childcare, local charities, food pantry, availability of health and social services, care-giving and other local information questions. There is no charge to the caller.

Weapons and Hunting

No rifle, shotgun, crossbow, bow and arrow, air rifle, slingshot, nor any type of weapon whatsoever shall be discharged or operated on the property, nor shall any person engage in hunting or trapping on the property. All weapons shall be encased while carried or otherwise transported on the Common Elements.

Wildlife Care and Feeding

Owners are asked to refrain from feeding wildlife, due to the damage that has been caused to the units by squirrels and raccoons. The deer cause a sizeable amount of damage to the shrubs. Hummingbird feeders are not included in this ban. Also, in the winter, suet with no seeds can be made available to the birds.

**Don't forget to educate your visitors
and/or renters about the rules.**



**Refer to and post the checklist of
"Things to do before leaving your
unit for long periods"**



Drive slowly in the complex, please.



**Have a safe and enjoyable time while
you are here.**