

## **WELCOME TO WIND MEADOWS CORPORATION**

Your Board of Directors takes this opportunity to welcome you to the Wind Meadows. You have purchased property and are or will soon become residents in one of the finest communities in the State of Wisconsin; one you can be proud of.

### **General**

In order to preserve and maintain the beauty and high *quality* standards of the Wind Meadows Corporation (WMC), the Board of Directors of the Corporation has adopted certain Guidelines, Rules and Regulations. The WMC Guidelines, Rules and Regulations apply to all property within Wind Meadows and are binding upon all property owners. They were created under the provisions and authority of the restated WMC Bylaws of the Corporation and by adoption of Corporate Policies. They are for the mutual benefit of all property owners. Each owner of property within Wind Meadows is automatically a member of the WMC. Copies of the current WMC Restated Bylaws and Guidelines, Rules and Regulations are enclosed.

### **Assessments**

Each piece of property is assessed a pro-rata share of the annual expenses of the WMC for administration and maintenance of common properties including the Leisure Center. Your property is located within a Parcel Service Area, which is aligned by geographical and home design considerations.

Monthly Assessments vary by Parcel Service Area (PSA) and are set each year by the Board of Directors after adoption of an Annual Budget. The Monthly Assessment varies depending on the particular needs of the PSA in which your home is located. Included in the Monthly Assessment monies are budgeted Operating Expenses, Insurance, Building and Grounds Maintenance Expenses and some Reserve Funds for major maintenance projects. However, there is no guarantee that the Reserve Fund will be adequate for all major projects. A Special Assessment may be required from time to time.

There is a definitive schedule for the allocation of maintenance expenses for the Manor, Patio, Garden, Village and Prairie Meadow Homes with the homeowner and the appropriate expense account.

For your convenience, there are two payment options; coupon books and automatic transfer. The exact amount of your Monthly Assessment is printed on the coupons or it can be obtained from the Site Manager at the WIND MEADOWS office. Automatic fund transfer is offered in place of a coupon book; payments can also be made on line by going to [www.windmeadows.org](http://www.windmeadows.org). If you have any questions, contact the WMC office at 639-8974. **Monthly Assessments are due and payable on the first day of each month.** A charge of ten (\$10) dollars shall be added to any assessment unpaid after thirty (30) days from the due date, and cumulatively for each thirty (30) days thereafter.

Please note that your responsibility for the assessment begins either on the first day of the first month following the purchase of the property or by whatever agreement for pro-rata payment has been made with the seller. Past due payments, that are more than 60 days past due, will be turned over to the Corporation's Attorney for collection. This action will include administrative costs, court costs and reasonable attorney fees as provided in the Bylaws.

### **Insurance**

The insurance policy for the Corporation provides comprehensive and liability coverage for the Leisure Center, tennis courts, public lighting entry signs and limited common areas. The insurance policy also provides comprehensive coverage for all Manor, Patio, Garden, Village and Prairie Meadow Home property "within the unfinished interior surfaces of the walls, floors and ceilings of individual units in accordance with the original plans and specifications." Single Family homes are not covered. Therefore, an individual unit owner must still purchase his/her own unit owners policy to provide coverage for their own personal property and any additions and alterations they have made (or a previous owner made) to their unit.

We look forward to your participation with the current members of the WMC and urge you to join one or more of the Committees or serve on the WMC Board. The Site Manager, an employee of a professional property management company, is prepared to assist you and to answer your questions at (262) 639-8974. The office is open five days per week, Monday through Friday, 9:00 a.m. to 3:00 p.m. Voicemail is provided for the hours when the office is not open. The WMC email is [windmeadow@outlook.com](mailto:windmeadow@outlook.com). An introduction to the Property Management Company is provided in the following letter.

Sincerely,  
WMC Board of Directors

## **WELCOME TO WIND MEADOWS WASHINGTON PROPERTIES, INC.**

We are pleased to have been selected to perform the professional management functions for the homeowners of Wind Meadows. Washington Properties, Inc. contracts through the Wind Meadows Corporation (WMC) to provide property management services for the residents of Wind Meadows.

As you are aware, the concept of Wind Meadows is unique and is designed to provide a superior environment for its residents through the cooperative effort of a Homeowners Association.

### **Garbage and Recycling**

The Village of Wind Point contracts garbage and recycling pickup through "John's Disposal Services, Inc." at (262) 473-4700. Garbage pickup is scheduled for all of Wind Meadows every Monday and recycling every other Monday after 7:00 a.m. The disposal company requests each home to place their contained garbage and recycling, in the provided "John's" container if applicable. Then Monday morning place the container(s) at the end of your driveway.

### **Landscaping and Snow Removal**

The WMC contracts Reliable Property Services to do the landscaping maintenance and snow removal for Patio, Manor, Garden, Village and Prairie Meadow Homes and common areas. Past experience with this company has shown them to be responsive to problems and to perform high quality work. Please refer to the Monthly Newsletter for a list of activities that the Reliable Property Services performs during the contract year.

If you have a landscaping or snow removal question or concern, please do not contact the Reliable Property Services or their employees directly; contact the WMC Site Manager who will investigate to determine if your concern or suggestion can be accommodated within the terms of the contract.

### **Reserves**

For your information, we have established three bank accounts for controlling and accounting covering your funds:

- I. Wind Meadows Operating Account  
This is a checking account through which all Operating Expenses are passed and accounted for.
- II. Wind Meadows Contingency Reserve Account  
Monies placed in these accounts are invested in high yield saving accounts and are used for short-term maintenance or repair costs.
- III. Wind Meadows Capital Reserve Account  
Monies placed in these accounts are invested in high yield saving accounts or CDs and are used for long-term Capital Improvements such as roofs and street repairs in Parcel Service Areas (PSA) I, II, III, V, VI, VIII and Leisure Center.

The Wind Meadows Board of Directors and the PSA Directors receive monthly accounting reports from us on the custody and use of all funds received from Wind Meadows Assessments.

The following is a breakdown of services provided by Washington Properties,

- I. Budget and Financial Statement preparation
- II. Performance of accounting and banking functions
- III. Collecting and protecting assessment income
- IV. Maintaining corporate insurance coverage
- V. Bidding and contracting for services, materials and equipment required in carrying out the Corporation's repair and maintenance responsibilities
- VI. Mailings and communications.

The budget you received was prepared as a base for establishing assessments for the operation of the WMC and has been reviewed and approved both by your PSA Director and the Wind Meadows Board of Directors.

The assessment procedure is in accordance with the covenants of the WMC and was placed in effect as of February 1, 1977. Your Monthly Assessment is due the first of each month and is considered late and subject to a penalty after the 10th of each month. Please make your check payable to the *Wind Meadows Corporation* and mail it to P.O. Box 617451, Phoenix, AZ 85082-1745. In your coupon booklet you will find address labels for mailing your payments. Payments can also be made online at [www.windmeadows.org](http://www.windmeadows.org).

### **General**

If you and/or family members plan to use the tennis courts or swimming pool, you will need identification cards. *Please fill out the enclosed form to request the cards and return it to the WMC office.*

For easy reference, the Site Manager's business card is enclosed. The Wind Meadows office hours are 9:00 a.m. to 3:00 p.m., Monday through Friday. When the Site Manager is out of the office, voice mail will take your call. The telephone number is (262) 639-8974. The email address is [windmeadows@outlook.com](mailto:windmeadows@outlook.com). In case of emergency, please contact the Washington Properties' answering service at (262) 631-1129 and they will contact the service staff.

Washington Properties extends itself in welcome and wishes to emphasize that its purpose is to provide service to you, the Homeowner. Please feel free to call (262) 639-8974 with questions or comments.

Sincerely,  
Washington Properties, Inc.