

## **WELCOME TO WIND MEADOWS CORPORATION**

The Wind Meadows (WM) Board of Directors takes this opportunity to welcome you to the Wind Meadows community. You have purchased the property and are or will soon become a resident in one of the finest communities in the State of Wisconsin; one you can be proud of.

### **General**

To preserve and maintain the beauty and high-quality standards of the Wind Meadows Corporation (WMC), the Board of Directors (BOD) of the Corporation has adopted certain Guidelines, Rules, and Regulations. The WMC Guidelines, Rules, and Regulations apply to all properties within the Wind Meadows community 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 the adoption of Corporate Policies. They are for the mutual benefit of all property owners. Each owner of property within the Wind Meadows community 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 (PSA), 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 (BOD) after the adoption of an annual budget. The monthly assessment varies depending on the needs of the PSA in which your home is located. Included in the monthly assessment monies are budgeted operating expenses, insurance, building, and ground 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 booklet and automatic transfer. The exact amount of your Monthly Assessment is printed on the coupon, or it can be obtained from the Project Manager at the Wind Meadows office. Automatic fund transfer is offered in place of a coupon booklet. 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 fifty (\$50) 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 you are responsible for the assessment and 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 attorney fees as directed 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. An individual unit owner must still purchase his/her own unit owner's 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. Single Family homeowners should carry their own homeowner's insurance.

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 Project Manager, an employee of Washington Properties, Inc., a professional property management company, is prepared to assist you and answer your questions at [wmc@w-p-inc.com](mailto:wmc@w-p-inc.com) or by phone (262) 639-8974, Monday through Thursday, 8:30 a.m. to 3:30 p.m., Friday 8:30 a.m.-1:30 p.m. Voicemail is provided for the hours when the office is not open, as well as an emergency maintenance phone number. An introduction to WPI is provided in the following letter.

Sincerely,  
WMC Board of Directors

Updated: 1/2023

## **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 Brightview Landscaping Services to perform ground maintenance and snow removal management for Patio, Manor, Garden, Village, and Prairie Meadow Homes and common areas. If you have any concerns regarding the care of the property, reach out to your project manager at [wmc@w-p-inc.com](mailto:wmc@w-p-inc.com) or 262-639-8974.

### **Reserves**

We have established three bank accounts for controlling and accounting for 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 used for short-term maintenance or emergency repair costs.
- III. Wind Meadows Capital Reserve Account  
Monies placed in these accounts are invested in high yield saving accounts or Certificates of Deposits (CD) 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:

Fielding and responding to all emails and calls from Wind Meadows members, working with each volunteer PSA director to help navigate projects, concerns, and questions, preparing and provide budget and financial statements, performing all accounting and banking functions, collecting and protecting assessment income, maintaining corporate insurance coverage, bid and help navigate contracting for services, materials, and equipment required in carrying out the Corporation's

repair and maintenance responsibilities in each PSA, manage and prepare all mailings and communications with members, contractors, vendors and other.

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 on 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. There is a hassle-free auto withdrawal program available to you through our office. Contact the project manager for the form.

### **General**

If you and/or family members plan to use the tennis courts, swimming pool, or Meadow Lake you will need identification cards. **Please return the completed enclosed contact form with all names of residents living in your home and return it to the WMC office. ID cards will be sent for each member listed on the form.**

The Wind Meadows office hours are 8:00 a.m. to 3:00 p.m., Monday through Thursday and 8:00 a.m.-1:00 p.m. on Friday. Voice mail is available for messages at (262) 639-8974. The email address is [wmc@w-p-inc.com](mailto:wmc@w-p-inc.com). In case of an after-hours emergency, please contact the Washington Properties' answering service at (262) 631-1129 and they will contact the service staff.

Washington Properties extends itself in a 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.

Updated: 1/2023