

CrossWinds

AT THE CREEK
Condominiums

Welcome to Crosswinds. Here is some information that might help you get acclimated in your new home:

- **ACH payment of condominium fees.** When a unit is sold, the new owner must fill out an ACH form to pay for the condominium fees. The first month's HOA fees are due at the time of closing. HOA fees will be withdrawn on the homeowner's account on the 5th of each month thereafter. If the ACH form is not completed by the new homeowner at the time of occupancy, a fine will be imposed for every month thereafter until it is filed with the treasurer.
- **Air conditioning Hose.** Units 1, 10, 11, 18, 19 and 26 have air conditioning hoses running from their air conditioning unit to the gutter. The homeowner is responsible for checking the hose line to ensure it is not restricted. New unit owners should contact a board member to help understand what can happen if the hose is not properly maintained. Sensors can also be installed to shut the furnace down if it senses water. This will avoid any damage to the lower unit.
- **Balcony Items.** A unit owner shall place only those items on the patio, balcony, or parking space assigned to the unit as approved by the rules and regulations adopted by the Board of Directors. Fire pits and grills are not allowed on balconies, wood porches or within 6 feet of any building.
- **Baseboard Heaters in Front Entrance.** Units 1, 10, 11, 18, 19, and 26 have baseboard heaters at the front entrance. The heater should be turned on in the winter months. There are water pipes under the cement slab in the front entrance. If any damage occurs because of not properly heating a unit, that homeowner is responsible for the damage to any other unit.
- **Bird Feeders.** Homeowners should only place squirrel resistant bird feeders on their property.
- **Carbon Monoxide Sensors.** Carbon monoxide sensor units should be placed on each floor. This is the responsibility of the homeowner.
- **City of Cudahy, WI website.** For all things Cudahy: <https://www.cudahy-wi.gov/>.
- **CrossWinds information.** There are a total of twenty-six units. Building A, 3330 East College Avenue, has ten units; Buildings B, 6245 South Creekside Drive, has eight units; and Building C, 6235 South Creekside Drive, has eight units.
- **Cudahy Fire Department, 414-769-2232.**
- **Drug use.** Drug use is prohibited in any communal area. That would include the outside porch area.

- **Emergency Shutoff Valves for Buildings A, B, and C.** Units 1, 11 and 19 have emergency shutoff valves that control the water for each building. Units 1, 11, and 19 must provide a code for their garage and/or a garage entrance key to be placed in the KNOXbox for first responders per fire department regulations.
- **Exterior and Privacy Fences.** Do not attach anything to the exterior of the building or the privacy fencing. Any unit owner in violation of this will be required to return the common element to the original state at their expense. Any damage to a common element because of the violation will be the responsibility of that unit owner.
- **Fines.** If there are any fines outstanding, a homeowner may not vote at meetings of the Association until the fines are paid. When a unit is sold, if there are any outstanding fines, a lien will be placed on the unit and all fines must be paid before the sale can be completed.
- **Fire Alarms.** Fire alarm inspections are mandated and occur once a year. Homeowners must be present for the inspection or make other arrangements to let the inspector into their unit. If the homeowner does not make other arrangements, they will be responsible for the cost of having the company come back to make the inspection.
- **Fire Extinguisher.** Each homeowner is responsible for keeping one up to date fire extinguisher in their unit. You should check the date on your fire extinguisher every year to see if it needs to be recharged.
- **Gazebo.** Before any item can be placed in or around the gazebo, authorization must be obtained from the Board of Directors.
- **Garage Fire Extinguishers.** Most units have fire extinguishers in their garage. Garage fire extinguishers are recommended. Homeowners are responsible for making sure they are charged properly.
- **Garbage Collection.** The garbage and recycle schedule can be found at https://www.cudahy-wi.gov/departments/public_works/garbage_recycling/index.php.
- **Garbage Day is Thursday.** On garbage day, which is Thursday (except for holidays), place your garbage bin in front of your garage. If there is a holiday during the week, garbage day will be Friday.
- **Garbage Recycling.** The recycling schedule is every other week and can be found on the Cudahy website. Buildings A & B place the garbage bin on the north side and the recycling bin on the south side. Building C places both bins on the west side of the driveway.
- **Grills and Portable Fire Pits.** Per the fire code, no portable fire pits may be used at CrossWinds. Grills can only be used behind your garage on the noncombustible cement slab. You may not grill on your porch per the fire code.
- **Mailbox Postings.** Messages will be posted from time to time on the side of the mailboxes.
- **Mortgagee Information and Emergency Contact Form.** All condominium associations must keep the mortgagee information on file for each unit. Attached is the Mortgagee and Emergency Contact Form. It must be renewed every year.

- **Noxious Activity.** No noxious or offensive activity shall be carried out in any unit or in any common living area and nothing shall be done therein which may be or become an annoyance or nuisance to others.
- **Outside Water Valves.** Units 1, 4, 5, 7, 10, 13,15, 16, 18, 19, 21, 23, and 26 are responsible for turning the water on in the spring and turning the water off in the winter to ensure the pipes do not freeze. There are drain plugs on each of the shutoffs that should be removed and kept off for the winter. Unit homeowners with shut-off valves must ensure that the water is turned off in the fall before the temperature reaches freezing for more than 24 hours or November 1st (whichever comes first). There are drain plugs near the shut-off valves. These should be removed and drained in the fall. The caps should be taken off for the winter. Additionally, the exterior faucets should be left open. Any homeowner who does not know how to turn on or shut off their outside water should contact a board member who will assist them with this.
- **Parallel Parking.** You cannot park your car parallel to your garage. It is a hazard for emergency vehicles.
- **Parking Lot Speed Limit.** Homeowners agree to operate any motorized or non-motorized vehicle at a maximum speed of ten (10) miles per hour in the parking lot area.
- **Parking Permits.** If you need to park more than two cars, or your vehicle does not fit in your garage, parking permits are available for purchase at the Cudahy Police Department.
- **Pet Registration Form.** If you have a pet, you will need to fill out the attached Pet Registration Form. It must be updated if there is a change.
- **Porch electrical outlet.** If your porch outlet does not work, push the fuse button on your electrical outlet that is in your garage.
- **Privacy Fences.** All the area inside the privacy fence is the homeowner's responsibility and should be free of weeds. This area should be kept neat and tidy.
- **Prohibited parking.** Do not park on the grass or behind your garage. Emergency vehicles will not be able to gain access to units if necessary.
- **Quiet Time.** After 10 o'clock, please turn off your radio or turn down the volume when entering Crosswinds. No loud sounds or speakers after 10 o'clock.
- **Red fire alarm pulls.** The red fire alarm pulls are hardwired in each unit and will send an alarm to the fire alarm panel at the end of each building. The fire alarm panels are inspected every year in the fall. The fire alarm inspection company will need to access your unit. A notice will be posted on the side of the mailboxes as to the date and time. If you cannot be home for the inspection, you will have to make other arrangements. If the fire alarm inspection company must return to perform the inspection, you will be charged for the company to return.
- **Satellite dishes.** No satellite dishes are allowed.
- **Sealed Crocks.** Units 3, 5, 13, 14, 15, 22, and 23 have sealed crocks. The pumps in the sealed crocks are called gray water pumps or sanitary pumps. Units who have bathroom hookups in their basements should have one. Toilets, wash basins, showers, and washing machines are examples of what would go to the pump's crock. The condensation line from

the furnace also goes to the crock. The line runs under the basement floor from the drain to the crock. The homeowner is responsible for maintaining the sealed crock.

- **Smoke Detectors.** Smoke detectors are maintained by the homeowner. They are hardwired with a battery backup. Always have a 9V battery on hand. Once they alert for battery replacement, the beeping will not stop until the battery is replaced.
- **Sprinkler System.** The sprinkler system for Building A is located in the basement of Unit 3. When the fire inspection occurs, Unit 3 must grant access to the inspection company to check the sprinkler system. Unit 3 also has the responsibility to keep the garage door closed during cold weather. Unit 3 must supply a copy of the key for entry to the basement, and the garage code, to be put in the KNOXbox for first responders.
- **Squirrels.** Homeowners should not feed the squirrels.
- **Sump Pumps.** Units 4, 5, 14, 15, 21, 22, and 23 have sump pumps. The association is responsible for the sump pumps. The two sump pumps for Building B and the two sump pumps for Building C serve four basements. Units 14, 15, and 23 have battery operated sump pumps. The battery must be replaced periodically. The homeowner is responsible for checking the battery.
- **Vehicle License Registration Form.** Homeowners must fill out a vehicle license registration form for every vehicle they will be parking at Crosswinds. If they purchase a new car, they must fill out a new form.
- **Visitor Parking spots.** Outside parking areas designated as 'visitor parking' shall not be used by unit owners to park their personal vehicles during the day or overnight without permission of the Board of Directors. Street parking permits may be purchased at the Cudahy Police Department. Special permission for overnight parking may be granted by calling 414-744-3444.
- **Visitor Parking and snow removal.** If a homeowner has someone visiting and they park in 'visitor parking' overnight in the winter months, the snow must be cleaned up after the car is removed. If the snow removal company must come back to remove the snow, the homeowner is responsible for the cost.
- **Voting eligibility.** Homeowners with outstanding fines or HOA fees will not be eligible to vote on any issue.
- **Water Pipe Precautions.** Unit homeowners need to heat their unit adequately during the winter season using a guideline of 65 to 70 degrees until the weather warms up. Vacant units or homeowners that plan to be away from their condominium in the winter months should make sure that their water is shut off for your unit before you leave. You should make sure you have completely drained any water from your pipes by running faucets and flushing toilets. When you shut off your water for an extended time, it is a good idea to shut off your electric water heater. Do not turn off your furnace.
- **Windows.** All windows are the homeowner's responsibility. Torn screens should be replaced for esthetic reasons.
- **Work Orders.** All work orders must be submitted in writing and placed in the gazebo mailbox. Email requests will be reviewed, but not completed until the work order is

formally submitted in writing. Thereafter, to be filed in the individual unit file to maintain the history of each unit.

We are glad you have joined our community. If you have further questions, email us at CrossWindsCreek@yahoo.com and we will do our best to respond promptly.

Enclosures: ACH Debit Authorization Agreement
 Mortgagee Information and Emergency Contact Form
 Pet Registration Form
 Short Term Parking Form
 Vehicle License Registration Form
 Work Order Request

ACH Debit Authorization Agreement

AUTHORIZATION AGREEMENT – FOR PRE-ARRANGED PAYMENTS (ACH DEBITS)

I (WE) HEREBY AUTHORIZE **Crosswinds at the Creek Homeowners Association** hereinafter called ASSOCIATION, to initiate debit entries to my (our) Checking Account hereinafter called DEBIT ACCOUNT indicated below, to debit the same to such account.

Please fill out the information below and include a Voided Check or Deposit Slip

DEBIT ACCOUNT – Bank Name	TRANSIT/ABA NUMBER
CITY, STATE, ZIP CODE	ACCOUNT NUMBER

This authority is to remain in full force and effect until ASSOCIATION has received written notification from me (or either of us) of its termination in such time and in such manner as to afford ASSOCIATION a reasonable opportunity to act on it prior to charging DEBIT ACCOUNT. After the DEBIT ACCOUNT has been charged, I have the right to have the amount of an erroneous debit immediately credited to my account by ASSOCIATION, provided I (we) send written notice of such debit entry in error to ASSOCIATION within 15 days following issuance of the account statement or 45 days after posting, whichever occurs first.

DATE	UNIT NUMBER
NAME (please print)	Name (please print)
Signature	Signature



Mortgagee Information and Emergency Contact Information Form 202____

Condominium associations are required to keep a record of each mortgage. Keeping records of all mortgagees is not only legally required, but it also serves to simplify the process for amending the master deed and condominium bylaws. The bylaws shall provide that a co-owner who mortgages his or her unit shall notify the association of the name and address of the mortgagee, and that the association of co-owners shall maintain such information in a book entitled, "Mortgages of Units." In addition to being legally required, the mortgagee book of records will provide necessary information to contact mortgagees if the condominium association amends the master deed or condominium bylaws. Accordingly, when requesting mortgagee information, it is legally required to keep information on mortgagees and that a co-owner's failure to provide this information may result in a violation of the condominium bylaws.

Unit _____ Unit Owner Name: _____

Unit Owner Address: _____

Unit Owner Phone Number: _____

Unit Owner Email Address: _____

If other than Unit Owner, name of person living in unit: _____

Emergency Contact Information

The following information is requested by the Board of Directors for emergency purposes only. Please provide contact information for a neighbor, relative, or friend that would have access to your unit.

Emergency Contact Information: _____

Emergency Contact Phone Number: _____

Emergency Contact – Relation to Owner: _____

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Pet Registration Form

Unit No. _____

Homeowner name: _____

Homeowner Telephone No. _____

Homeowner name: _____

Homeowner Telephone No. _____

Name of pet: _____

Weight of pet: _____

Age of pet: _____

Rules every Crosswinds pet owner must follow:

1. Each unit is limited to no more than one pet weighing 35 pounds or less unless written permission is given by the Board of Directors.
2. All pets shall be carried or kept on a leash when not in the unit.
3. Homeowners may not let animals urinate or defecate on balconies.
4. Homeowners are responsible for promptly and completely cleaning up all the excrement of their pets.
5. No animal shall be tied up outside their condominium.
6. No pets shall be permitted to cause a nuisance or unreasonable disturbance. Any pet which causes such a nuisance or disturbance to a unit owner shall be permanently removed from the unit at the order of the Board of Directors.

I acknowledge I have read this form and will abide by the rules listed above.

Unit Owner Signature _____

Unit Owner Signature _____

Date of signing: _____



Short term parking (please display in windshield)

Unit you are visiting _____
Dates parking in visitor slot _____



Short term parking (please display in windshield)

Unit you are visiting _____
Dates parking in visitor slot _____



Short term parking (please display in windshield)

Unit you are visiting _____
Dates parking in visitor slot _____



Short term parking (please display in windshield)

Unit you are visiting _____
Dates parking in visitor slot _____



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Unit you are visiting _____
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Short term parking (please display in windshield)

Unit you are visiting _____
Dates parking in visitor slot _____



Short term parking (please display in windshield)

Unit you are visiting _____
Dates parking in visitor slot _____



Vehicle License Registration Form

Unit No. _____

Homeowner name: _____

License Plate No. _____

Homeowner Telephone No. _____

Vehicle Year, Make & Model _____

Unit No. _____

Homeowner name: _____

License Plate No. _____

Homeowner Telephone No. _____

Vehicle Year, Make & Model _____

Statement/Signature

I understand that no visitor parking space will be used by a homeowner unless authorized by the board. No vehicle shall remain in a visitor parking space so as to interfere with snow removal from the parking area. No vehicle shall remain in a visitor parking space overnight unless authorized by the board.

Unit Owner Signature _____

Unit Owner Signature _____

Date of signing: _____

