

Welcome Package
Fenwick Condominium Association Inc.

Order: MSGDBFKP5
Address: 1409 N Prospect Ave Unit 504
Order Date: 08-31-2026
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Fenwick

HOMEOWNER INFORMATION FORM

OWNERS NAME(S): _____

OWNERS PRIMARY ADDRESS: _____

OWNERS SECONDARY ADDRESS: _____

OWNERS PHONE NUMBERS: HOME _____

WORK _____

CELL _____

OWNER E-MAIL ADDRESS: _____

VEHICLE/MOTORCYCLE – MAKE/MODEL/LIC#: _____

VEHICLE/MOTORCYCLE – MAKE/MODEL/LIC#: _____

IS YOUR UNIT _____ OWNER OCCUPIED _____ RENTED

RENTERS NAME(S): _____

RENTERS PHONE NUMBER(S): _____

RENTERS EMAIL ADDRESS(S): _____

IN AN EMERGENCY WHO WILL HAVE ACCESS (KEY) TO YOUR UNIT?

_____ PHONE _____

PERSONAL EMERGENCY CONTACT:

_____ PHONE _____

PLEASE RETURN TO THE OGDEN OFFICE AS SOON AS POSSIBLE:

OGDEN & COMPANY, INC.
Attn: Betsy Dandridge 414 270 1364
betsyd@ogdenre.com
1665 N. Water Street
MILWAUKEE, WI 53202

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Fenwick PET REGISTRATION FORM
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Owner Name(s): _____

Address: _____

1. Pet Name: _____ Breed: _____

Color: _____ Weight: _____

- Does the pet live with you: Full-time, part-time or just visiting?

- Is the pet registered with the City? Yes or No
Properly licensed? Yes or No
License #: _____
- Are the pet's shots current? Yes or No
- Does the pet get along with people? Yes or No
Other animals? Yes or No
- Vet Name & Phone No.: _____

PLEASE RETURN TO THE OGDEN OFFICE AS SOON AS POSSIBLE:

OGDEN & COMPANY, INC.

ATTN: Betsy Dandridge 414 270 1364
betsyd@ogdenre.com
1665 NORTH WATER STREET
MILWAUKEE, WI 53202

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Air Conditioning

The air-conditioning system uses chilled water which is cooled by the chiller in the basement. The chiller is started up at the beginning of the cooling season (May 15 – October 15). The chilled water circulates through the system and is available to be used by a/c air-handlers in each unit. In units with one thermostat, cold water is sent to the air-handler when the thermostat is adjusted to a point below the current room temperature.

When this happens, the fan should always be turned on in order for cool air to be circulated through the vents high on the wall(s) in the unit, and to help disperse condensation and avoid dripping.

If air-conditioning is not needed, the thermostat should be turned up to keep chilled water out of the air-handler. Since in warm weather the boilers are running only to provide hot water for purposes other than heating, hot water will not produce heat through the registers along the outside walls.

The chiller runs when the outside temperature is 60 degrees, or above.

If the air-handler runs and cool air does not result, the most common problem has been with the thermostat. In units with one thermostat, if the thermostat, heating zone valve along the wall and the supply valve in the a/c unit are not operating correctly, chilled water may not be directed to the air-handler and, if so, the air handler will just circulate room-temperature air.

The air-handler is the property of the unit owner and the owner is responsible for all air-handler maintenance, repair and replacement. The Property Manager will suggest HVAC contractors, if requested.

Owners need to make sure that a/c air filters are examined and replaced when dirty, that pipes are properly insulated and that drip pan drains are clear of debris.

Carpet Cleaner

The Association owns a Rug Doctor carpet cleaner. The machine can be made available to owners for use in their units. Appropriate carpet cleaning solution must be obtained by the owner using the machine, at the expense of the owner.

Condensation

Drips and overflows sometimes occur around A/C blowers when humidity is high if condensate drains are not functioning properly, when drip pans overflow or when piping is not sufficiently insulated. When this happens, an HVAC contractor may need to be contacted by the unit owner.

This problem can be limited by turning up the controlling thermostat to a point above room temperature so cold water is not directed to the A/C unit.

During warm periods, the boilers will not send hot water to the heat registers, so turning the thermostat up should not result in heating of the unit.

When the thermostat is turned low enough to cause chilled water to flow through the A/C unit, the blower/fan should always be turned on.

Condominium Board

The Condominium Board of Directors is elected by the Association and is responsible for the overall operation and well-being of the property. Concerns requiring Board attention should be presented in writing to the Property Manager or resident Board members listed on the basement bulletin board.

Driveways

Surface- North drive is the entrance drive. South drive is the exit drive.

Underground- North drive is the entrance drive. The south drive is the exit, since driving up a covered ramp is preferable in winter weather.

Elevator

The elevator is an 8 floor hydraulic model driven by a jack which extends 7 floors into the ground when the elevator car is at the basement level. It is somewhat slow and responds to calls in the order they are received, so someone entering the car may be transported to a floor to which they did not intend to go if someone on another floor pushes a button in the meantime. Please be patient and treat it kindly.

If you enter the car and it doesn't move as requested, push the button for the floor you're on and the door should open. When this happens, the usual problem is a build-up of crud in the elevator door-tracks. Cleaning or brushing out the tracks usually results in normal operation.

Fire Alarms

Pull-boxes are located next to the stairway doors at each end of every hallway. Alarms are located in all hallways and in individual units.

Fire Extinguishers

Fire extinguishers are located on each stairway landing on each floor.

Heat and Hot Water

The building is heated with hot water created by boilers in the basement. The hot water circulates through the system to the heat registers along the outer walls of a unit. Air then flows over the metal fins in those registers. The heated air then circulates through the unit.

The boilers provide domestic hot water to the building throughout the year and ramp up to provide heat to the building when the outside temperature falls below 60 degrees.

If a unit is not sufficiently warm and the problem is not building-wide, or if the heat in the unit is excessive, the following factors should be considered:

Thermostat- must be in working order to adjust the zone valve along the wall which controls the flow of hot water through the wall registers;

Zone Valve- must be in working order to react to the thermostat and adjust the heat level;

Heat Fins- the metal fins under the register covers heat the air most efficiently when they are clean and air flow to them is unobstructed. Occasional cleaning is recommended;

Windows- need to be properly sealed;

Air Vents- the ventilation fans on the roof draw air through the building and then out through the vents in the kitchens and bathrooms of units. Heat loss results from this. **Covering the vents and closing bathroom doors when ventilation is not critical helps retain heat during extreme weather;**

Openings- Electrical outlets in exterior walls should be insulated and any openings in walls under sinks should be insulated or closed.

Intercom

All residents should be listed on the digital intercom. Scroll to the resident's name and push the 'Call' button to ring the resident's phone. When a visitor has been identified and access to the Building is to be granted, dial '9'.

Entrance to the Building should never be allowed to anyone unknown to a resident.

Laundry

The washers and dryers are owned by the Condominium Association. Report any problems to the Property Manager or to the laundry contact shown on the basement bulletin board.

If a washer does not start correctly, pull the plug and plug it back in. This will usually cause it to reset and start the wash cycle.

Mail

Mail is delivered around 10:00 Monday through Saturday. Outgoing mail may be placed in the box next to the front stairway door in the lobby. If you put something in the box, leave the top lid up.

There is also 4:00 P.M. collection of out-going mail from the box on Farwell near the north underground drive, Monday through Friday.

Parking

The surface lot and underground parking are owned by a wholly-owned subsidiary of Fenwick Condominium Association, Inc., Fen Laigh, Inc.

All resident vehicles parked underground or on the surface lot must display a valid Fen Laigh parking permit. Non-owner residents need to obtain permits through their landlords.

Owners should contact Property Manager Ogden & Company to obtain permits and to arrange for payment of parking fees.

Property Manager

The Property Manager acts on behalf of the Association and is responsible for the overall operations of the property.

Ogden & Company, Inc.

Property Manager- Miranda Cannon, 414-276-5285, mirandac@ogdenre.com

Service Coordinator- Betsy Dandridge 414-270-1364 betsyd@ogdenre.com

Recycling

The recycling dumpster is located next to the building near the south surface driveway.

If the recycling dumpster is full, please put all refuse in one of the trash dumpsters which are on the surface lot near the north driveway. Boxes not filled with recycling should be broken down/flattened.

Rooftop Deck

The deck on the Fenwick roof is a valuable asset of the property. It is currently accessible at all times. It would be unfortunate if access needed to be limited due to misuse.

Electric and gas grills are provided for use by residents. **Charcoal grills are strictly forbidden.**

Additional rooftop rules are posted on the landing inside the rooftop door.

Please leave the deck as clean or cleaner than it was when you and your visitors went up. Windex and paper towels are provided in the basket on the landing.

Do not venture outside the fenced patio area.

Storage Lockers

A basement storage locker is assigned to each Fenwick unit. Items stored in these lockers are stored at the risk of the resident/owner. The Fenwick exit door key will open the door to the locker area. There are many pipes above the lockers. **All stored items of value should be raised off the floor and otherwise protected in the event of leaks, sump-pump failure or floods resulting from other sources.**

Thermostats

Each Fenwick unit contains at least one thermostat. Some units have separate thermostats for heating and cooling. The original thermostats operate pneumatically, using compressed air created by a compressor in the basement. Because of this, when these thermostats are adjusted, the sound of air being released can be heard. Thermostats in some units have been replaced with electronic models. Changes from the original configuration of the system are done at the risk of the unit owner.

Trash

Three trash dumpsters are located near the north surface driveway. **When one dumpster is full, please proceed to another dumpster.**

Visitor Parking

Fenwick residents are fortunate to have surface lot parking available to visitors. Visitors must register on the sign-in sheet next to the elevator or risk ticketing and towing.

This is a privilege which should not be abused. **‘Visitors’ who park more than occasionally need to rent a space and obtain a permit from the Property Manager.**

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