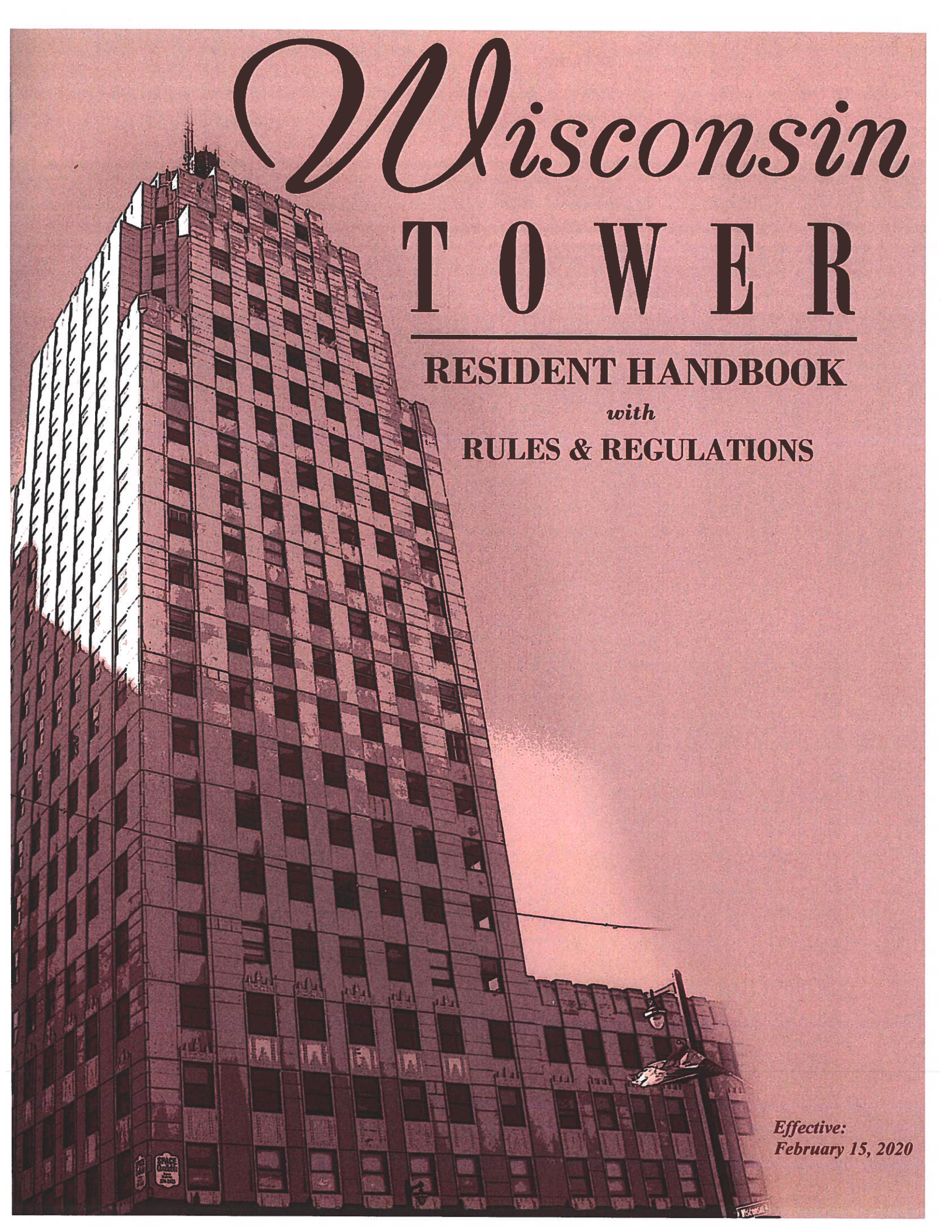




Wisconsin TOWER

RESIDENT HANDBOOK

with

RULES & REGULATIONS

*Effective:
February 15, 2020*

Wisconsin Tower Condominium Association Resident Handbook

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Wisconsin Tower Condominium Association Resident Handbook

1. Welcome

1.1. Welcome to Wisconsin Tower

The Wisconsin Tower Condominium Association, Ltd. (the “WTCA”) welcomes you to our building. You are now a part of a condominium community with a creative and committed group of Residents.

If, after reviewing this handbook, you have questions during the course of your residence, please feel free to speak with a member of the Association’s Board of Directors (the “Board”) by emailing wisconsintower@gmail.com.

1.2. How to Use this Handbook

This handbook is provided for your use as a reference of the Rules & Regulations of the WTCA and is a supplement to the WTCA Bylaws. It is designed to acquaint you with the condominium’s Rules & Regulations as quickly as possible. Reading the entire Resident Handbook will provide a complete understanding of the material covered. This latest version of this document is available on the WTCA website, wisconsintowermilwaukee.com.

Please understand that every attempt has been made to clearly and concisely present the WTCA rules, regulations, and practices for your personal education. Should any provision of this handbook conflict with an applicable U.S. or state statute, the statute will prevail as will the Declaration and Bylaws of the Condominium Documents recorded in July 2006, or any amendments thereafter.

Every Owner/Resident/Tenant (the “Resident” or “Residents”) is encouraged to make suggestions for changes or improvements to the Board or a Rules & Regulations Committee member or by placing your comments in the suggestion box. Your suggestions will be taken under consideration; however, there is no guarantee of implementation. Updates will be distributed to you as revisions are voted upon, ratified, and passed.

1.3. Our Goal

Our goal at Wisconsin Tower is to promote a quality and safe environment for all Residents and their Guests. Dedicated Residents are essential to achieve this goal. And that’s where you come in. You have chosen to be part of the WTCA, and it is essential that you and your Guests or Tenants remain informed regarding the rules, regulations, and practices which we all are required to follow.

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2. **Building History**

The Wisconsin Tower is a prime example of Art Deco architecture and was built from 1929 to 1930 in the middle of the Art Deco era. It was designed by the Chicago architectural firm of Weary and Alford. The firm designed several Midwest office buildings and banks during this period which had similar features—skyscrapers with Bedford stone exterior and inset upper floors.

The dramatic brown marble front entrance, surrounding a grillwork of birds and flowers, leads to an equally impressive lobby, almost all of which is original. The lobby walls are Levanto Italian marble. The elevator doors, elevator signals, and directory are all beautiful examples of Art Deco design. The metal grillwork continues along the south and east sides of the outside of the building. All of the grillwork was designed by Arthur Weary, one of the architects, who also designed the frieze on the Milwaukee Journal Sentinel building located on State Street.



The Wisconsin Tower was known as the Mariner Tower until 1939. The original name came from the developer, John W. Mariner. The land upon which The Wisconsin Tower was built was originally purchased by John W. Mariner from brothers Thomas and John E. Saxe—famous Milwaukee theatre moguls. Mariner owned several businesses related to real estate, and unfortunately died several months before completion of the building. The name change came about because another Downtown building known as the Mariner was frequently confused with the Mariner Tower.

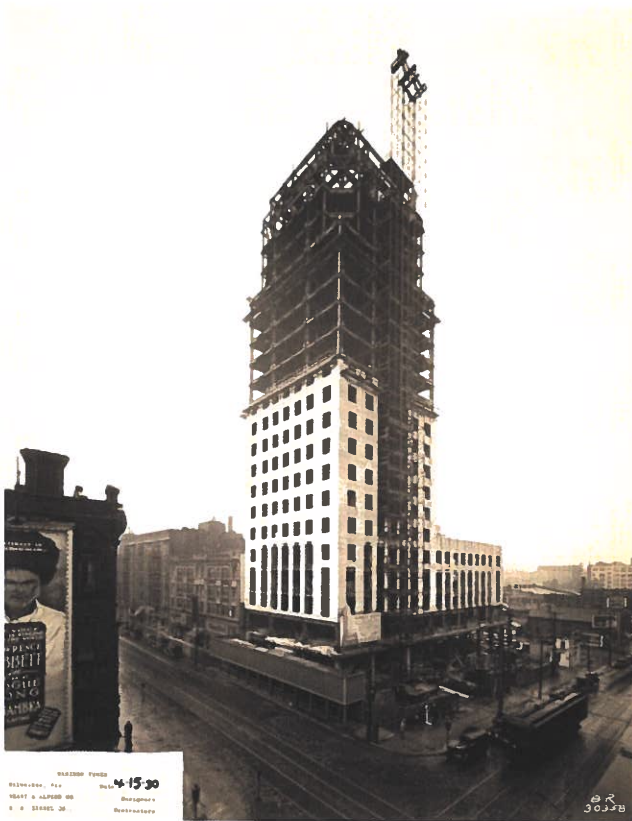
At a height of 285 feet, and 22 floors, it was the tallest skyscraper built in Milwaukee during the 1920s. The steel tower on the rooftop accounts for about 35 feet of the total building's height. It was originally enclosed in glass and used as an airplane beacon. Now the structure is purely decorative.

Although there has been speculation that the steel tower's original purpose was for blimp landings, this is untrue. The rumor may have come about in part because of the building's resemblance to the Empire State Building, which has a similar structure that was actually built as a landing platform.

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When it was completed in late 1930, the Mariner Tower's four elevators were state of the art, and prominently mentioned in news stories. They had electronically controlled stopping and leveling mechanisms, which meant elevator operators no longer had to use finesse and guesswork to stop the car at the correct spot.

Original tenants of Wisconsin Tower included commercial and medical offices, stores, and a restaurant. For much of the building's history, medical and law offices occupied most of the space. In 1971, Mariner Realty sold the building to Towne Realty. By the early 1990s, with the downturn of the Westtown neighborhood, only a third of The Wisconsin Tower's space was leased. From 1994 until 2002, Milwaukee Business Training Institute relocated to this site and leased four floors of the building. For a time, the penthouse on the 21st floor was occupied by the popular Milwaukee rock and roll radio station 93QFM, which went off the air in 1996. Wisconsin Tower also housed a Milwaukee Police Station and later, the Public Service Ambassadors from their inception in 1999 until 2003. In 2004, City Real Estate Development, bought the building and began the condominium renovation you see today.



Left: Wisconsin Tower under construction in April 1930. View looking northwest from 6th & Wisconsin. *Photo courtesy of the Milwaukee Public Library.*

Below: View of Wisconsin Tower looking east down Wisconsin Avenue in 1961. Large advertising signs were prominently displayed on the western wall of the building throughout its history. *Photo by Les Pacholski.*



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Left: Floodlights shine on the upper floors of the building and “airway light rays” visible for miles can be seen in this 1930s photo. *Photo courtesy of the Milwaukee County Historical Society.*

Above: Installed in December 2006, Flux Design’s dynamic lighting system illuminates Wisconsin Tower’s 35-foot tall steel tower. *Photo courtesy of Flux Designs.*

Right: Lakota’s Theater Restaurant once occupied the building’s first floor. *Photo courtesy of OnMilwaukee.*

Below Left: In September of 1982, 93QFM DJ Tim 'The Rock 'N' Roll Animal' camped out on the 21st Floor ledge for two weeks to get The Who to come to Milwaukee. *Photo courtesy of the Milwaukee Journal Sentinel.*

Below Right: Levanto Italian marble and art deco elevator designs in Wisconsin Tower’s lobby. *Photo courtesy of the Milwaukee Public Library.*



Wisconsin Tower Condominium Association

Rules & Regulations

3. General Guidelines

- 3.1. **New Resident Orientation:** Upon execution of an accepted offer, new Residents are required to complete the Resident Handbook sign-off sheet, found on page 26 at the end of this document, as well as the sign-off sheet at the end of the *WTCA Moving Policy*. Both documents can be downloaded from the WTCA website, wisconsintowermilwaukee.com. Submit your completed forms to the Property Manager within ten (10) business days.
- 3.2. **Violations:** Violations of the rules in any WTCA governing document will result in fines. It is the violating individual's responsibility to pay these fines. Please refer to Section 21 of this handbook for all fines.
- 3.3. **Common Areas:** Common Areas of Wisconsin Tower include, but are not limited to, Hallways, Stairwells, Lobbies, Elevators, Mail Station Area, Garage and all associated rooms, Community Room, Kitchen, Fitness Room, Guest Suites, Green Roof Terrace, and any other areas which are publicly accessible to all of The Wisconsin Tower Residents and their Guests.
- 3.3.1. Common Areas are to be used for their exact purpose and no other. For example, the elevator is only to be used to carry passengers and their belongings from one floor to another.
- 3.3.2. Children under the age of twelve (12) are to be accompanied by an adult at all times while in all Common Areas.
- 3.3.3. The Bulletin Board is located in the Mail Station Area on the first floor, and all non-Association related postings are to be submitted to the Property Manager.
- 3.3.4. Smoking is prohibited in all Common Areas excluding the Green Roof Terrace. Receptacles have been provided on the Green Roof Terrace and must be used to extinguish smoking materials. Refer to Section 3.5 for additional information.
- 3.3.5. **Illegal Substances or Activities:** As per article 8.1(h) of the Condo Bylaws, no noxious, offensive or illegal substances or activities are allowed on any premises. No underage drinking is permitted unless accompanied by parent or legal guardian in compliance with the State of Wisconsin laws regarding alcohol consumption. Refer to Section 3.6 for additional information.
- 3.3.6. Use of second floor Kitchen and Bathrooms in lieu of a unit's accommodations should not be made an everyday practice.

Wisconsin Tower Condominium Association Rules & Regulations

3.4. Quiet Hours: Respect for neighbors is an expectation of the Association. Quiet Hours are Sunday through Thursday from 10:00 pm to 7:00 am and Friday and Saturday from 12:00 am to 9:00 am. During these hours the following activities are prohibited:

- Use of any Common Area in a noisy manner.
- Loud singing, talking, shouting which can be heard from one unit or hallway to another.
- Playing of loud music, television, or radio which can be heard from one unit or in the hallway.
- Construction work or heavy-duty work activities.
- Thumping, banging, or jumping which can be heard from one unit or in the hallway.

3.4.1. Exceptions to Quiet Hours may be made for special circumstances upon review and approval by the Board. A request for an exception should be submitted in writing to the Board at wisconsintower@gmail.com not less than 30 days in advance of the event.

3.5. Smoking: Smoking and/or vaping of any kind is prohibited in all Common Areas excluding the Green Roof Terrace.

3.5.1. A \$250 fine will be assessed to the Unit Owner for any violations of the smoking policy.

3.6. Illegal Substances or Activities: As per article 8.1(h) of the Bylaws, no noxious, offensive or illegal substances or activities are allowed on any premises. No underage drinking unless accompanied by parent or legal guardian, in compliance with State of Wisconsin statutes regarding alcohol consumption.

3.7. Good Housekeeping: All Residents and Guests are expected to keep the Common Areas in proper order and free from trash, clothing, shoes, or other obstructions. The Association is not responsible for lost or stolen items. Protect your items from theft by exercising caution.

3.8. Professional Ethics and Confidential Information: Residents have an unquestionable right to expect all personal information about themselves and their families be kept confidential. Every Association member has an obligation to protect this confidence. Never discuss privileged information with others who are not authorized to receive it, either inside or outside of the Association.

Wisconsin Tower Condominium Association Rules & Regulations

- 3.9. **Damages Post Move-in:** Owners will be required to provide restitution and may be subject to fines if they, their Residents, or their Guests are found to be responsible for causing damages or theft within the Common Areas.
- 3.10. **Safety:** All Residents must observe and apply all general rules of safety. Be sure to use common sense and good judgment in all safety-related matters. It is in the common interest to prevent and eliminate conditions that are potentially hazardous. If a Resident notices an unsafe condition or is concerned about the actions of a Resident or a Guest, the Resident is urged to report this information to the Board at wisconsintower@gmail.com.
- 3.11. **Electricity:** Lights in the Common Areas of the Second Floor Community Room, Bathrooms, Fitness Room, Guest Suites, and Storage Area must be turned off when exiting the rooms or when finished using the rooms. Inappropriate use of Common Area power is prohibited.
- 3.12. **Architectural Uniformity:** All unit door and mailbox hardware is to be uniform in appearance throughout the WTCA premises with respect to hinges, handles, knobs, keyholes, thumb turns, peep hole viewers, locks, latches, number signage, and keypad access.
- 3.12.1. The Board has final say in approval of door hardware. To be granted an exception, or to request a list of approved hardware, contact the Board at wisconsintower@gmail.com.
- 3.12.2. Doors to all dwelling and storage units are required to be installed and have locking hardware at all times.
- 3.12.3. All doors to dwelling and storage units must be maintained in good condition and are to be painted with an appropriate and approved color to match similar other doors on premises.
- 3.13. **Board of Directors Membership:** No two (2) people residing in one (1) unit are allowed to serve on the Board of Directors concurrently.
- 3.14. **Ownership:** A Unit Owner, whether personally, or through one or more family members, related parties, or business entities, may not hold an ownership interest of more than ten percent (10%) of the units (8 of 74) of the Association.
- 3.15. **Leases:** Owners of Residential Units in Wisconsin Tower Condominiums may lease the Residential Units only pursuant to the terms and conditions of the *WTCA Leasing Policy* and Section 8.1(b) of the Bylaws, which can be downloaded from the WTCA website, wisconsintowermilwaukee.com.

Wisconsin Tower Condominium Association

Rules & Regulations

4. **Pets**

4.1. **Safety**: For the safety of Residents, Guests, and other pets in the building, you are required to register any pet immediately upon the pet's occupancy (including pet sitting), using the *WTCA Pet Registration Form*, which can be downloaded from the WTCA website, wisconsintowermilwaukee.com. Submit your completed form to the Property Manager.

4.2. **Visiting Pets**: Allowable Resident and visiting pets are limited to dogs, cats, and service animals.

4.3. **Responsible Ownership**: All pet owners (including pet caretakers) should practice responsible pet ownership (for Resident and visiting pets) at all times, including, but not limited to, the following:

4.3.1. Pets are only allowed in Common Areas which allow them to enter or exit the building.

4.3.2. Pets must be under handler's control by leash in all elevators, hallways, and stairwells, with the exception of the Green Roof Terrace, as indicated in Section 4.4.

4.3.3. Quiet hours apply to pets, refer to Section 3.4 for additional information.

4.3.4. "Dog walking" is not allowed inside the building.

4.3.5. Owners will be responsible for any damages or fines resulting from misuse of the facilities caused by pets.

4.3.6. Pets may not be a noise nuisance. Pets which are a noise nuisance, cause unreasonable disturbances, or safety concerns are not permitted.

4.3.7. All pets shall be licensed by appropriate municipalities, if required.

4.4. **Pets on the Green Roof Terrace**

4.4.1. Pets on the Green Roof Terrace must be leashed by their owner(s) until they have relieved themselves on the designated turf area.

4.4.2. Pets are restricted to relieving themselves on the K9Grass turf area on the Northwest side of the terrace near the raised flower bed. Pet owners are required to clean up after their animals and ensure that waste is properly disposed. If waste residue is left on the turf after it is picked up, pet owners are required to use the hose to wash it off (weather permitting).

Wisconsin Tower Condominium Association Rules & Regulations

- 4.4.3. A pet owner may release a pet from its leash only after:
- The pet has relieved itself and
 - The pet owner has indicated on the signage posted next to both Green Roof Terrace doors that “Pet Off Leash.”
- 4.4.4. If a request is made that a pet be put back on leash while it is on the Green Roof Terrace, the pet handler must comply with the request.
- 4.4.5. Pets are not allowed on Association-owned lawn furniture or in the flower beds.
- 4.4.6. Pet owners must clear the “Pet Off Leash” sign upon leaving the Green Roof Terrace, or when pet is placed back on leash.
- 4.4.7. Pets may not dig holes in the grass. Any damage to the grass or flower beds is the responsibility of the pet owner.

5. Communications

5.1. Electronic and Online Communication:

- 5.1.1. Website: wisconsintowermilwaukee.com: Private website for WTCA Residents to make reservations and download past meeting minutes and WTCA documents. The website also contains the community calendar as well as a classified section where Residents can view and post information on recommended building contractors. For access to the website, contact the Property Manager.
- 5.1.2. Google Groups: groups.google.com/forum/#!forum/witower: Forum for communication with WTCA Residents. All owners/renters must provide the Property Manager with an email address to add to Google Groups as it is frequently used to send important building information and meeting notices to all Residents. To contact all building Residents through Google Groups, send an email to witower@googlegroups.com.

- 5.2. Elevator Postings:** Elevator postings are used to communicate Association information. Personal sales, services, or other individual postings are not allowed without the approval of the Board. Personal postings shall be posted in the bulletin board, located in the Mail Station Area. Refer to Section 5.3 for instructions on bulletin board postings.

- 5.3. Bulletin Board:** The community Bulletin Board, located in the Mail Station Area, serves as a method of communicating with fellow Residents.

Wisconsin Tower Condominium Association Rules & Regulations

- 5.3.1. Contact information for Board Members, Property Management Company Representatives, Committee Chairpersons, and Designees for various responsibilities will remain posted in this location by the Property Manager.
- 5.3.2. It is the responsibility of each Resident to look for new postings.
- 5.3.3. Items for posting must be given to the Property Manager for approval from the Board.
- 5.3.4. Failure to obtain approval may warrant removal.
- 5.3.5. The Property Manager will remove any outdated communications.
- 5.4. **Wireless Internet Access:** Free wireless internet access is available on the second floor for use in the Guest Suites, Community Room, and Lobby. The network name is Wisconsin Tower Public. Passcode information will be housed in the Community Room. Use of second floor Wi-Fi in lieu of a unit's accommodations should not be made an everyday practice.
- 5.5. **Solicitors and Distribution:** To prevent inconvenience and ensure the safety of Residents and their Guests, persons other than Residents or the Property Management Company or representatives may not solicit or distribute literature on the property for any purpose, at any time. It is in our common interest to keep solicitors out of the building.

6. **Reservation/Cancellation Procedures**

- 6.1. **Event Registration:** The Community Room, Green Roof Terrace, and Guest Suites are available for private use and can be reserved by a Resident age 18 or older. Owner of unit assumes all financial responsibility for any damages incurred or caused by (beyond normal wear and tear) setup, teardown of said event, or the event itself. Owners are responsible for their Resident's reservations of Common Areas. If an owner wishes to restrict reservation privileges by their Residents, it must be submitted in writing to the Board at the wisconsintower@gmail.com address. When interested in reserving a space, please go to the Wisconsin Tower website (wisconsintowermilwaukee.com) and submit all required information. Reservations may be made up to one (1) year in advance.

Note: If reserved, other Residents are permitted to use the Green Roof Terrace for the use of pets relieving themselves. Owner is responsible for posting signage at both entrances indicating the Green Roof Terrace is reserved for private use.

Wisconsin Tower Condominium Association Rules & Regulations

- 6.1.1. Guest Suites are not to be utilized for Resident's financial gain. Residents cannot charge their guests in excess of the \$50/night fee with the exception of any costs incurred by fines or damages. The Guest Suites should be used in such a way that a reasonable Resident would utilize the rooms, keeping the best interests of the Association in mind. A "guest" would be considered someone the Resident knows personally. Under no circumstances should the guest suites be rented out to someone a Unit Owner does not know.
- 6.2. **Deposit:** When reserving the Common Areas of the Community Room, and/or Green Roof Terrace, the Host is responsible for a \$250 refundable damage deposit payable to "Wisconsin Tower Condominium Association" to cover each reserved space. Deposits will be returned within a reasonable time following inspection of the reserved space and payment deduction for any repairs, replacement of damaged goods, or special cleaning fees assessed. WTCA-sponsored functions are exempt from this deposit; however, all Residents are expected to practice responsible use of the reserved space during such functions.
- 6.3. **Guest Suite Allocation:** In an effort to maximize Guest Suite rental utilization for all Residents and prevent monopoly of usage, Residents are limited to thirty (30) Guest Suite rental nights per unit, per twelve (12) month period. However, if room(s) are available three (3) days prior to desired date(s), Residents may reserve an available Guest Suite(s) and exceed their Guest Suite reservation limit. Reservations within this three (3) day window will not count toward the 30-day limit.
- 6.4. **Guest Suite Rates:** Guest Suites are available for a \$50/night rental fee, for a maximum stay of seven (7) consecutive nights. Reservations and payments are made on the Wisconsin Tower website (wisconsintowermilwaukee.com). Full payment of reservations must be made before receiving the suite access code from the Property Manager.
- 6.5. **Room Cleaning Fees:** There will be a minimum cleaning fee of \$250 for the Guest Suites, and/or Community Room for any violation of smoking, pet restrictions or above-normal wear and tear.
- 6.6. **Cancellation Policy:** The WTCA will enforce a 72 hour cancellation policy for the Guest Suites. Check in time is 4:00pm, and therefore, cancellations must be made 72 hours prior to 4:00pm on your check in date.
- 6.6.1. Should Resident fail to cancel room reservation(s) prior to 72 hours of reservation arrival, Resident will be responsible for the room rental fee if the room(s) remain vacant.

Wisconsin Tower Condominium Association Rules & Regulations

6.6.2. In the event that you no longer require the reservation for the remaining Common Areas (excluding the Guest Suites), it is encouraged that you cancel your reservation at the earliest possible time, in order to allow other Residents the opportunity to reserve this space.

6.7. **Cleaning:** Resident(s) are responsible for cleaning the reserved public space(s) by 9:00am the day after the event, or other earlier time previously specified by the Property Manager. Residents must be considerate of any scheduled reservation time following their own event and are encouraged to periodically review the Reservation Calendar. Residents are expected to comply with the following cleaning checklist: (Excluding Guest Suites).

6.7.1. Trash/Recycling—Take to the designated receptacles on G2 of the Indoor Parking Garage.

6.7.2. Damaged Property—If damaged items are discovered, please inform the Property Management Company to assess the situation.

6.7.3. Tables/Furniture—Wipe down and restore furniture to the standard arrangement.

6.7.4. Smoking Receptacles—Inform the Property Management Company if receptacles need to be emptied. Do not attempt to empty them yourself, as extra measures need to be taken to ensure all materials are truly extinguished before being disposed of.

6.7.5. Tiles—Hose down any soiled tiles. If cracked or discolored tiles are noticed, inform the Property Management Company who will assess the situation and attempt repairs/cleaning.

7. **Front Door, Unit Access, and Security**

7.1. **Front Door Security:** In an effort to ensure the safety of the Residents and Guests of Wisconsin Tower, and stop unauthorized persons (i.e., food delivery) from entering the building, do not let in persons unknown to you. Delivery and service personnel must be buzzed in or met at the vestibule door.

7.2. **Lobby Door:** The lobby door cannot be propped open and left unattended. Ensure that the door closes securely behind you. This includes while in the process of moving in or out of the building. Wisconsin Tower does not want unknown persons entering the building.

Wisconsin Tower Condominium Association Rules & Regulations

- 7.3. **Fobs:** Residents must use a key fob (issued by the Property Management Company) to enter the building through the front door. Key fobs are individually programmed. Immediately report a lost or stolen fob to the Property Manager, so the fob/s can be deactivated. Additional fobs can be obtained, at a cost, from the Property Manager.
- 7.4. **Directory Keypad:** The Phone Directory can be programmed to ring any telephone number. Contact the Property Manager to provide or change a name and forwarding telephone number for telephone security access.
- 7.4.1. When receiving a call indicating you have a visitor, validate the caller before releasing the door lock. The lock is released by pressing '9' on your phone which then disconnects your call and allows visitor access.
- 7.5. **Front Door Security Code for Private Party Use:** When hosting parties/events, a temporary Entry Door Access Code (valid only of the day of the event) should be requested from the Property Manager. The temporary Entry Door Access Code is to be shared discreetly with invitees.
- 7.6. **Front Door Security Code for Long-Term Delivery and Service Use:** Unique access codes for delivery services and building maintenance services are issued by the Property Manager. These codes are not to be given out or used by Residents for entry to the building.
- 7.6.1. Long-term codes will be changed on a regular basis to ensure building security.
- 7.7. **Contractors Needing to Enter Units:**
- 7.7.1. Board Authorized Contractor Entry to Units: For instances when Board-authorized Contractors or Service Technicians need to enter a unit for inspections or repairs, the Board or a Property Management Company representative should notify Residents of the need to enter the unit. Key distribution and unit supervision will be the sole responsibility of the Resident. Residents will be given a seven (7) day notice of any work that would require entrance into their unit, unless it is an emergency situation. If seven (7) days is not possible, notification will be made at the earliest opportunity with a phone call or an e-mail.
- 7.7.2. Unit Owner-Authorized Contractor Entry to Unit: For instances when Private Contractors or Service Technicians need to enter a unit for inspections or repairs, Resident should be present to let Contractor/Technician enter the building and their unit.

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- 7.8. **Security Videos:** A closed-circuit television (CCTV) system has been installed throughout the building. The WTCA assumes no liability for any occurrence on the premises. The WTCA also does not warrant that such system will properly function at all times. The system is only for precautionary reasons. Contact the Board or Rules & Regulations Committee to report any security issues or concerns.

8. **Unit Alterations and Renovations**

- 8.1. **Construction Mitigation Plan:** A Construction Mitigation Plan is required for “major” unit alterations or repairs, or large appliance or mechanical equipment installation and replacement. Refer to the *WTCA Construction & Renovation Policy* for a description of “major” construction and Construction Mitigation Plan requirements.
- 8.1.1. Such work usually involves protection of elevators, introduction and disposition of construction materials, and maintenance of common area carpeting.
- 8.1.2. The Construction Mitigation Plan must be approved by the Board prior to beginning the project.
- 8.2. **Minor Repairs and Maintenance Not Requiring Construction Plans:** Activities involving “minor” repair and routine maintenance are not required to be brought before the Board. Refer to the *WTCA Construction & Renovation Policy* for a description of “minor” construction and other renovation requirements.
- 8.3. **Service Vehicles in Garage:** No U-Hauls, oversized trucks, or trailers are allowed in the Indoor Parking Garage.

9. **Green Roof Terrace**

- 9.1. **Capacity:** The capacity is limited to 100 persons. The WTCA assumes no liability if capacity is a likely factor in any accident.
- 9.2. **Smoking:** Smoking is permitted on the Green Roof Terrace. Receptacles have been provided on the Green Roof Terrace and must be used to extinguish and dispose of smoking materials. Failure to properly dispose of smoking materials will result in the issuance of fines and/or penalties. Refer to Section 3.5 for additional information.
- 9.3. **Hazardous Materials:** Due to the roof’s rubber membrane, the following materials are deemed hazardous and are prohibited from use on the Green Roof Terrace.

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- 9.3.1. No glass, china, ceramics or other breakables of any kind.
 - 9.3.2. Materials that could potentially pierce the rubber membrane, including, but not limited to, tents or canopies using stakes or pegs or beach umbrellas.
 - 9.3.3. Open flames (fireworks, sparklers, tiki torches, candles, and charcoal) are prohibited, with the exception of the provided gas grill.
 - 9.3.4. Violations of this section will be considered dangerous, deliberate, or offensive. See Section 21.7.
 - 9.4. **Gas Grill:** To promote the life of the community grill, users should scrape/brush the grill racks, replace the cover and secure appropriately once cooled. Be sure to turn off gas at the tank when finished using the grill to prolong the use of each LP tank. An extra LP tank is located in the GRT Storage Room under the Cooling Tower (Northwest corner of the Green Roof Terrace). Should a tank run empty while grilling, user should switch tanks, leave empty tank next to the grill, and alert the Property Management Company that the tank needs refilling.
 - 9.5. **Pets:** Refer to Section 4.
 - 9.6. **Restrooms:** Temporary bathroom facilities (i.e., Porta-Potties) are prohibited on the Green Roof Terrace. Guests should use Host's facilities or the Second Floor bathrooms.
 - 9.7. **Event Reservation, Deposits, Cancellations, and Cleaning:** Refer to Section 6.
- ### 10. **Guest Suites**
- 10.1. **What is provided in the Suites:** Fresh linens and towels are provided for guest suite usage by the WTCA at the beginning of each guest stay. Guests should contact the Resident to receive additional linens, pillows, blankets, or towels.
 - 10.2. **Check-In/Out:** The Property Manager will provide information on access to the Guest Suites including the access code.
 - Check-In: 4:00 pm
 - Check-Out: 11:00 am
 - 10.3. **Quiet Hours:** Guests are asked to be courteous of neighboring Guests and respect the designated quiet hours described in Section 3.4.

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- 10.4. **Illegal Substances or Activities:** In accordance with article 8.1(h) of the Condo Bylaws, no noxious, offensive or illegal substances or activities are allowed on any premises. No underage drinking is permitted unless accompanied by parent or legal guardian in compliance with the State of Wisconsin's statutes regarding alcohol consumption.
- 10.5. **Pets:** To respect those with allergies, pets are not allowed in the Guest Suites.
- 10.6. **Furniture:** Rearrangement of furniture is prohibited.
- 10.7. **Wireless Internet Access:** Free wireless internet access is available on the second floor for use in the Guest Suites. Refer to Section 5.4 for access information.
- 10.8. **Thermostats:** Thermostats are provided for Guest comfort. To adjust the temperature, rotate the thermostat. Should a thermostat fail, contact the unit owner so it can be reported to the Property Management Company.
- 10.9. **Damage to Guest Suites:** In the event guest suite damage occurs, such as spills or broken furniture, these actions will be considered will be considered dangerous, deliberate, or offensive. See Section 21.7.

11. **First Floor Lobby**

- 11.1. **Good Housekeeping:** The Lobby is to be kept clear of any trash, luggage and shopping carts, or other obstructions. A trash receptacle is located in the Mail Station Area.
- 11.2. **Furniture:** Furniture rearrangement is prohibited, except during move-in or move-out and must be returned to its original arrangement upon move-in/out completion.

12. **Mail Station**

- 12.1. **Good Housekeeping:** The Mail Station Area is to be kept clear of any trash, luggage and shopping carts, or other obstructions. Packages should be picked up in a timely manner.
- 12.2. **Bulletin Board:** Refer to Section 5.3.

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12.3. Mailboxes and Mail Chute: These items are the property of the United States Postal Service. Should you have questions regarding them or identify needed repairs, address a note to our Letter Carrier and place it either inside your mailbox, or tape it to the outside of your mailbox. The outgoing mail slot is located on the First Floor Lobby (to the right of the elevators). The mail chutes on the residential floors are decorative only and should not be used.

12.3.1. All Mailbox locks shall be uniform. Should your mailbox require a new lock, the replacement must match the locks originally installed. Refer to Section 3.12 for additional information.

12.4. Packages/Deliveries: In the event you are not available for deliveries requiring signature release, it is recommended that you provide an alternative address, i.e., a work address or that of a friend or family member who may be home to receive the delivery. You may also elect to retrieve the package at the carrier's local headquarters. For deliveries made by some major carriers, a unique code has been issued to allow them access for deliveries. These codes may not be provided to residents and may be changed at the discretion of the Board.

13. Second Floor Community Room and Bathrooms

13.1. Use: Use of Common Areas in lieu of your unit's accommodations must not be an everyday occurrence.

13.2. Capacity: Maximum Community Room occupancy is 95 persons.

13.3. Cleaning: Use good judgment—prior to vacating the room be sure to put all trash in the receptacles provided within the bathroom.

13.3.1. Cleaning supplies and paper products may be found beneath the sinks. Supplies are not to be taken for use in Residents' units, nor taken by Guests.

13.3.2. Service: Should the bathroom require service (i.e., toilet plunging), contact the Property Management Company.

14. Fitness Center

14.1. Use: Residents and Guests may use the Fitness Center only at their own risk. Persons under the age of 17 are not allowed in the Fitness Center unless accompanied by an adult.

14.2. Equipment Use: If you are unsure how to operate any piece of equipment, please review the equipment manual provided.

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14.3. **Etiquette:**

- 14.3.1. It is requested that the door to the Fitness Center be kept closed while in use.
- 14.3.2. Wear appropriate clothing and footwear.
- 14.3.3. No glass or breakables of any kind are allowed in the Fitness Center.
- 14.3.4. Wipe off the equipment after each use.
- 14.3.5. Clean up all free weights and equipment after each use.
- 14.3.6. Turn off the TV, equipment, lights, and fan when you leave.

15. **Storage Units**

- 15.1. **Good Housekeeping:** The Storage Unit Hallways are to be kept clear of any trash, clothing, shoes, or other obstructions. Storage of items is only permitted in the Owner's storage unit(s), as designated on the Condominium Plat in the Declaration.
- 15.2. **Lost Keys:** Unit Owner is responsible for replacing locks and all associated costs to their individually-owned Storage Units.
- 15.3. **Bio-Hazardous and Flammable Materials:** Such items are prohibited in all Storage Units.

16. **Hallways/Stairwells/Emergency Fire Exits**

- 16.1. **Hallway Electricity:** Hallway electricity is not intended for supplying power to individual units for any purpose.
- 16.2. **Hallway Decorations:** Hallway decorations and furnishings are to be agreed upon, maintained, and are the financial responsibility of the Residents of individual floors. Should someone find an item offensive, they should submit their objection(s) to the Board, which will have final discretion.
- 16.3. **Fire Exit:** Emergency Fire Exit doors are to be used for emergency only to ensure the security of the building. Violations of this rule are considered dangerous and deliberate and will result in fines. Refer to Section 21.7.
- 16.4. **Repairs:** Should repairs (e.g., wall patching or touch-up paint) be needed, or in the event that Hallway lights go out, Residents are encouraged to contact the Property Management Company.

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17. Elevators

- 17.1. **Use:** Elevators are to be used for their exact purpose and no other. They are to be used to carry passengers and their belongings from one floor to another. Children under the age of twelve (12) are to be accompanied by an adult at all times. Moves are to be made ONLY in the elevator cab which goes to the lobby and not the cab going to the parking levels. Residents must inform the Property Manager of all moves so that elevator pads may be hung and instructions given to set the elevator to “manual mode.” Failure to put the elevator in “manual mode” may cause damage to the elevator. Any damages as a result of failure to comply will be the financial responsibility of the Resident and/or Owner.
- 17.2. **Move-In/Move-Out Procedure:** All moves are to be scheduled in advance with the Property Manager. Refer to the *WTCA Moving Policy*, which can be downloaded from the WTCA website, wisconsintowermilwaukee.com, for more information. Submit the completed sign-off sheet, found at the end of the *WTCA Moving Policy* to the Property Manager.
- 17.3. **Communication Postings:** All communications not related to the Association for posting must be given to the Board for approval prior to posting.
- 17.4. **Emergencies & Repairs:** Should you or your Guest(s) become trapped in an elevator, press the emergency “Call” button for direct contact with the Emergency Support Desk. Should the elevators require repair, contact the Property Management Company.

18. Indoor Parking Garage

- 18.1. **Indoor Parking Garage Etiquette:** All Common Areas are to be used in a respectful manner, and respect for your neighbors is the expectation of the Association. Only authorized vehicles are allowed to park within the Indoor Parking Garage. All vehicles in the indoor parking spaces must be parked within the Owner’s designated space. Vehicle parking must be done in a manner so as to not cause an unreasonable obstruction. Parking will be presumed reasonable if the Owner’s vehicle is parked entirely within the designated parking space. Whether an Owner’s vehicle parking causes an unreasonable obstruction shall be determined on a case by case basis considering the totality of the circumstances.
- 18.1.1. If an assigned parking space is occupied or restricted by an unauthorized vehicle, the Owner/Renter of the assigned space must document the pertinent information and submit to the Board at wisconsintower@gmail.com or Rules & Regulations Committee at wisconsintowerrulesregs@gmail.com.

Wisconsin Tower Condominium Association Rules & Regulations

- 18.1.2. Parking is not permitted in aisles, easements, or other areas which are not designated parking areas.
- 18.1.3. No U-Hauls, oversized trucks or trailers are allowed in the Indoor Parking Garage.
- 18.2. **Liability**: Residents are reminded that the WTCA claims no responsibility or liability for damage or theft to items left in the indoor Parking Garage. All items are left at Owners' risk.
- 18.3. **Good Housekeeping**: All areas within the Indoor Parking Garage are to be kept clear of any trash. If a Resident's vehicle is leaking oil, Resident/Owner is responsible for cleaning up the spill in a timely fashion.
- 18.4. **Washing or maintaining vehicles**: The acts of changing motor oil or washing vehicles, motorcycles, scooters, etc. are prohibited in the garage.
- 18.5. **Bicycle/Scooter/Motorcycle Parking**: Scooters and motorcycles are restricted to the Owner's parking space(s), as designated on the Condominium Plat in the Declaration. Bicycles may also be stored in the racks provided in the designated areas. Residents are encouraged to secure their possessions to help assure their protection.
- 18.5.1. Residents wishing to park motorcycles or scooters outside of their parking space(s) should contact the Property Manager to rent motorcycle parking space elsewhere in the garage for a monthly fee.
- 18.6. **Trash Disposal/Recycling**: Receptacles for disposal of trash are located on G2. When removing trash from your unit, ensure that it is sealed and disposed of immediately in a trash receptacle. Residents are prohibited from placing trash anywhere other than in a designated receptacle, i.e., not allowed to be placed in hallways.
- 18.6.1. Residents are encouraged to place their recyclables in the designated receptacle(s) on G2. Residents are required to break down or flatten boxes prior to placing them in the recycling bin. Failure to do so may result in a fine.
- 18.6.2. When bringing in or removing Christmas trees and wreaths, they must be properly bagged. The Resident is responsible for cleaning up any dropped pine needles occurring during the movement of their tree or wreath. Furniture, Christmas trees, large appliances and other similarly large items cannot be disposed of in the trash room.
- 18.7. **Garage Door Issues**: Should the garage door require repair, please contact the Property Management Company.

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- 18.7.1. To operate your remote, click once to open the garage door. The door should automatically close in approximately 20-30 seconds, without requiring another click.
- 18.7.2. At no time can the garage door remain in the open position. Ensure it closes securely behind you each time you enter and exit the building for the safety of all Residents and to prevent unauthorized access to the building.

18.8. Garage Space Storage: Storage of any items within the garage is limited to your individual parking space, as designated on the Condominium Plat in the Declaration, and cannot infringe upon other parking spaces or the ability to maneuver a vehicle by any other Resident. Items stored within your parking space must appear neat and orderly so as not to become an eyesore to others. If you wish to store items and supplies in your parking spot, it is recommended that you purchase a lockable cabinet such as those made by Rubbermaid.

19. Outdoor Third Party Parking Lot

- 19.1. **Additional Parking:** Please go to parkmilwaukee.com for additional parking options in this area. Discounted rates may be available to Wisconsin Tower Residents.
 - 19.1.1. Parking in the 6th & Wells lot behind Wisconsin Tower is available through Secure Parking USA.
 - 19.1.2. Parking in the 633 Structure across Wisconsin Avenue from Wisconsin Tower is available through Interstate Parking.
- 19.2. **Snow Removal & Ice Control:** The parking lot management companies are responsible for the plowing and ice control of the parking lot. The WTCA contracts with a snow plowing service, which takes care of the sidewalks and alley just past the garage door.

20. Restricted Areas and Trespassing

- 20.1. **Restricted Areas:** The following are all Restricted Areas in the Wisconsin Tower property: Tower Rooftop, Mechanical Rooms, Equipment Rooms, Electrical Rooms, IT Closets, all WTCA storage rooms, Fire Control Room, and all access routes above the 21st floor are restricted. Only those with authority from the Board are allowed in the above listed areas.
- 20.2. **Trespassing:** Neither Residents nor their Guests are allowed to smoke, drink, or otherwise loiter in any unoccupied unit.

Wisconsin Tower Condominium Association

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21. Violations

- 21.1. **Warnings/Disciplinary Suspensions:** Failure to comply with the Governing Documents of the WTCA, these Rules & Regulations, or any other WTCA Policy document, will result in an oral or written warning, and/or may be subject to a fine or disciplinary suspension of use of various Common Areas. A violator will be liable for any expenses incurred to the WTCA for his or her respective violation. The proper disciplinary action will be up to the discretion of the Rules & Regulations Committee. If a warning or fine is issued, a letter of notification will be sent to the violator and/or owner and a copy will be placed on file. Specific fine amounts enumerated in preceding sections within this handbook shall take precedent over fines listed in this section. See pertinent sections for specific violation amounts.
- 21.2. **Governing Documents:** The list of the Governing documents can be found on the WTCA website, wisconsintowermilwaukee.com. These documents consist of Disclosure Materials, Condominium Declaration, Amendment(s) to Declaration, Affidavit of Correction, Articles of Incorporation, and Bylaws.
- 21.3. **Violation Procedure:** A Resident with a violation will be given at least ten (10) days from receipt of the written warning to correct the problem. More time may be given at the discretion of the Rules & Regulations Committee by making a written request to the Rules and Regulations Chairperson for an extension of time within the initial ten (10) day period.
- 21.4. **Complaint and Grievance Procedure:** Any disciplined or suspended party in disagreement with a decision of the Rules & Regulations Committee should proceed as follows.
- 21.4.1. The violator shall petition the Rules & Regulations Committee in writing for a hearing within fourteen (14) days of receiving the written fine or warning. A hearing date will be set between the Rules & Regulations Committee and the Petitioner.
- 21.4.2. At the hearing, the Rules & Regulations Committee will allow the petitioner to voice any extenuating circumstances of the violation in person or in writing. Viewing of security tapes and/or correspondence regarding the violation will be at the discretion of The WTCA Rules & Regulations Committee Chairperson.
- 21.4.3. The Rules & Regulations Committee will issue a written reply within fourteen (14) days of the hearing.

Wisconsin Tower Condominium Association Rules & Regulations

21.4.4. If the Petitioner wishes to appeal the decision of the Rules & Regulations Committee decision, the Petitioner may appeal to the Board in writing within fourteen (14) days of the Rules & Regulations Committee reply. The Board has final decision in such a case.

21.5. First Offense Violation Fines:

- First Fined Rule Violation under 21.3:
 - \$50.00 due within thirty (30) days of receipt of notice of fine.
- First Fined **Ongoing** Rule Violation under 21.3 not corrected within thirty (30) days:
 - \$100.00 additional.
- First Fined **Ongoing** Rule Violation under 21.3 still in default after first thirty (30) days:
 - \$100.00 additional for each following thirty (30) day period.

21.6. Repeat Offense Violation Fines: Repeat violations of the same rule or regulation or blatant disregard following a warning, will result in an immediate fine. The fine amount will be at the discretion of The WTCA Rules & Regulations Committee, but may not be greater than twice the limits for first occurrences. A schedule of fines follows:

- **Repeat** violations corrected within ten (10) days of the date of the notification:
 - Fine not to exceed \$100.00.
- **Repeat** violations corrected after ten (10), but within thirty (30) days after the date of notification:
 - Fine not to exceed \$200.00 additional.
- **Repeat** violations not corrected after thirty (30) days after the date notification:
 - \$200.00 additional for each following thirty (30) day period.

Wisconsin Tower Condominium Association Rules & Regulations

21.7. **Dangerous, Deliberate, or Offensive Violation Fines:**

- **First** violation corrected within ten (10) days of the date of notification:
 - Fine not to exceed \$250.00.
- **Repeat** violations corrected after ten (10), but within thirty (30) days after the date of notification:
 - Minimum \$250.00 additional fine.

21.8. **Payment of Fines:** When fines are issued, violators will write a check made payable to “Wisconsin Tower Condominium Association” to cover all outstanding fines. Payment must be made within thirty (30) days of the original issuance of the violation, unless it is under appeal in which case it is due 30 days following final determination.

21.8.1. Delinquent payments shall be assessed a late fee of \$5 per 30 days in arrears. Failure to pay may also result in loss of Common Area privileges. All returned checks are subject to a \$50 administrative fee.

21.8.2. Unpaid fines can become a lien against the unit which will be satisfied against the sales proceeds when the unit is sold.

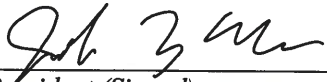
21.9. **Remedies for Collection:** The WTCA Board retains the remedies allowed by law to collect all moneys due WTCA. The revocation of privileges to use Common Areas is retained by the Board as an alternative to or in addition to the fines being imposed for the violation of rules and regulations.

21.10. **Recovery of Costs of Collection:** In the event that the Association retains counsel to bring any claim against a unit owner or defend any claim or allegation by a unit owner, including any counterclaim, the Association shall be entitled to collect from the Unit Owner all of its costs, including reasonable attorney fees.

Wisconsin Tower Condominium Association
Rules & Regulations

22. WTCA Board of Directors' Authorization

Authorized By:



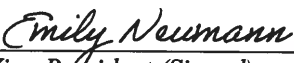
President (Signed)

January 8, 2020

Date

Joseph Workman

President (Printed Name)



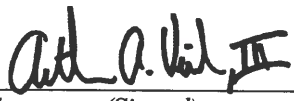
Vice-President (Signed)

January 8, 2020

Date

Emily Neumann

Vice-President (Printed Name)



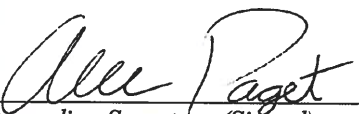
Treasurer (Signed)

January 8, 2020

Date

Gus Verick

Treasurer (Printed Name)



Recording Secretary (Signed)

January 8, 2020

Date

Alec Paget

Recording Secretary (Printed Name)

Wisconsin Tower Condominium Association
Resident Handbook

23. Acknowledgment of Receipt of the WTCA Resident Handbook and Bylaws

Complete the form below and return to the Property Manager.

I have read and understand the policies of WTCA and the Rules & Regulations in this handbook.

Owner 1 (Signed)

Date

Owner 1 (Printed Name)

Owner 2 (Signed)

Date

Owner 2 (Printed Name)

Unit Number