

Procedure and Policy Booklet

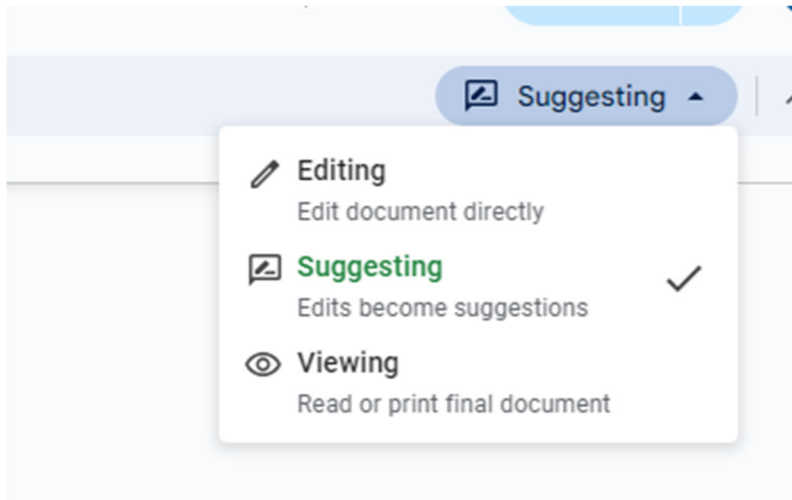
Park Shore Condo Association, Inc

Date last modified: 06/16/2024

Disclosure: This policy and procedure packet is for guidance by the Park Shore Condo Association (PSCA) Board and Directors and homeowners for consistency of processes and policies. This guidance is subject to change at the leadership of the Board of Directors, respective association committee input, and insight from the association's management company. These are not rules as set by the Association's Bylaws and Declarations, therefore a majority vote is not necessary to make changes to this guidance. These policies and procedures, however, do follow in accordance with the PSCA governing documents.

Instructions for Updating this document:

This document is stored on a google drive and uses Google Docs to write, modify and Publish the document. When Editing the document ensure that the menu bar on the right side displays suggesting.



This Document should have a daily / weekly update and have a release every quarter to the Unit owners. The Editor should change Date last modified: 03/13/2024 12/12/2024 every time the document is modified

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Nomination Committee Process

Last Modification date: 12/18/2023

The Nomination Committee Members are at least one Member of the Board of Directors and at least two members of the Association. This process for the nominations/election procedures are in compliance with the PSCA Bylaws page 7, Section 4.2(d) Election Procedures.

The process for sending the Initial notice of meeting and all subsequent timeline activities will be conducted by the property manager/agent of PSCA. The voting will be done by ballot. All ballots, proxies, etc. will be faxed, emailed or mailed to the Management address. Timelines are indicated below.

After the deadline for candidates to submit their intent and biographies there may be a social event to introduce the candidates to the PSCA.

- The counting of all ballots will be done during the Annual Meeting in June.
- The ballots can be mailed/faxed as above, or members bring their ballot if they choose to submit it that night.
- While the President/Board Committee members are giving the “year in review and future projects” the election ballots will be counted using the official spreadsheet of percentage of ownership.
- The ballots will be counted in one of the upstairs rooms . Those present to count the ballots will be the Secretary of the Board (if not on the ballot, then would be another member) nomination committee and at least 2 volunteers from the membership.
- Proxy ballots will be voted by the Secretary if no other designated member is named. If Proxy ballots are only for establishing a Quorum then there is no vote.
- After the official count, the nomination committee will present the outcome to members present. The outcome will be the tally/total of all ballots counted. The candidates equal to the number of positions to be filled who receive the highest number of votes shall be elected.

Timeline of Nomination Committee:

- **First week in May** / Initial notice of meeting and request for Board of Directors election candidate intent and biographies
- **Third week in May** / Deadline for Intent / Biography submission
- **Fourth week in May** / Official Notice of Annual Meeting including the Notice, Agenda, current Minutes, Proxies and Board of Directors Election Ballot
- **Second week in June / Deadline for submission of Proxies and Ballots (This date is changed due to USPS being slow to deliver mail)**
- **Third week in June** / Meeting Reminder and electronic video access information
- **Annual meeting the 4th week in June** / Annual Meeting

Election Process

Last Modification date: 3/18/2024

TBD - Process is being outlined — see CAI Tool kit (saved on portal) for additional info

The Board of Directors consists of 7 members. There's a transition of half each year - meaning 3 positions in one year and 4 in the following year.

President

Vice President

Secretary

Treasurer

New Board Members

Last Modified 12/6/2023

Upon entry of new Board members effective June of each year at the annual meeting, the following shall occur:

1. Management company access to Board view of the Portal
2. Contact info shall be shared for all Board members,
3. Tutorial given by Management Company of the Portal, financial information and communication processes, work orders, and other guidelines.
4. New Board member shall review all documents on Portal including the Board Member Toolkit and all Processes and Procedures

Monthly Board Meetings

Last Modification date: 12/16/2023

Monthly Board meetings will occur on the last Monday of each month at 6:00 pm.

The management company is responsible for the following one week prior to the meeting:

1. Prepare Agenda and finalize with all Board Members the week prior to the meeting.
2. Assemble PSCA committee reports.
 - a. Assure all Board members receive the reports the week prior to meeting
 - b. File all Committee Reports to the appropriate folder on homeowner portal
3. Prepare financial reports
 - a. Include current financial status/balances
 - b. Include HO delinquent account info, any fines, violations, etc.
4. Provide monthly managers report with updates
 - a. Include pending alterations (ARC) requests, violations, etc.
 - b. Prepare work orders summary
 - c. Other misc Board tasks or outstanding requests for the month
5. Provide virtual access to all PSCA residents (i.e Zoom or Teams) for virtual attendance
 - a. Share access link via email
 - b. Share finalized copy of the Agenda
 - c. Share committee reports

Per the Governing Documents, Owners are not permitted to openly speak at Monthly Meetings as a means of preventing disruption and to allow Board business to be processed. The Board has provided a method whereby Owners may request the opportunity to address the Board at a regular monthly meeting by sending details of the subject to be addressed. Requests that address issues that could be discussed in greater detail in another venue (for instance at a regular Committee meeting), may be referred to that venue rather than at the Monthly Meeting. If the request is approved for the Monthly Meeting, the requesting Owner will be given five minutes to present the issue.

Annual Budget Preparation and Meeting

Last Modification date: 11/7/2023

Budget preparation should begin in September with the Board and Management Company. Finalized Budget information must be shared with all homeowners two weeks before the Annual Meeting.

Annual budget meeting occurs last Monday of the month of November in place of the regular monthly meeting.

All homeowners are welcome to attend with questions/comments related to budget and finances.

Annual Resident Registration forms

Last Modification date: 1/8/2024

Annual Resident Registration forms must be sent and completed for all 202 homeowners as well as tenants in January of each year. Forms (registration and pet owner forms) are required to be completed and returned to the Management Company. Failure of homeowners to fully complete and return the form may result in fines as outlined in the Fee structure of the Rules Packet.

Board Actions without a Meeting

Last Modification date: 7/7/2023

See the Bylaws/Declarations: Reference Section 4.12 of the Bylaws.

In those cases where action is needed without a meeting, the Board must unanimously approve any issue that is brought up. When voting in accordance with Section 4.12, the board president will send out an email notification that announces we are acting to approve in accordance with Section 4.12 – then describe the issue and ask for the Board to vote by responding to the original email with the word “approve”. If there’s not a unanimous approval response, plus a response from all Board Members, the concern is tabled until the next Board Meeting for discussion. Secretary is responsible for recording all motions approved without a meeting in the monthly meeting minutes.

Board Accounts Login access

Last Modified 1/15/2023

Passwords will NOT be shared on this public document. However familiarity with login / access for Board members for the following shall be considered:

1. Ecobee Thermostat (programmable for the clubhouse)
2. Video cameras on property
3. Key access / keypad for clubhouse

Homeowner Privacy

Last Modification date: 6/29/2023

Personal privacy of homeowners shall be respected at all times. Financial information, fees, and fines specific to an individual homeowner are only viewable with Board members. It may be necessary at times to reference a homeowner name and unit # on a Board agenda or during monthly no Board meetings. Specifics details will be kept to a minimum and financial info will not be publicly shared during Board meetings to reserve privacy rights of the homeowner.

Homeowner and Tenant Communications

Last Modification date: 11/6/2023

Resident communications shall be delivered from the Management Company. Guidance can be given for communications to be shared specifically with homeowners/residents (i.e. financial information) or to also include all tenants living in the property (i.e. newsletters, community closures).

Homeowner Forms, Updates, and Archives

Last Modification date: 3/10/2024

All Forms for Homeowners are available on the homeowner portal in the Forms Folder. This includes but not limited to:

- Alterations Request (ARC) form
- Clubhouse Rental Packet
- Tenant Registration Packet
- Violation Complaint form
- Homeowner Information / registration form
- Pet Registration form
- Indemnification Hold Harmless form (for clubhouse/exercise room access)
- Satellite Dish indemnification form

The BOD has the ability to modify and update these forms as necessary. Microsoft WORD formatted documents (for updating purposes) are available in the portal under the folder "WORD formatted documents (BOD only)". And once a form is updated, the old version will be archived in the folder labeled "Z Archive guidelines and documents (BOD only)" under the correct year of archive.

Committees of Park Shore Condo Association

Last Modification date: 12/16/2023

The committees of PSCA will be assigned a Board liaison. A committee chairperson will also be designated as the main source of communication between the Board, the Management Company, and the community.

Meetings for each committee are TBD based on the needs of each respective committee. All PSCA owners are welcome to attend these committee meetings. Committee reports (if a meeting or action has occurred) will be provided to both the Board and Management Company a week prior to the monthly meeting. These reports will be stored on the homeowner Portal/website. The Committee Report Template (see copy on Homeowner Portal) shall be used for formatting the committee report.

Committees of PSCA:

Midrise Committee

*** See Park Shore Midrise Committee Charter on Homeowner Portal.

Townhouse Committee

*** See Park Shore Townhome Committee Charter on Homeowner Portal.

Grounds Committee

*** See Park Shore Grounds Committee Charter on Homeowner Portal.

Social Committee

*** Charter is in development

Finance Committee

*** Charter is in development

Rules Committee

*** See Park Shore Rules Committee Charter on Homeowner Portal.

Building Committee

*** See Park Shore Building Committee Charter on Homeowner Portal.

Nomination Committee

*** No charter at this time (See Nomination Committee Process in this document)

Waterfront Association Liaison (this is not a committee, but will still provide meeting updates)

Waterfront Association Board Liaison

Last Modification date: 11/6/2023

A member of the Board will serve as representative to the Waterfront Association and attend meetings. This representative is to provide meeting updates to the Association after each meeting.

Expenditure / Expense Parameters

Last Modification date: 6/29/2023

Parameters for financial spending:

Building manager is authorized up to and including \$1,000

Management Company is authorized up to and including \$2,500

Board President is authorized up to and including \$3,000 except in emergencies.

Beyond \$3,000 Board approval is required for financial expenditures

Water Intrusion Policy

Last Modification (Approved) date: 4/17/2023

Water Intrusion into Resident Units General Process and Policy Park Shore Condo Association

This policy is not a change to any of the Association's past practices. It is shared with all homeowners to provide clear documentation of the process in the unfortunate event of a water leak within an individual homeowner's unit.

Homeowner's initial step:

In the event of water leakage into a resident unit, the issue should be immediately reported in the Maintenance Request system (on the Association Management's website). This documentation will help the Association track the progress of repairs and keep better track of specific building failures etc. If it is an emergency, please call the Management Association's emergency response number to report. The current phone number for after-hours support is: 414-276-5285

The Association's response:

The Association will make every attempt to address the leak as soon as reasonably possible.

Step 1: The repair effort will normally start with an exterior inspection of the building (either roof or siding) in an attempt to identify the most probable source of water intrusion.

Step 2: The Association will direct a qualified Contractor to make the appropriate repairs to the suspected leak area.

Step 3: Monitor for resolution

Fixing leaks:

It's important for all residents to remember that this is NOT an exact science. In many cases, the source of the leak is easily identified, but in some others, it is very difficult to determine the exact problem. Therefore, we often use a process of elimination – where the most obvious leaking sources are addressed first. This means that we sometimes need to re-address the same water leak until we figure out the exact source. Many times, your Association has had to inspect building siding/roofing on the upper floors in order to fix a leak that is revealing itself on a lower elevation. Please be patient. It's the responsibility of your Association to repair the exterior surfaces of the building envelope.

The Association's vs. the Homeowner's Responsibility:

EXTERIOR repairs to the building envelope are the responsibility of the Association. It has been a consistent policy within the Association that water damage on the INTERIOR boundaries of an Owners unit are paid by the Owner - even if the leak originated at the building envelope. The Association will work together with the homeowner to properly identify and cure the source of the leak before internal repairs are performed by the homeowner.

Example Scenarios:

There are some circumstances where the Association may ask a resident to allow us to cut an opening in a wall to track a leak back to the source. In these rare circumstances, the Association is responsible to replace and repair these openings created during a forensic investigation.

In other cases, where the leak might have originated from another unit Owner (a plumbing or appliance failure for instance), that other unit Owner becomes liable for damage to your property. Similarly, you would become liable to people below you for water damage if you accidentally break a sprinkler head or a plumbing component. This also includes water damage due to an overflow of an air conditioning drain pan, or the failure of an exterior door or window failure (exterior doors and windows are owned by each individual Owner) In this scenario, the Association has no liability for interior leaks. Please be aware that the Association can provide assistance with identifying the Unit where a leak began, and provide contact information if needed, but it is your responsibility to contact that Owner and request that the damages be repaired.

There are some cases where there is a precipitating "event" (for instance a burst sprinkler line or main plumbing pipe) that causes water damage, and therefore allows the Association to engage its insurance company. In those cases, each affected Owner will receive a proportional share of any settlement as it pertains to a specific Unit – but will also be responsible for their

proportional share of the insurance deductible (in this case the Association's deductible is \$10,000). In these cases, the Homeowners policy will likely cover that share if there is a precipitating event. In cases where the leak is caused by normal aging of the building structure, the Condo Insurance Policy does not pay (because there is no "event" like a hailstorm, tornado etc.).

Please contact the Association Management Company or your Board members with any further questions related to this policy.

Midrise Water Policy for additions or repairs

Last Modification date: 5/6/2024

If you are going to make additions or repairs to your water including toilet repairs, installing a new dishwasher, garbage disposal or faucets you must complete a Service Request which can be found on our web portal. A Licensed Plumber that is bonded and insured must be used to shutoff and restore water service to your unit.

If you will be doing the plumbing repairs yourself, you must request a Parkshore licensed Plumber to turn off the water service to your unit. Ogden can give you several recommended plumbers who have successfully worked at Park Shore. There is a 150-dollar fee which will be used by Park Shore plumbers to shut off and restore water service to your unit.

Once the request has been approved, you are free to schedule your work. You must give 72 hours' notice before work is to commence. The 72-hour notice will allow Ogden the opportunity to notify your neighbors who will be affected by a shut-off.

Plumber turn off service process:

- 1 - The Plumber must locate the unit shut-off valves that are in the ceiling of the 2nd floor hall (M1/M2/M3).
- 2 - There is a mapping diagram located on the wall in that floor Trash Room.
- 3 - Using a ladder, Plumber needs to open ceiling tiles to reach valves.
- 4 - There are three valves that must be turned off for your unit: HOT,COLD and RETURN.
- 5 - If for example your unit is 304, units 104/204/404 will also be without water.

Once work is completed, the Plumber will turn the water service back on by reversing steps 3 and 4 of turn off process in coordination with the unit owner.

Properly shutting off the water supply to the unit should prevent pipe / valve failure during repairs. Ideally this will help eliminate costly mistakes for owners, neighbors and the Association.

Midrise Garage Cleaning process

Last Modification date: 5/16/2024

Any garage floor washing, garage repairs, or use of any machine (gas power) equipment in the midrise garages must require the gas to be exhausted/evacuated to the outside. This is to prevent carbon monoxide alarms from alarming which could result in a call to the Fire Department. Please ensure proper use of any gas power equipment within the buildings for the safety of all residents.

Process for Handling Water Leaks or Intrusion

Last Modification date: 3/14/2024

In the event a water leak occurs, the following process should be followed:

1. Homeowner: A Work Order must be created on the portal. This should include images, details to locations, and other pertinent data for the Property Manager and board to review.
2. Property Manager:
 - a. Property Manager to triage for complete information, and if necessary go back to homeowner for clarifying details for Board review
 - b. After complete data collection, **notify the Board of new water leak** and recommended next action steps
 - c. Designated persons of the Board with expertise in and experience, will be used as resources. These members may or may not want eyes on the actual leak to make next steps assessment. Board Member should respond within 48 hours, if no response follow up
 - d. Building or other Committee assist with handling and documenting water leaks
3. Document and communicate in Work Order who is the consulting Board Member and next action steps.
4. Provide status updates to the Homeowner.
5. Follow up status provided approximately every two weeks via Portal

6. The Property Manager and the Board will continually monitor the process to better track water leak issues. Goals are to create most efficient and cost effective process
 - a. Guidance to be provided in clarifying who is responsible for leak repairs - the Association or the Homeowner. Definitions of responsibilities (for example, resident doors include flashing, trim, sill pan, and the door itself)

Examples of past practices handled by the Board:

- **Fire Sprinkler systems** malfunction is the responsibility of the association, if the internal damage occurs (i.e. drywall, flooring, paint, etc.), the interior is the responsibility of the homeowner.
 - More specifically related to governing docs: Per the Declarations section 4-page section 5 discusses common elements including water main and sanitary sewer line serving the condo as well as those not contained in the boundaries of any unit. The BOD interpretation and following actions of this indicates if a water or supply pipe that supplies the fire suppression to all the townhomes (e.g. in T11 leaked / broke) then it would be the responsibility of the association. But if a branch of the main fire suppression system servicing only one unit, then it is a limited common element. As a limited common element it is the responsibility of the unit owner to maintain / fix any issues with the fire suppression system in the unit owner's limited common element space.
 - The above paragraph also applies midrise units. If the leak / breakage of the fire suppression systems occurs on a pipe that is servicing multiple units then it is the responsibility of the association. If the break occurs in a pipe or sprinkler head that supplies one unit then it becomes the responsibility of the unit owner responsibility.
- **Roof** leaks and/or damage is the responsibility of the association, but if damage occurs inside the home (i.e. ceiling drywall, paint), the interior is the responsibility of the homeowner.
- **Internal leaks** related to the toilet, sinks, dishwasher, laundry washer are the responsibility of the homeowner. If a midrise resident's water damage affects a lower unit, this is the responsibility of the homeowners and in some instances may involve their own HO-6 homeowner's insurance.

Exterior Repairs (Walls and Roofing)

Last Modification date: 8/29/2022

All current and future maintenance, modifications, or repairs of all external surfaces, siding, brick work, and roofing of all buildings within PSCA will be funded as common expenses.

External surfaces do not include those items specifically described as Limited Common Elements in the Declarations. (Voted by Board on 8/29/2022)

Past Board Practices/responsibilities:

- Rodents inside the home are the responsibility of the homeowner because they are interior. If there are exterior holes/access, this should be brought to the attention of the Board.
- Cantilever, which is the beam built into the wall which projects out from the building, was determined to be Association common elements - meaning the responsibility of the Association. The balcony built on this cantilever, however, is the responsibility of the homeowner as a limited common element. (Per Board discussion 3/12/2024)

Emergencies

Last Modification date: 6/29/2023

Ogden Phone Number: 414-276-5285

Ogden email: Condosupport@ogdenre.com

Note that emergencies occurring on weekend and off service hours may be subject to additional association expenses from the Management Company. If not a true emergency, please wait until normal business hours to resolve the issue.

Elevator pads request

Last Modification date: 3/18/2024

When elevator pads are needed the unit owner needs to contact Ogden to request the elevator pads. Since the pads are installed by an outside contractor 72 hours are required for installation. The pads will automatically be taken down 3 days after the requested installation date. If additional time is needed please inform Ogden of the requested removal date.

Notifications Move in/Move out Midrise building

Last Modification date: 2/15/2024

Ogden needs to be aware of all Midrise Move in and Move out to ensure:

1. Elevator pads installed to prevent damages

2. Move in/move out fee charges to homeowner (see fee outlined in Rules)
3. Ensure communication of PSCA Rules including no move in/move out or delivery through the front doors
4. Ensure communication of PSCA Rules including no move in / out starts until PSCA has been notified.

Notifications for Maintenance work

Last Modification date: 12/13/2023

Maintenance that will affect more than 4 units need to have a 48-hour notice sent to the residents via email and if possible posted in the building(s) where the work is involved. This notice will go out to all residence owners, renters and board members. If the maintenance or repair is an emergency, the 48-hour notice may not be applicable.

Notification of billing

Last Modification date: 2/9/2024

Notice of billing (draft letter in Word documents) has been created for use if/when a homeowner must be notified of charges being billed to their account. This notice letter is to prevent any surprises from charges assessed. It must be sent prior to any past due notice when PSCA has to bill a unit owner. The property manager/Odgen will be sending out this notice to the homeowner with details to the billing charges.

Homeowner Complaint Handling

Last Modification date: 6/29/2023

All homeowner complaints must be documented via the homeowner portal and submitted through the Management Company for documentation purposes. It is the responsibility of the homeowner filing the complaint to provide proof of violation along with verifiable information (i.e. Witness statement) for the Management Company and/or Board to review.

Reference the PSCA Complaint / Witness Statement form (VIOL) for documentation.

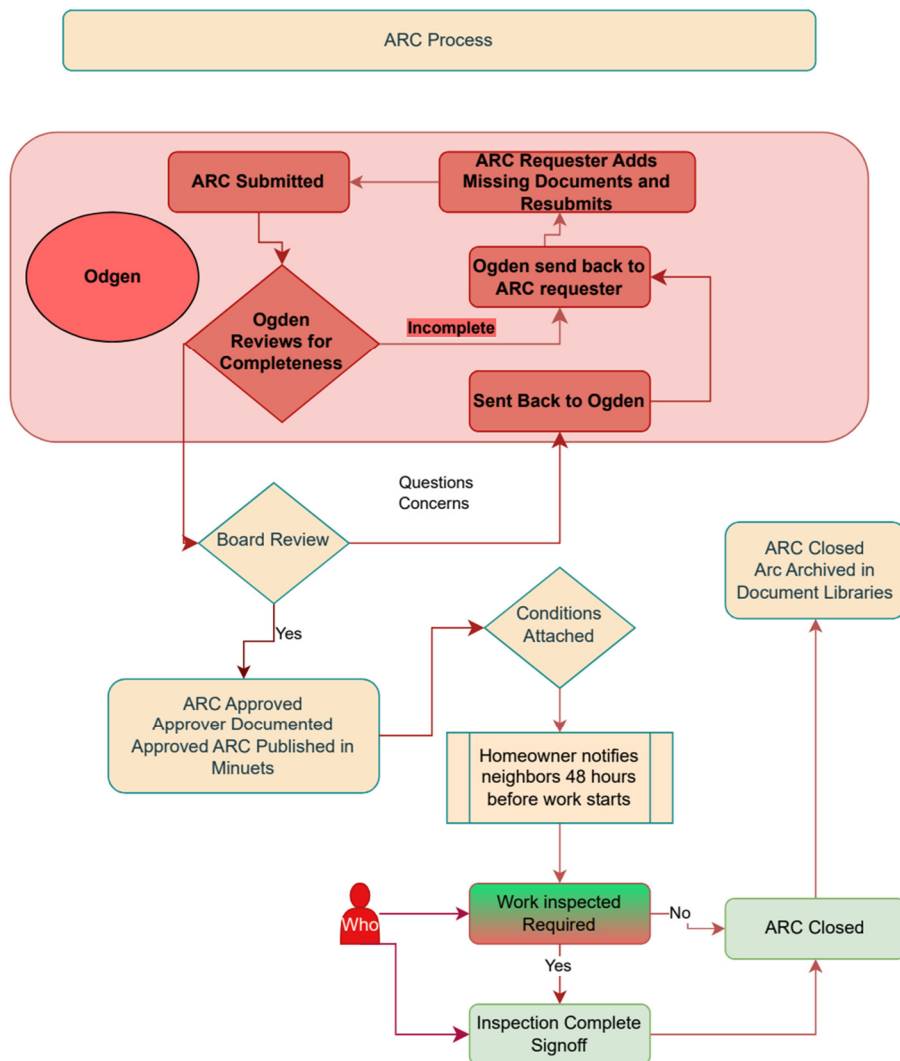
Alterations and Modifications (ARC) Request Handling

Last Modification date: 3/14/2024

Alterations to certain homeowner updates may require approval from the Board. Examples include window and door replacements, balcony modifications, and flooring replacement (for Midrise owners due to PSCA sound barrier requirements)

Process:

1. Homeowner creates and submits via portal or email to Management Company the Alterations and Additions Application (ARC) form including specifics on the form related to material specifications, design/drawings/photos, and timeline for the project.
2. Owner must:
 - a. Notify adjacent units of project work (either on their own or via request from Management Company to communicate) at least 48 hours in advance of project start.
 - b. Notify project vendors and installers they must comply with Association Code of Conduct.
 - c. Notify Management Company upon completion of project
3. Management company will
 - a. Review ARC request info to ensure the package has complete details including required specification documents if applicable.
 - b. Notify the Board a new ARC request has been received and need review and approval.
 - c. Identify scheduling conflicts with other Association projects.
 - d. Be the primary communicator with the Homeowner submitting this request
 - e. If this is a window or door request, Homeowner must be forwarded the Window/Door policy and specifications which must be followed by installer
 - f. Include ARC requests reference # on the Monthly Agenda for status update(s)
4. Assigned Committee (if necessary) should review completed form with their recommendations to the Board
5. Board will
 - a. Review complete package for compliance with guidelines and contractors
 - b. Provide approval/disapproval for the request - form should be signed/documented and returned to Management Company.
 - c. Acknowledgement of receipt of ARC request and processing should be communicated via Management company within 5-7 business days
6. Upon final approval of the ARC request Management Company must:
 - a. Notify homeowner of the approved ARC request and provide signed document
 - b. Save approved ARC requests and upload in the portal under: DOCUMENTS > ARC Approved (BOD only) folder
 - c. Set follow up reminder if a project completion verification is necessary from homeowner.



Window and Door Replacement Policy

Last Modification date: 11/28/2023

This policy is created to ensure aesthetic consistency throughout Park Shore now and in years to come. It was also created to make sure that new window and door installations all follow the same methodology to prevent potential water intrusion of the building envelope. While windows and doors are the responsibility of the homeowner according to the Park Shore Condominium Association Governing Documents, the homeowner is required to receive Board approval for such replacement prior to installation.

Problem: Water intrusion has sporadically occurred in prior window and door replacements that have used a variety of different installation procedures . This has led to damage of community property such as exterior walls and often to neighboring units. Over time, leak repairs of the building envelope become an expense to all homeowners.

Solution: The Park Shore Board of Directors selected an architect who has had an extensive history of dealing with similar window and door issues. The architect reviewed original Park Shore blueprints for both the mid-rise and townhomes and spent time onsite reviewing water intrusion issues throughout Park Shore of both original and new installations. The Park Shore Condominium Association Window and Door Replacement Policy was drafted to provide best practices for installation as well as guidelines for selecting windows and doors from a variety of manufacturers.

Window and Door replacement Guidelines Overview: (under current board review)**

- Vinyl framed windows (only) are acceptable
- Full-Frame windows are required, Pocket window replacement is no longer allowed
- Scope of work is outlined for windows in EFIS, Fiber Cement, or Masonry Veneer
- Additional policy with contractor specifications and architecture drawings provided

Verification: Verification of proper installation will be required by PSCA to ensure integrity of the buildings. Inspections will take place at time of installation and can be arranged with Ogden and the contractor to ensure that your project proceeds in a timely manner. If a homeowner is found not in compliance with this policy, they may be subject to removal/reinstallation of the windows at the cost of the homeowner as well as additional fines and/or penalties for any damages to the common structure(s).

Questions: The policy was created to assist homeowners with contractors in selecting windows and helping them understand how windows and doors are to be installed at Park Shore. If you or your contractor have additional questions, please contact Ogden Property Management prior to signing any contracts to avoid potential problems when ordering or at time of installation.

See PDF with specific guidelines and architecture drawings on homeowner portal under Documents -> Policies and Procedures

Balcony, Deck and Railings Maintenance

Last Modification date: 6/14/2024

Refer to Balcony Decking and Railing Maintenance Policy in the Portal located under folder Documents -> Policies and Procedures.

Note an Alterations (ARC) form needs to be completed.

Past Board Practices/responsibilities:

- Balcony is a LCE. This includes the floor of the balcony, railing, and in some homes the white support beam. For those homeowners who share a wall between two different resident balconies, the wall is an association responsibility. In general terms, the white portions of the balcony are the LCE.

Door Locks and Replacements (for Midrise Buildings)

Last Modification date: 1/29/2024

Midrise doors and handles must be standardized and uniform across all resident entryways.

Current standardized door handle locking system:

Schlage S210PD Single Lock 626

Color Satin Chrome

<https://www.americanlocksets.com/schlage-s210pd-fla-flair-single-locking-interconnected-lock-p-6932.html>

Schlage S210PD FLA Flair Single Locking Interconnected Lock

Model: S210PDFLA



Owners also have the option of keyless entry.

Schlage BE499WB CAM 619

Color satin Nickel, Camelot Trim



Amazon:

https://www.amazon.com/dp/B09RS1Z1ZN?ref=cm_sw_r_apin_dp_ZFKKZW93Y1JA6PCMCFZF&language=en-US&th=1

Home Depot: <https://www.homedepot.com/p/Schlage-Camelot-Satin-Nickel-Electronic-Encode-Plus-Smart-WiFi-Deadbolt-with-Alarm-BE499WB-CAM-619/318244332?source=shoppingads&locale=en-US>

If a homeowner wishes to use a preferred local Locksmith for installation, the Key Magician 414-481-6606 4716 S. Packard Ave Cudahy, WI 53110 <https://keymagician.com/> is familiar with PSCA's locking systems and entryways.

Smoke detectors (Midrise buildings)

Last modification date: 11/27/2023

Option for replacement hard wired smoke detectors in Midrise buildings:

<https://www.firstalert.com/us/en/products/alarms/smoke-alarms/9120b-hardwired-ionization-smoke-alarm-with-battery-backup-9120b/>

9120B HARDWIRED IONIZATION SMOKE ALARM WITH BATTERY BACKUP

Flooring sound standard (for Midrise buildings)

Last Modification date: March 10, 2024

Midrise owners are required to submit Alterations and Additions Form (ARC) for Board Approval prior to flooring repair/install. Notification of flooring replacement is required in order to comply with sound standards.

Owners who fail to comply with Board approval and Association sound standards may be subject to fines, and may be required to fix/repair/replace in order to meet these standards at the expense of the homeowner.

Flooring standard required is IIC (Impact Insulation Class) rating of 65 or greater.

IIC testing is for impact noise, like footfalls, moving furniture, things dropping on the floor, etc. STC is for airborne sounds like voices or music. IIC and STC tests are conducted in sound test laboratories.

To meet International Building Code – both IIC and STC need to meet the minimum of 50 to pass. Many larger luxury condo associations and municipalities are now looking at the higher 50's and lower 60's range.

Classification IIC

Minimum Code 50

Minimum Quality 55

Medium Quality 65

High Quality 75

FIIC stands for "Field Impact Insulation Class". This is a unit of measurement that determines the degree of soundproofing of the impact noise of a floor/ceiling assembly on site rather than in a laboratory. The higher the FIIC, the better the acoustic insulation. A FIIC test is carried out on site, in real buildings.

Classification FIIC

Minimum Code 45

Minimum Quality 60

Medium Quality 60

High Quality 70

It is not necessary to require the highest number but of course would encourage such consideration for midrise residents. The cost should not be prohibitive as there are many types and grades of underlayment available.

Note: 1st floor residents of Midrise buildings should also comply with these sound standards. Even though they have Spancrete (concrete) with no lower level owners impacting sound quality, sound may still travel up the walls to the level above. Additionally, first floor homeowners should use these standards for insulation. ARC forms are required for all midrise flooring installations, and contractor standards and notification for neighbors are still required.

Contractor Code of Conduct

Last Modification date: 8/20/2023

Park Shore Condominium Association Code of Conduct for Contractors The Code of Conduct (CoC) are required procedures for Association contractors. The CoC standardizes the security, safety, and performance requirements at Park Shore. The CoC provides a secure and safe environment for all Park Shore residents, guests, and contractors. In addition, the CoC ensures

a successful business relationship between the Association and contractors by establishing (outlining) performance expectations.

1. Security

- a. Photo identification on unsupervised or individual contractors
- b. Business logo displayed on all contractor's employees and vehicles
- c. Contractors must log-in and out daily with Park Shore property manager
- d. No photographs or videos of residents without prior approval

2. Safety

- a. Hard hats, safety shoes, and reflective vests must be worn when appropriate
- b. Safety harness is required on elevated work areas
- c. Construction areas must be clearly designated and marked
- d. Work areas must be free of debris after construction (daily)
- e. No construction material stored on Park Shore without prior approval
- f. Stored construction material must be in marked; company owned storage
- g. MSDS are required when appropriate
- h. Contractor vehicles must comply with Wisconsin DMV safety standards
- i. Moving construction equipment require a safety monitor
- j. Parked contractor vehicles must be marked with safety cones and chocked

3. Performance

- a. Professional conduct is always required
- b. Construction projects will start and finish on-time unless Force Majeure
- c. Conform to current OSHA and EPA standards for a safe and clean environment
- d. No illegal substances (i.e. drugs or alcohol) allowed to be brought on property

Contractor Guidelines

Last Modification date: 1/13/2024

PSCA Contractors using Midrise, unless circumstances require, should not use the front entry doors for entering/exiting with equipment and supplies. Elevator Pads should be requested prior to work in efforts to keep PSCA property from being damaged or show excessive wear.

General hours of work should be respectful of neighbors in the building. (Move In/Move Out rules use time frame of 8am to 8pm per the Rules Packet)

Major projects require the homeowner to notify adjacent hours (see Alterations Request (ARC) form for more details).

Work Order Request Handling

Last Modification date: 12/16/2023

TBD - Work in progress

Obtaining/Reviewing/Approving Association Contractor Bids

Last Modification date: 1/29/2024

It was determined (Jan 2024) the practice of obtaining 3 or more bids was delaying repairs and preventing many contractors from wanting to do business with PSCA because of the constant bidding and never accepting the contract. The Board will now obtain two comparative bids in order to expedite processes.

Assessment - Collection Policy

Last Modification date: 12/20/2023

According to Section 6.8 of the Park Shore Bylaws, all assessments and related charges not paid before the due date shall be delinquent and the Owner shall be in default. If any assessment or any part of thereof is not paid in full by the 10th of the month or within 10 days of the respective due date, a late charge equal to the greater of (\$10.00) or 10% of the amount not paid may be imposed and interest at the rate of 10% per annum shall accrue from the due date.

1. Owners who are delinquent more than 30 days shall be sent a reminder letter noting the assessment, late charge and accrued interest that is due.
2. Owners who are delinquent more than 60 days shall be sent a demand letter noting the assessment, late charge and accrued interest that is due.
3. Owners who are delinquent more than 90 days will be referred to legal counsel for appropriate legal action including, but not limited to, a legal demand letter, lien filing, small claims judgment action, garnishment and foreclosure.

Clubhouse social room reservations

Last Modification date: 3/14/2024

All Social Room reservations will go through the Property Management Company.

Contact info : Ogden & Company

Attn: Melissa Dunton

1665 N Water Street

Milwaukee, WI 53202

Email: melissad@ogdenre.com

Phone: (414) 367-6735

Refer to the Portal website: Documents > Forms >

Clubhouse_Rental-Rules_Feb_2024_Final_PDF for the complete packet.

Effective Feb 2024, the rental fee was updated to \$125 (See Governing Documents - Rules and Policy Packet for full documentation and rules)

For efficient handling of all clubhouse reservations, follow these steps:

1. Homeowner verifies calendar, returns fully completed reservation packet to Melissa Dunton
2. Melissa Dunton updates the Association Calendar on the portal
3. Melissa Dunton updates the ledger and collects ACH payment from the Homeowner
4. Melissa provides access code 24 hours prior to the room rental, and arranges with BOD final inspector follow up.
5. Homeowners provide the completed Clubhouse Inspection and Closing Procedure form within 3 days of the completed rental. If not received, Melissa Dunton should contact the renter/owner advising if the form is not received within a week, they may be subject to fines.
6. Final inspection of clubhouse is complete by designated person, and documentation confirmed
7. All clubhouse rental forms and the final inspection forms should be stored in documents folder on the portal with BOD access only.

Vendors used

Last Modification date: 1/29/2024

Vendors who are familiar with PSCA property:

Locksmith: Key Magician Packard Ave Cudahy, WI <https://keymagician.com/>

Public Outlet Labeling in Midrise and Clubhouse

Last Modification date: 5/1/2024

To be consistent with Industrial Electrical Circuit Labeling, Midrise and Clubhouse building public outlets have been labeled with associated breaker box location and breaker number.

The labeling has been located on the upper face area of the outlet cover plates. The nomenclature for the labeling of the outlets is as follows:

MIDRISE NUMBER – FLOOR NUMBER OF BREAKER BOX – ROOM NAME OR NUMBER OF BREAKER BOX – CIRCUIT BREAKER NUMBER.

EXAMPLES:

M1 – F2 – TR – 22

Would be: MIDRISE BUILDING 1
SECOND FLOOR
TRASH ROOM
CIRCUIT BREAKER 22

M3 – LL – P07 – 41

Would be MIDRISE BUILDING 3
LOWER LEVEL GARAGE
ROOM P07
CIRCUIT BREAKER 41

Note: Most Breaker Box locations require an access key or code.

Other

Last Modification date: 6/14/2024

Other

Last Modification date: 6/14/2024

Book of Resolutions ????

EV (Electric Vehicle) Charging at Park Shore ????