

Welcome Package
City Green Condominium

Order: 5ZGYTZWS9
Address: 1111 N Marshall St Unit 305
Order Date: 09-18-2026
Document not for resale
HomeWiseDocs

Welcome to City Green Condominiums



About Us

City Green Condominiums is part of a three-building development by New Land Enterprises, first occupied in 2007. The two City Green apartment buildings on Cass Street are part of the larger development. For the most part, our building functions independently.

Our building consists of 44 units on floors 2 through 10. There are five units on most floors, in what are referred to as “stacks,” defined by the unit number, for example, the “01 stack.” The 10th floor has four units; the second and seventh floors have two double units.

We’ve created this booklet to answer questions you’re likely to have as you move in and get settled. You’ll find more detailed information on the City Green website, citygreencondos.com, including the comprehensive Rules and Regulations document, which you are encouraged to read.

Welcome. We’re glad you’re here.

City Green Condominiums
1111 N Marshall St
Milwaukee, WI 53202

Units 201-401	53202-3377
Units 402-602	53202-3378
Units 603-803	53202-3379
Units 804-1004	53202-3380

Contents

DAY-TO-DAY

- Property Manager [p 2](#)
- Building Entry and Lobby Safety [p 3](#)
- Trash and Recycling [p 4](#)
- The Garage [p 5](#)
- Cable and Internet [p 6](#)
- Utilities [p 6](#)
- Common Area Cleaning [p 6](#)
- Balconies [p 6](#)
- Building Maintenance [p 7](#)

COMMUNICATION

- The Owners Association [p 8](#)
- City Green Website [p 9](#)
- Facebook Group [p 9](#)

COMMON AREAS

- Community Room [p 10](#)
- Exercise Room [p 10](#)
- Patio [p 11](#)
- Dogs and the Dog Run [p 11](#)

OUR COMMUNITY

- Maintaining Your Unit [p 12-13](#)
- Neighbor to Neighbor [p 14](#)
- Social Events [p 14](#)
- Our Neighborhood [p 15](#)
- Street Parking [p 15](#)
- Government Districts [p 15](#)
- Common Questions [p 16-17](#)

Day-to-Day

PROPERTY MANAGER

City Green Condominiums is managed by Founders 3 Real Estate Services. Our property manager is always happy to help. Don't hesitate to reach out.

Use the "Contact Property Manager" form on the City Green website to contact our property manager. If your situation needs immediate attention, leave a voice message.

As of May 1, 2024 our property manager is Christy True. Our former property manager, Patty Lux, is now Director of F3 Condos and is available for urgent matters if Christy is unreachable.

Christy True	414-249-2166 ctrue@founders3.com
Patty Lux	414-249-2132 plux@founders3.com
Founders 3	414-271-1111

In the event of an after-hours emergency, after 5 p.m. or on weekends, call Emergency Maintenance, 1-800-708-7462.

Contact the property manager to:

- Request elevator pads for delivery of large items
- Get permission to have your unit key duplicated (at your expense). Keys are duplicated at Ace Hardware, 2170 N Prospect, after the property manager has authorized it.
- Obtain additional fobs or windshield tags (at your expense)
- Gain roof access to service your air conditioning unit
- Report building situations, for example elevator issues or water leakage
- Get information about the building or its operation that isn't answered elsewhere

Day-to-Day

BUILDING ENTRY AND LOBBY SAFETY

Our building uses the Butterfly MX security system. The system includes a video display directory outside the front entrance, fobs for entering secured doors, a windshield tag to open the garage door, and a smart phone app for your Butterfly MX account settings and to open secured doors. You will receive an email or text link from Butterfly MX to set up your account.

You were given two fobs at closing. Contact the property manager about purchasing windshield tags.

The display box on the outside of the building includes the names of every resident. Residents' names are added after closing by the property manager.

You can enter the building using the Butterfly MX app, the fobs you were given at closing, or by entering your PIN in the Butterfly MX display outside the front entrance. (You create your PIN when you set up your Butterfly MX account.)

You can use the Butterfly MX app to create temporary access for visitors. See Common Questions on page 17 for more information.

We value our safety and the safety of our neighbors. While common sense prevails, we adhere to these two important procedures:

- While the front doors are propped open during a move or delivery, ensure that someone is in the lobby to guard against strangers entering the building.
- When someone calls you from the entry display, be certain that you recognize them, or that they are making a legitimate delivery to you, before using the Butterfly MX app to open the door. And please do not give access to anyone who says they are going to another unit. For extra safety, residents may choose to greet their guest, contractor, or delivery service in the lobby and escort them to their unit.

Day-to-Day

TRASH AND RECYCLING

Our trash and recycling is serviced by Waste Management and is included in your HOA dues.

A Founders 3 maintenance employee rolls the recycling and trash dumpsters from the garage to the curb each Monday and Thursday, for pickup the following day. Occasionally, the schedule changes because of weather or holidays.

Deposit bagged trash in the trash chute room on your floor. (You may do this even when the containers are outside.) Observe the rules posted next to the chute.

Refer to the recycling guidelines posted in the trash chute room and on the recycling dumpsters themselves for a list of acceptable items. (Recycling rules vary among service providers; do not rely on the rules of your former provider.)

Waste Management charges our HOA when we violate recycling rules, especially for plastic bags. **Never** put plastic bags in the recycling dumpsters. You can recycle plastic bags at nearby markets: Metro Market, Pick 'N Save, or Fresh Thyme.

Always rinse containers before depositing in the dumpster. Liquids left in containers create unpleasant odors.

When the dumpsters are on the street, do not leave recyclables or trash in the garage; take them outside.



The two leftmost dumpsters are for recycling. The dumpster on the right is for trash. We are fined for trash in the recycling bins.

Recycling Courtesy. To maximize space, flatten all cardboard boxes before putting in the recycling container.

Day-to-Day

THE GARAGE

The windshield tag will open the garage door automatically. Position the tag in the top center of the windshield. Note that once the tag is affixed, it cannot be repositioned. Some residents attach it with tape or leave it on the dashboard.

Garage safety. When exiting and entering the garage, wait until the door closes to ensure unknown persons don't gain access. Should two cars approach from opposite sides of the door, the car entering has the right away, as it is safer to back up into the garage than out into the street.

Each unit has been assigned two parking spaces, identified by number. Some residents have installed vehicle charging outlets at their expense and for their own use. If you wish to install one in your space, alert the property manager and then contract with a local electrician. See the Rules and Regulations document, available on the City Green website, for more information.

Note that storing personal items in parking spaces is prohibited.

To the right of the door to the lobby are carts you may use for transporting items to your unit. These include:

- Two grocery carts
- One hotel cart
- One hand cart

Feel free to use these carts at any time, but please return them promptly.

Day-to-Day

CABLE AND INTERNET

Contact either Spectrum or AT&T to provide cable and/or Internet service to your unit.

Each provider has its own advantages and disadvantages. You can consult the City Green website (see page 8) or the Facebook Group (page 9) to ask other residents about their experiences. Some residents also use boosters to improve wifi within their unit.

UTILITIES

Contact WE Energies (the WEC Energy Group) for electric and gas service. They will bill you directly.

City Green will bill you quarterly for water usage, based on your actual usage. You pay this fee using the same method you use for your HOA dues, usually ACH transfer.

COMMON AREA CLEANING

The building's common areas are cleaned Monday through Friday by Leti, with the ShurClean janitorial service. Leti has cleaned our building for many years. At holiday time, she receives a small bonus from the HOA. Some residents also give her a monetary gift, but this is not expected and there is no pressure to do so.

BALCONIES

Our balconies have slatted floors to control run-off from rain and snow. Be aware that anything dropped on a balcony floor, especially liquids or grill splatters, may travel to one or more floors below you.

Many residents use an outdoor rug to contain dropped food, liquid or objects. Plant watering can be particularly tricky. Be sure to put trays under all planters.

Each spring, a day is selected for balcony cleaning. Starting with the 10th floor, each floor is assigned an hour-long time slot to sweep or scrub the floor.

Day-to-Day

BUILDING MAINTENANCE

The property manager updates residents about the schedule for building maintenance, including:

- Window washing
- Garage power washing
- Dryer vents

Window Washing

Twice a year, the exterior windows are washed by a professional service. While the service is on site, you may also sign up (at your expense) to have them wash the inside of your unit's windows and your exterior balcony windows. If you will not be home when your unit is scheduled, the property manager can provide access and oversight.

Garage Power Washing

You will need to find alternative parking during annual garage power washing and occasionally for other purposes.

For a fee, you can reserve a space in the City Green Apartments garage, or other nearby public parking, through the ParqEx app (or ParqEx.com). The SpotHero app also offers nearby options.

Parking on our block of Marshall Street is restricted to two hours during the day unless you have arranged for a permit through the City of Milwaukee (see page 15). However, north of Knapp Street, street parking is free and unrestricted.

Dryer Vents

Clean your clothes dryer's lint trap with each use. As a fire safety measure, have the ducts blown out regularly. The building arranges duct cleaning every five years. The last scheduled cleaning was 2024.

Communication

THE OWNERS ASSOCIATION

All owners are members of the City Green Condominiums Owners Association, Inc (aka HOA), with one vote per unit. We have a three member board of directors with a President, Treasurer, and Secretary. Each board member serves a two-year term; two members are elected in the odd-numbered years and one in the even-numbered years.

The property manager will contact the board when their input is needed to resolve an issue. In general, you will not need to contact board members directly.

The annual meeting is held once a year, usually in the fall. An agenda, financials, and minutes are distributed via email prior to the meeting. Information about prior meetings is available on the City Green website.

Be sure to read the document “Rules and Regulations”, which can be found on the City Green website (go to Document Repository > Condo Documents). Minutes of board meetings can be found under Document Repository > Board Activities.

Communication

CITY GREEN WEBSITE

The primary means of communication about building issues is through the City Green website. Using this website you can find:

- General news and announcements
- A calendar of building events
- The resident directory
- A community discussion board for interaction with other residents. Here, residents post information of general interest to the community. Please avoid posting political or business-related matters that are unrelated to the building.
- A document repository
- Lists of volunteers for various activities
- Links to communicate with the property manager
- Other useful information

Only residents (owners and those who live with them, and tenants) can access the website. All information is password protected. An email invitation to register with the site is sent to a new owner after an offer has been accepted. If you have not received one, contact the property manager.

FACEBOOK GROUP

Residents also use the private City Green Facebook Group to communicate among themselves. This group page was established before the City Green website was created and will remain active for the time being.

The Facebook Group is limited to interaction among residents. Building-related information, announcements, events, and project updates are posted to the City Green website.

Common Areas

COMMUNITY ROOM

The Community Room on the ground floor is available for private use on a first-come basis. Residents have reserved the room for business meetings, family dinners, baby showers -- any time a gathering is not a fit for your unit. Capacity is 54 persons.

Available for your use are:

- Glassware
- Folding tables and chairs
- Refrigerator
- Range
- Microwave
- Sink
- Dishwasher
- Vacuum cleaner
- WiFi The network name is **CityGreenCommunityRoom** and the password is **ILoveCityGreen** (case sensitive)

You can reserve the Community Room from the City Green website. Note that while there is no charge to use this room, it is your responsibility to clean it after use.

EXERCISE ROOM

The Exercise Room is available to all residents and their guests, one unit at a time. You may schedule up to four one-hour sessions in advance. WiFi is also available (see username and password above).

Scheduling and usage rules are posted on the outside of the door. You can reserve the Exercise Room from the City Green website.

Common Areas

PATIO

An outdoor area is located between our building and the City Green Apartments. It is open to all three buildings on a first-come basis.

To get to the patio, follow the walkway on the south side of our building. At the end of that walkway, unlock the door using your unit key and walk up the steps. You're there!

DOGS AND THE DOG RUN

City Green residents are allowed a maximum of two dogs with a combined weight of no more than 100 pounds. Dogs are allowed in common areas if leashed or carried. Owners are responsible for keeping their dog away from landscaping, and for picking up and disposing of dog waste.

Be sure your dog uses the crushed granite across the sidewalk, and not the lawn. We incur extra expense to replace grass that has been burned by dog waste.

A dog run is available for residents of both our building and the City Green Apartments. The dog run is at the end of the walkway on the south side of our building. Your unit key opens the gate. Be sure to pick up after your dog and lock the gate when you leave.

Our Community

MAINTAINING YOUR UNIT

You are responsible for any service needs within your unit. Many residents use Founders 3 Mechanical (a division of Founders 3) for various tasks and small repairs. F3 Mechanical is familiar with the building and charges a reasonable fee. Their phone number is **414-249-2135**.

New residents often have questions about

- HVAC
- Windows
- Alarms
- Remodeling

This section contains basic information. For more detail, consult the Rules and Regulations document, available on the City Green website.

HVAC

The original HVAC systems were installed by Quality Heating and Sheet Metal in Brookfield. Contact them, Founders 3 Mechanical, or any provider you choose, for semi-annual maintenance of your system. For service to the AC unit, you will need to contact the property manager to gain roof access to the compressors.

Windows

It is not uncommon for condensation to appear on windows and window sills. To minimize condensation, control the humidity in your unit.

Should you encounter broken seals, leaks or cracks, contact Milwaukee Plate Glass or the provider of your choice. In most cases, you are responsible for repairs.

Our Community

Alarms

Your unit is equipped with both unit and building alarms.

The round smoke and CO2 alarm is located in the bedroom ceilings or just outside a bedroom door. (Originally, the units were equipped only with a smoke alarm. By now, most units have been replaced with smoke + CO2.) For your safety and the safety of others, please keep these in working order.

While it doesn't happen often, cooking events can set off a smoke alarm. To minimize this, close the door to the bedrooms near your kitchen while cooking. Should the alarm sound when there is no fire, try fanning the alarm with a towel until the alarm stops or using a broom stick to push in the button in the center of the device.

The square alarm above bedroom doors is part of the complex-wide fire alarm system. This alarm is triggered when there is excess smoke in the hallways; water is flowing from a sprinkler head; or someone has pulled the emergency device. When the alarm sounds, always use the stairs to exit the building. (To date, there has not been a fire in our building. The alarm has occasionally sounded when we've had a leak or equipment failure.)

Remodeling

Interior remodeling is at your discretion. However, any structural change, such as removal of walls, requires approval by the board of directors. Some general guidelines include:

- Inform contractors that they must park on the street
- Reserve the elevator when your workers are moving large equipment, drywall, or other large items, in or out
- Remove all construction debris from the premises. The dumpsters **may not** be used for construction debris.
- Work may occur Monday through Friday, between 8 a.m. and 5 p.m.

As a courtesy, inform your immediate neighbors -- on your floor and above and below you -- of the potential disturbance and duration of the work. Or let the building know by posting on the Community Discussion Board on the website.

Our Community

NEIGHBOR TO NEIGHBOR

We are a friendly group who look out for one another. Do not be surprised if a neighbor puts a package outside your door or delivers your newspaper. At the same time, we respect each other's boundaries. Be as social as you wish.

Occasionally, conflicts between neighbors arise. Nearly all of these conflicts can be resolved by communicating via text, a phone call, or face-to-face discussion. Do not hesitate to reach out; your neighbor most likely will want to know that something they are doing is disturbing you. (Check the resident directory on the City Green website for contact info.)

Noise between units is not usually a problem. You will rarely hear your neighbors except briefly if they are talking in the hall. However, noise can travel between floors. Should noise become untenable, discuss the specific situation with your neighbor.

City Green adheres to the Milwaukee noise ordinance. Between the hours of 9 p.m. and 7 a.m., seven days a week, noise cannot exceed 45 decibels, about the level of talking in a library. Should a neighbor violate this ordinance, let the property manager or the board president know.

SOCIAL EVENTS

All residents are welcome to attend social events, but there is no pressure to attend. Feel free to pop in!

- Monthly book club, usually the fourth Tuesday at 6:30 p.m. in the Community Room. (The book club does not meet June through August.) You can join the book club mailing list on the website.
- Loosely organized Thursday morning coffee at 9 a.m. in the Community Room
- Periodic events, such as a holiday gathering, are announced on the website

Our Community

OUR NEIGHBORHOOD

We are located in the Yankee Hill neighborhood. Though we have had occasional undesirable neighborhood activity, our block is most often friendly and quiet.

Here are a few resources you may find useful:

- <https://www.niche.com/places-to-live/n/yankee-hill-milwaukee-wi/>
- onmilwaukee.com
- city.milwaukee.gov

STREET PARKING

There is no parking on city streets between 2 a.m. and 6 a.m., Monday through Saturday, unless a vehicle has an overnight or temporary parking permit, available from the city.

On our street and the surrounding blocks, daytime parking is limited to two hours without a permit. Free, unrestricted street parking is available north of Knapp street.



To obtain a temporary overnight parking permit (no fee), scan the QR code at left or go to <https://city.milwaukee.gov/Parking/ParkingPermits/Online-Night-Parking-Permission-Request>

GOVERNMENT (AS OF 2024)

- Voting Ward 181. We vote at MSOE Diercks Hall, 1025 N Milwaukee St.
- Milwaukee Aldermanic District 4, Robert Baumann
- State Representative, Assembly District 19, Ryan Clancy (D)
- State Senator, Senate District 7, Chris Larson (D)
- US Congressional District 4, Gwen Moore (D)
- US Senate, Tammy Baldwin (D) and Ron Johnson (R)

Common Questions

HOW CAN I GET EXTRA KEYS FOR MY UNIT?

Duplicate keys can be made after the property manager has given permission to Ace Hardware on Prospect. Use the Contact Property Manager form on the City Green website to ask the property manager to grant permission.

Ace Hardware, 2170 N Prospect, 414-509-6484.

Before you go to Ace, you might give them a call to be sure they have gotten the go ahead to make your key.

HOW CAN I GET AN EXTRA FOB OR WINDSHIELD TAG?

Use the Contact Property Manager form on the City Green website to request the number of extra fobs or windshield tags you wish to purchase. There is a nominal fee for each item. The property manager will deliver them to you.

WHAT DO I DO WITH ALL MY MOVING BOXES?

You can put your collapsed moving boxes in either of the recycling dumpsters. However, before doing so, you may wish to post to the City Green website to see if someone might want them.

Our recycling bins can get full fairly quickly. If possible, recycle your boxes over time so there is room for others' recyclables. See the recycling pick up schedule on page 4.

Common Questions

WHAT SHOULD I DO IF I SEE A STRANGER IN THE BUILDING?

We all care about safety. It's very rare that we encounter someone trying to gain building access, but it can happen.

To prevent unwanted visitors:

- Do not let anyone “tailgate” by following you into the building.
- Have someone watch the lobby when you need to prop open the front doors, even for a few minutes.
- Wait for the garage door to close before parking your car or leaving the driveway.

The Butterfly MX system provides security at all building entrances. Do not let unknown people in the building; ask them to use the display box on the exterior of the building, even if you happen to be in the vestibule.

Should you be concerned about any encounter, please report it using the Contact Property Manager form on the City Green website.

WHERE CAN I GET INFORMATION ABOUT THE BUTTERFLY MX SYSTEM?

On the City Green website, go to Document Repository: Building Info. Also search for videos on YouTube, or search for “Butterfly MX” with your preferred Internet search engine.

City Green Condominiums
citygreencondos.com
Welcome Guide
Revised April, 2024

This document is currently either not available or not applicable for this association.

REMAINDER OF PAGE LEFT INTENTIONALLY BLANK.