

Rules and Regulations

City Green Condominium

Order: 5ZGYTZWS9
Address: 1111 N Marshall St Unit 305
Order Date: 09-18-2026
Document not for resale
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City Green Condominium Association, Inc.
Rules and Regulations
Updated 2024

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WELCOME

Welcome to the City Green Condominium Association. This document includes the complete set of rules and regulations adopted by the Association. It is a companion to the Welcome Booklet you received at move in, covering more topics and presenting more detail.

These rules and regulations were established to ensure that the community is pleasant and safe. By adhering to them, our community will remain a place where everyone feels comfortable and secure.

If you have not yet moved into your unit, be sure to read *Move-in and Move-out Procedures* on page 16.

GENERAL BUILDING INFORMATION

Management

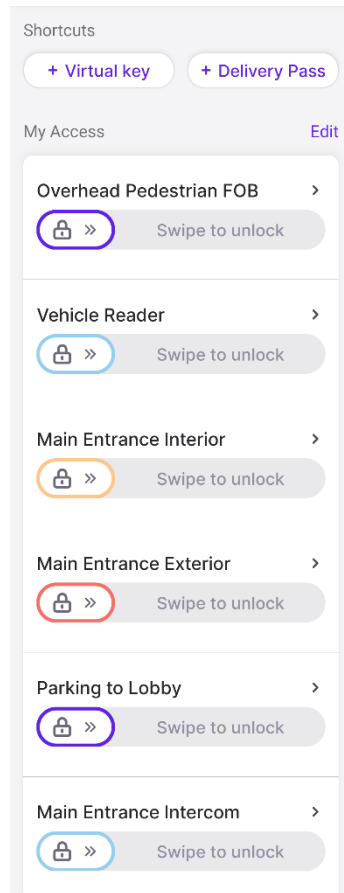
Since 2013, we have been managed by Founders 3 Management Company, 252 East Highland Ave. Use the contact form on the citygreencondos.com website to contact our property manager with any building-related issues.

For emergencies, you can call the 24-hour service line: 800-708-7462. **Use this line to report emergencies after-hours or on the weekends. Call this line during the week only when you have exhausted all other avenues for resolving an issue.**

Building Entry

You can enter the building either through the fob you were given at closing or through the Butterfly MX smartphone app.

Fob readers are placed to the left of the front doors, to the right of the exterior garage door, and to the left of the interior garage door into the lobby. Contact the property manager if you wish to purchase additional fobs.



The Butterfly MX app, for either iOS or Android, opens all the secured doors. You can set up regular visitors, such as a cleaning person, with a “virtual key” they can use to enter the building without contacting you. You can set up a “delivery pass” for one time entry for someone you’re expecting, for example a floral delivery.

Delivery services, such as UPS or Amazon, have been given an entry code for their drivers. While not required, residents are highly encouraged to meet food delivery drivers, such as from Uber Eats or DoorDash, at the front door, rather than give them access to the building.

You will receive a email from Butterfly MX, sent to the email address on file with the property manager, to register with the system. You may also receive a text; either method will get you started.

The registration email directs you to create a password. Once you have done that, download the Butterfly MX app from the Apple App Store or Google Play Store. When you sign in to the

app with the email and password you created, you will see the screen shown here.



For help with set up and usage, see [The Butterfly MX Tenant User Guide](#).

See the Welcome Guide for information specific to City Green.

Lobby

The lobby includes a small seating area, access to the Community Room and Exercise Room, two gender-neutral bathrooms, a mail area, elevators, and access to the parking garage.

Lobby rules

- To prevent strangers from entering the building, the lobby and garage doors are never to be propped open unless someone is monitoring them.

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- Bicycles are to be brought into the building through the garage, and not through the lobby doors. See *Parking Garage* on page 13 for ways to open the garage door.
- Do not let anyone you don't recognize "tailgate," i.e., enter the building behind you.

Keys

Our building uses the Primus Key Entry system. This system uses one key for several locks in the building: your unit¹ and mailbox; the Exercise and Community Rooms; stairwells; storage rooms; dog run; and patio access.

Duplicate keys can be made at Ace Hardware, 2170 N Prospect, with authorization. To request authorization, use the contact form on the citygreencondos.com website to send your request to the property manager.

We use the Butterfly MX system to enter the building from the outside or from the garage. See also *Building Entry* on page 1.

Mail and Deliveries

Mail Each unit has an individually locked mailbox, identified by unit number. The mailbox grid also includes an outgoing mail slot and two locked units for packages. The postal carrier leaves a key in your mailbox when you have a package in one of the locked units.

The USPS and other delivery services (UPS, FedEx, DHL, Amazon) leave packages on the floor under the mailboxes. Occasionally, a driver will leave packages in a different area. Should you see a package elsewhere, especially outside the building, please bring it into the mailbox area and place under the sign corresponding to the recipient's unit.

Retrieving your packages promptly helps to keep this area tidy. To this end, some residents will deliver packages to other units on their floor.

Deliveries Delivery people will use the East elevator to transport items, or their equipment, to and from your unit. Alert the property manager about deliveries of large items, such as appliances and furniture, so that pads may be installed in the elevator. Once the pads are installed, there will be a key in the elevator panel used to prevent the doors from closing while items are being loaded.

¹ Some residents have installed other locking mechanisms on their unit door.

Parking Delivery trucks park, or double-park, on the street. They must never park in the driveway, as the driveway cannot support the weight of most trucks.

Deliveries are permitted:

Monday-Friday 8:00 a.m. to 9:00 p.m.

Saturdays 9:00 a.m. to 6:00 p.m.

City Green Condominiums and the Cass St Apartments

City Green Condominiums is one of six units in the Marshall-Cass Condominium Association.² The six units share water and sewer lines, fire alarm, and generator.

This arrangement sometimes requires us to take action for reasons that aren't specific to our building. For example, occasionally our building must shut the water off because of an issue in the apartments. For more information, see the document Condominium Declaration of Marshall-Cass Condominium Association, available on the City Green website, citygreencondos.com.

COMMON AREAS

Common areas of our building include: the lobby; Exercise Room; Community Room; garage; the courtyard between our building and the Cass Apartments; elevators; and stairwells. It is each person's responsibility to leave the condition of the common area as good as, or better, than they found it.

See *Scheduling* on page 12 of this document for information about scheduling and using the Exercise and Community Rooms.

Smoking is prohibited in all common areas and within 25 feet of the outside entrances. (Though not encouraged, smoking is permitted in your unit and on your balconies.)

Use of common areas It is the responsibility of the owner to repair any damage caused under their watch. For everyone's enjoyment, do not leave trash or other materials in any common area.

Doors For security and safety, do not prop open doors to the halls, stairways, garage, or those leading outside. Doors may be propped open temporarily while moving

² The six units in the Marshall-Cass Condominium Association are: City Green Unit (City Green Condominiums); Cass Towers Unit (1100 N Cass St apartments); Public Parking Unit (the public area of the parking garage accessible from Cass St); The Cass North Commercial Unit (1080 N Cass St); The Cass South Commercial Unit (1020 N Cass St); The Marshall Rooftop Unit (the roof of 1111 N Marshall St and the airspace above it).

	large items in or out, but must be monitored at all times to prevent strangers from entering.
Hallways	Any personal items permanently placed in a hallway should not impede normal traffic or vacuuming, and must be acceptable to all neighbors on the floor.
Stairwells	Stairwells are located at each end of a floor. Stairwell doors must be kept shut at all times. Propping doors open disrupts the air control and compromises the fire protection system. Should you desire to use the stairs to move between floors, be sure to take your unit key with you, as the door will automatically lock behind you. (You will be able exit the stairwell on the ground floor.)
Cleaning	Common areas are cleaned by a professional cleaning service Monday through Friday.

YOUR UNIT

Occupancy

Units may be used or occupied only by owners, tenants, and their guests. No more than two unrelated parties, in addition to the owner, may occupy a unit.

Only ten percent of the units (i.e., four units) may be rented at any one time. The duration of a rental agreement must be at least 12 months. (Short term rentals are not permitted.) Use the form on citygreencondos.com to contact the property manager should you wish to rent your unit.

You are responsible for providing your tenant with a copy of the Condominium Declaration of City Green Condominium, and City Green Rules and Regulations (this document), available on the City Green website, citygreencondos.com. Like owners, tenants are expected to adhere to the building rules and regulations.

Tenants will be added to the Butterfly MX system after the property manager receives the rental agreement.

Keys, Fobs and Locks

You were given at least one key and one fob at closing. Owners may have additional keys made, at their expense, at Ace Hardware on Prospect, 2170 N Prospect, with authorization. To request authorization, use the contact form on the citygreencondos.com website to send your request to the property manager.

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Similarly, contact the property manager if you would like additional fobs. There is a nominal fee for each fob.

Should you choose to install a new lock on your unit, you must provide a copy of the key, or an access code, to the property manager. If the property manager does not have access, and in an emergency the Association needs to force the door open to gain entry, you will be responsible for any repairs needed as a result.

No one from the Association or building management will enter your unit without your permission, except in an emergency or if you have been given written notice five business days in advance. Should the Association need to enter your unit when you are not available, it will make every effort to minimize disruption and restore your unit to its condition prior to entry. For more information see section 17.6 of the document *Condominium Declaration of City Green Condominium*, available on the City Green website, citygreencondos.com.

The Association has a master key to all units for use during an emergency. The Association never gives the master key to non-Association vendors or contractors.

Payment of Dues and Water Bill

After closing, the property manager will have you complete forms for an ACH transfer of monthly dues and quarterly water bill. Each unit's water usage is assessed and billed quarterly.

A \$50.00 fee will be applied to your account automatically should any delay in transfer occur. After 60 days, delinquent accounts may be forwarded to an attorney for collection and a lien may be placed on the unit.

Unit Maintenance

You are responsible for all maintenance and repairs within your unit, even those that may have originated outside the building (e.g., water leakage). You are also responsible for any damages and liabilities outside your unit that result from failure to promptly address maintenance and repair work inside your unit.

Fire Safety

Within each unit are smoke detectors and a central fire alarm. The smoke detectors sound when smoke is detected in your unit. The central fire alarms, located above bedroom doors, sound when a fire has been detected in the building. Unit alarms are heard only within your unit. The central fire alarm is heard in your unit and all common areas.

When the central fire alarm sounds, exit the building immediately using the staircase nearest your unit. Do not use the elevators. Note that you will be

informed in advance of fire alarm testing and will not need to vacate the building during the test.

A chirping sound from the smoke detector in your unit means the backup batteries need replacement.

Heating

Each unit has its own heating and cooling system. You are responsible for regular preventive maintenance. In the winter months, keep your unit at least 55 degrees Fahrenheit, even during an extended absence.

It is recommended to change filters annually, if not more frequently. Failure to do so can affect the overall operation of your unit's heating system.

Laundry

You may run your washer or dryer at any time during the day or night. Laundry may not be hung on a balcony, deck, terrace, or in windows for any reason.

Interior Window Treatments

Each unit may install window coverings of their choice and are responsible for keeping them in good working order. Should a single replacement be required, install the same item, or one of substantially similar quality, type and color, to give a uniform appearance from the outside.

Visitors

Unless you have set up a virtual key or delivery pass, visitors – your guests, delivery people, service people, and contractors – will announce their arrival using the Butterfly MX system outside the main entrance. Never give access to anyone you aren't expecting or don't know, including people who say they have a delivery. When uncertain, meet the caller in the lobby.

Remodeling

You may remodel your unit in any way you see fit, with a few caveats:

- Any desired change must not impair the structural integrity of the building or alter the sound buffer between units.
- Any desired change that potentially affects architectural structure, or that will potentially lessen the support of any portion of the building, must be reviewed and approved, in writing, by the board. The board may request a professional site study, at your expense, before approving the design.
- Contractors must park on the street.
- All construction debris must be disposed of off-site; the dumpsters, whether in the garage or on the street, may never be used.

- All work must be performed Monday – Friday, between 8:00 a.m. and 5:00 p.m.
- Any time you plan to take large items to or from your unit, request use of the East elevator by using the contact form on the citygreencondos.com website to contact the property manager. Pads will then be installed and a key available for controlling the elevator door.

As a courtesy, alert your neighbors about the duration of your project and any significant noise they might experience. Neighbors who work from home will especially appreciate knowing when they might want to head to another location.

Nuisances, Noise and Odors

Offensive or unlawful activity is prohibited in your unit and the common areas.

Ensure that music or other sound from your unit, balcony, or terrace, is not unreasonably loud, potentially disturbing your neighbors. The Association adheres to the City of Milwaukee noise ordinance: Noise cannot exceed 55 decibels between 7 am and 9 pm, and 45 decibels between 9 pm and 7 am, seven days a week. Normal conversation is between 60 and 70 decibels at a distance of three to five feet.

BALCONIES AND TERRACES

Furniture and Planters

Balcony furniture and other items must be nonflammable and sufficiently heavy to stay in place during fierce winds.

Place a tray under all planters to prevent water from dripping on the balconies below.

Bird feeders, which can attract pigeons or scatter seeds on balconies below, are not allowed.

Hot tubs are not permitted on balconies or terraces at any time due to weight restrictions of the building³.

Grills

Per the City of Milwaukee fire code ordinance, only electric or gas grills may be used on balconies and terraces. Though not required, placing a mat or other floor covering under your grill will help to prevent grease from dripping on the balcony below.

³ An existing hot tub on the 10th floor is permitted.

Lighting

String lights are allowed and must be securely attached at multiple spots. Ensure that the lights are turned off during extended absences. Special holiday decorations may remain until January 15.

Protrusions

The following items are prohibited on a balcony, or any building exterior, without the prior written consent of the board: awnings; machines; air conditioning units; electrical wiring; telephone installations; and any object that interferes with a uniform exterior appearance.

Noise, Odors and Smoking

Noise can travel a fair distance outside, so be particularly attentive when on your balcony to maintaining a noise level that will not disturb other residents. Adhere to the City of Milwaukee noise ordinance: Noise cannot exceed 55 decibels between 7 am and 9 pm, and 45 decibels between 9 pm and 7 am, seven days a week. Normal conversation is between 60 and 70 decibels at a distance of three to five feet.

Under no circumstances are cigarette butts, plant clippings or other items to be thrown over the balcony railing. Dispose of all trash inside your unit.

STORAGE

Each unit is assigned a storage cage in one of three storage rooms, all of which are located in the garage. Each storage room door is unlocked with your unit key. You may wish to put a lock on the cage assigned to your unit.

All items must be kept inside the cage and may not include any item or material prohibited by law or local ordinance. The City of Milwaukee fire code requires that all items be stored at least 18" away from the ceiling sprinkler heads.

Neither the Association nor Founders 3 Management Company assumes liability for any damage or loss of property in a storage unit, common element, or limited common element (such as your balcony).

TRASH AND RECYCLING

Each floor has a trash room across from the elevators. Put all trash in bags before dropping down the chute. Never force a bag down the chute, else you will be responsible for the cost of unclogging should it become stuck. Do not use the trash chute for loose items or boxes of any size.

Two recycling containers and one overflow trash container are located in the garage near the garage door. (Trash deposited in the chute on each floor lands in a trash container behind the wall.)

Our recycling provider is Waste Management. A list of items they accept is posted by the trash chute and on the recycling containers themselves.

Flatten all boxes to maximize room in the containers.

Never place boxes or trash in the halls or next to the recycling or trash containers in the garage.

Founders 3 moves the trash and recycling containers to the street for pick up twice a week. During that time, do not leave recycling or trash in the garage; instead carry items to the containers at the curb.

Adhere to these guidelines regarding trash:

- Secure trash that will be put down the chute in tied bags and ensure that all containers within the bag are free of liquids.
- Close the chute door completely.
- Do not put heavy items down the chute; they can hit with such force as to damage the container. Instead, carry heavy items to the trash or recycling containers in the garage.
- **The following items are not permitted in the trash container:** TVs, computer monitors, mattresses, lamps, bulbs, and paint cans. You may take these items directly to a thrift store or to one of Milwaukee's drop-off centers. See <https://city.milwaukee.gov/sanitation/DropOff> for more information.

MECHANICAL AND SERVICE SYSTEMS

Elevators

You may use either of the two elevators unless they are being used for moving.

The East elevator is designated as the freight elevator. This elevator is used for moving in or out, and for delivery of large items.

To reserve the elevator, contact the property manager 72 hours in advance, using the contact form on citygreencondos.com website. Founders 3 will hang protective pads and insert the key used to control the door. When this key is in the "ind" (individual) position, the door will stay open for loading and unloading. Move to the "group" position to resume normal operation.

Each elevator has a direct line to use for emergency service. Should the elevator stop between floors, press the button marked with the telephone handset to contact emergency personnel. Press the button marked with the bell to help identify the floor on which the elevator is stopped.

Heating and Cooling Systems

In addition to your unit's heating and cooling, the building has the following systems in place:

- Two Reznor gas-fired heaters in the garage
- Condensing units in the garage to supply the common area hallways
- A mini-split heating/cooling system in the Exercise Room
- A ceiling hung HVAC system in the Community Room closet
- A mini-split unit located above each 03⁴ unit door to supply the hallway

Additional Safety Measures

The entire building is protected with automatic sprinklers.

Individual units are equipped with smoke detectors and carbon dioxide detectors, which sound only in the unit. You are responsible for replacing batteries in this equipment. (The detectors will chirp when batteries need replacement.)

The smoke detectors in common hallways trigger the central fire alarm. The central alarm devices above the door in your unit's bedrooms are serviced only by a qualified technician.

There are CO2 and nitrogen dioxide detectors in the garage.

There are heat detectors in the equipment rooms.

COMMUNITY ROOM

The Community Room is open to residents and their guests. You may use the Community Room any time it is not reserved. Residents have reserved the room for business meetings, holiday dinners, and even a wedding.

Your unit key unlocks the door.

The room is equipped with a full kitchen, a television, and comfortable seating. For larger groups, folding chairs are available in one of the closets.

A resident may reserve the Community Room using the link to the Community Room calendar accessible from the City Green website, citygreencondos.com.

Always turn off the lights and lock the door behind you when you leave.

⁴ On the second and tenth floors, the mini-split is located above the 02 unit door

EXERCISE ROOM

Scheduling

The Exercise Room is open to residents and their guests, ages 13 and older, one unit at a time. Because of safety and liability issues of the equipment, children between the ages of 13 and 18 must be accompanied by an adult.

The Exercise Room is open 24/7. Your unit key unlocks the door. The door locks automatically behind you.

Use the TeamUp calendar, accessible from the City Green website,



citygreencondos.com, or this QR code, to reserve a one-hour slot. You may reserve the Exercise Room up to four time slots in advance. During peak times, Monday through Fridays before 9:00 a.m., it is a courtesy to others to schedule the start of your session to begin at the top of the hour.

Use and Attire

Users of the Exercise Room are expected to behave in a civil manner and dress in appropriate gym attire. As a courtesy to those in the lobby, use headphones when listening to music.

Use the cleaning products in the room to sanitize any equipment you've used. Return all equipment to its regular location. Take any debris you may have created with you when you leave. The lights will dim and the door will lock automatically behind you.

The room is professionally cleaned on a regular basis.

PETS

Type and Number

Dogs, cats, birds, fish, and reptiles are allowed as pets. No more than two dogs, with a combined weight of no more than 100 pounds, are allowed in a unit. City Green adheres to the City of Milwaukee Ordinance governing dogs and other animals.

Common Areas

Pets must be on a leash, or carried, in all common areas. You are responsible for immediately cleaning up any messes the animal causes in these areas. Animals who are spooked by people or other animals should be kept under control so as not to cause stress to other residents.

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Lawn and Shrubbery

Dogs can be hard on our landscaping, causing additional expense to the Association when repair is necessary. Direct your dog to urinate on the gravel areas across the sidewalk. Pick up solid waste and dispose of properly. There is a trash receptacle in the parkway at the north end of our building. Under no circumstances deposit waste bags in the trash containers in the lobby or the recycling bins in the garage. Similarly, should your pet urinate or defecate on the sidewalk, or in the lobby or elevator, clean it up right away.

Dog Run

There is a dog run that we share with the Cass Apartments. The sidewalk on the south side of our building leads to it. Use your unit key to access the area and be sure to lock the gate when you leave.

PARKING GARAGE

Each unit includes two assigned parking spaces for automobiles, motorcycles or other motorized vehicles. On rare occasion, the Association will approve an object other than a vehicle for a space. Carts, tires, tools, supplies and the like are to be stored in your unit, storage unit, or off-site.

Bicycles are stored on available racks. Contact the property manager should you wish to install a different rack (at your own expense) at your space.

The garage is power-washed annually. During this time, you must find alternative parking off-site for your vehicles.

Skateboarding, roller skating, or other sports are not permitted in the garage.

Some residents have chosen, at their expense, to add an electric vehicle charging outlet to their parking space. Should you wish to add a 220v outlet (with or without a 110v outlet), first contact the property manager and then an electrician of your choice. Be aware that unless you upgrade the electrical panel in your unit, installing a 220v outlet in the garage may prevent future installation of an induction oven; gas and dual-fuel ovens would not be affected.

The garage door opens automatically when it reads the windshield tag on your vehicle. On foot, you can use either your fob on the reader to the right of the door, or the Butterfly MX app, to open the door. See *Building Entry* on page 1 for more information.

RULES ENFORCEMENT AND FINES

Rules

The rules and regulations of City Green Condominiums are set forth in the *Condominium Declaration of City Green Condominium*, and in this document.

You should have received both of these documents as part of the condominium disclosure materials. (Both of these documents are available on the City Green website, citygreencondos.com. The rules may be amended and supplemented from time to time by the Board of Directors of the Association.)

Enforcement

As set forth in the *Condominium Declaration of City Green Condominium*, the Association's Board of Directors, with assistance from the property manager, has the responsibility and authority to formulate and enforce the rules, and, if necessary, assess fines and determine when other legal proceedings may be required.

While rare, occasional situations do arise that require the property manager to evaluate a dispute and determine appropriate enforcement. All written communication with an owner is deemed complete when deposited in the mail, postage prepaid, to the owner of the associated unit or to an address the owner has filed with the association.

All enforcement decisions are final.

Where an owner, tenant, or guest fails to comply with the rules, or when neighbors cannot resolve their dispute, the following procedure will be followed, and additional fines or legal proceedings may result.

1. The property manager first directs disputing neighbors to attempt to resolve their issues on their own. Should this be unsuccessful, a written and signed complaint may be submitted to the property manager by either unit owner. The complaint must include the unit owner's name and must constitute a matter worth disputing; i.e., non-trivial matters.
2. A person charged with noncompliance of rules, and the associated unit owner if different, will be given written notice of the complaint. This notice will not include the complainer's name.
3. The property manager, as an independent third party, discusses noncompliance with the offender and attempts to resolve the dispute before board involvement becomes necessary.
4. Should the property manager be unable to resolve the complaint, the board will schedule a hearing to review the situation. Ten days before the hearing, the board will give the alleged violator, and the unit owner, if different, written notice of the complaint and the date, time and place of the review hearing.
5. At the hearing, in person or in writing, the alleged violator may provide additional information, explaining why a breach has not occurred or why a fine is not warranted. If present, the alleged violator is then dismissed and the property manager, with the board, determines next steps.

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The board reserves the right to pursue any available legal remedies to compel enforcement of the rules. Associated costs, including attorney's fees, may be applied to the unit owner's assessment account.

6. The result of the hearing will be included with the minutes of the board meeting.

Fines

Fines and charges as specified in this document are payable within ten days of written notification. After ten days, the board may choose to turn the matter over for collection. The unit owner connected to the dispute is responsible for all costs associated with the collection.

The following fines have been established.

- Short-term rental offense. \$500.00 per day rented, plus any processing, legal, or replacement of damages costs.
- All other first offenses receive a warning.
- All other second offenses: \$75.00, plus any processing, legal, or replacement of damages costs. In the case of a tenant, a second offense may result in eviction of the tenant, in addition to the fine.
- All other third and subsequent offenses: \$100.00 plus any processing, legal, or replacement of damages costs.

MOVE-IN AND MOVE-OUT PROCEDURES

Scheduling

Contact the property manager at least 72 hours in advance to schedule the East elevator for your move. You will have to reschedule should someone else have already reserved the elevator on your desired date.

Moves can take place Monday-Friday from 8:00 a.m. until 9:00 p.m. and Saturdays from 9:00 a.m. until 6:00 p.m.

Proof of Insurance

All movers must provide proof of insurance to the property manager. The unit owner is responsible for damage the movers may cause to any common area.

Security Deposits

Type	Deposit	Refundable	Damages > \$250.00
Move-in Owner	\$300.00	\$250.00	Charged to owner
Move-in Tenant	\$300.00	\$250.00	Charged to owner
Move-out Owner	\$300.00	\$250.00	Charged to seller
Move-out Tenant	\$300.00	\$250.00	Charged to owner

\$50.00 of the deposit is posted to the General Operating Fund to cover the cost of hanging and removing the elevator pads and additional cleaning caused by the move. The remaining \$250.00 will be returned to the owner or seller, minus the cost to repair any damage. The management company will determine whether the move has caused any damages. Any refund due will be sent to the owner or seller within seven days after the move is complete.

Owners are responsible for informing tenants of all move-in and move-out rules.

Loading and Unloading of Items

All items are carried through the lobby. Trucks must park on Marshall Street, either in an available space, or double-park. (Due to weight restrictions, moving trucks may not park in the driveway at any time.)

The lobby doors may be propped open with the attached door stop while items are being moved through the lobby. Doors may not be propped open with other items such as carpets or flower planters.

Security: While the doors are propped open, the owner is responsible for monitoring the lobby so that strangers do not enter the building. Neighbors are

often willing to do this for you. Ask the property manager if you'd like a neighbor to help monitor the door.

Failure to comply with this regulation could result in fines or interruption of your move.

Boxes and Packing Materials

When you are ready to get rid of your boxes and packing materials, follow these guidelines.

- Collapse boxes and put in the recycling bin in the garage (or on the street) along with any paper packing material.
- Packing materials that aren't recyclable can be put in plastic bags for deposit in the trash chute (mind the size limit of bags allowed in the chute) or brought to the trash bin in the garage.
- When either the recycling or trash bins are full, do not put items on the floor. Either tamp down the contents of the bin to make room for your load, or return at another time.