



PARK SHORE CONDOMINIUM ASSOCIATION

WELCOME

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Welcome to our lakeside community! We would like you to feel right at home and help you make your move to Park Shore as easy as possible. Our Welcome Ambassadors will do their best to fill you in on everything you need to know as you settle in at Park Shore. Here is some basic information to help you get acclimated. If you have additional questions, please feel free to email or call our Property Manager Violet Jaskula at Ogden & Company, violetj@ogdenre.com | 414.276.5285.

■ STAY CONNECTED THROUGH OUR RESIDENT PORTAL

The best way to stay on top of everything taking place in our community is by logging in to our resident portal on the Ogden & Company website. Once you complete the resident information page you can gain access to our annual budget, monthly financial statements, board and committee minutes, governing documents and our rules and regulations. If you are looking to make a service or maintenance request, have a billing question or request a fee waiver you can submit a request on-line through the portal. If you have any questions regarding access to the website email or call Melissa Dunton, melissad@ogdenre.com | 414.276.5285. Our resident portal can be accessed at wi.portal.ogdenre.com.

INFORMATION ACCESSIBLE ON WEBSITE:

- Governing Documents
- Rules and Regulations
- Billing Information Unique to Each Resident
- Minutes from Board of Directors and Committees
- Annual Budgets and Monthly Financial Statements
- Newsletters and Monthly Activity Calendar
- Maintenance and Service Request Forms
- Architectural Improvement Forms
- Club House Rules and Reservation Form
- Ogden, Board, Committee and Resident Directory

■ WHAT YOUR HOA FEES COVER

Your HOA monthly fee is proportional to the square feet of your unit in relation to other units within Park Shore. The Board of Directors prepares an annual budget which is presented to residents at the November Board Meeting. The Board and Finance Committee works diligently to ensure sufficient funds are in place to cover annual expenses as well as recommended funding in reserve accounts for major capital expenditures. An increase in the annual budget often reflects the annual rate of the cost of living. As our complex continues to age it is important to forecast upcoming maintenance projects to avoid special assessments as much as possible which also account for annual increases.

HOA FEES COVER:

- Exterior Envelope - Roofs, Siding and Masonry
- Cleaning Mid-Rise Lobbies, Hallways and Garages
- Lawn Maintenance
- Snow and Ice Removal
- Garbage and Recycling
- Water and Sewage
- Property Insurance
- Club House/Fitness Room
- Cleaning Mid-Rise
- Waterfront Association
- Property Manager

RESIDENTS COVER COST OF:

- Limited Common Elements - Doors, Windows and Balconies
- Furnaces and Air Conditioners
- Hot Water Heaters in the Town Homes
- Condominium (Homeowners) Insurance - Personal Property
- Electricity and Gas

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■ LIVING IN A SHARED COMMUNITY

As owners of Park Shore we all have a stake in making our community inviting and a comfortable place to live. Treat your neighbors the way you would want to be treated. During normal quiet hours please keep noise to a minimum. If you are going to have some work done in your unit or having a party let your neighbors know in advance. Help keep our recycling rooms tidy, break down boxes and follow recycling rules. Move furniture and appliances through garages not the front doors in the Mid-Rise Buildings. Be mindful of your neighbors when watering plants or smoking on balconies.

■ SERVICE OR MAINTENANCE REQUEST

If you notice a light out in a hallway, a problem with a garage door in a Mid-Rise Building, missing shingles or a water leak, the easiest way to reach the team at Ogden to resolve the issue is by filling out a service or maintenance request on-line. Our goal is to respond within 36 hours to requests during the work week.

If there is a major issue please call Ogden at 414.276.5285, to speak with a representative. They have someone available 24-7. If there is a life threatening emergency call 911 and ask to speak with the St. Francis Police or Fire Department.

Park Shore Condominium Association

My Items **Submit a Request**

Select the type of request you would like to submit:

☒ General Request ☐ ARC Request

Submit A Request

Thank you for using our Owner's Portal! Here you will be able to easily select from four options to help communicate with your management company about association related matters.

Billing Question: For questions related to your account balance, select "Billing Question" from the drop down menu as your request type.

Fee Waiver Request: If you feel that there is an erroneous charge on your account, please submit a "Fee Waiver Request" and indicate the specific fee and amount you request to be waived.

Please note that fees and interest charged by your association may require approval from your board of directors before being waived. You will continue to incur interest and fees if your account is delinquent.

Service/Maintenance Requests: Service/Maintenance Requests are a great way to report property damage or maintenance concerns specific to your unit or common areas within the community. Please be sure to describe the problem with plenty of detail including specific location or area of concern. Submit separate requests for each individual issue reported.

General Questions: For all other inquiries, or if you are unsure where to start, please submit a "General Question" and we will be happy to help guide you!

Property
3824 S. Lake Drive

Choose a Type of Request
(Choose a Request Type)

Subject

Please provide a detailed description of your request.

Attach documents to help describe your request
Select files...

Submit Form

■ BOARD OF DIRECTORS AND COMMITTEE STRUCTURE

Our professional management company, Ogden and Company, manages the day to day activities of our complex. We have an elected volunteer Board of Directors that sets policy, budget and provides guidance for the management company. The Board of Directors is made up of seven residents and terms rotate so that every year several new members stand for election. Elections are held at the annual meeting in June. The annual budget is prepared by Finance Committee and reviewed by the Board of Directors in the Fall. It is presented to residents at the November Board Meeting for approval.

BOARD OF DIRECTORS:

- **Fran Snowden** - PRESIDENT
franmike211@gmail.com
- **Matt Beck** - VICE PRESIDENT
mjjbeck@icloud.com
- **Sandy Janzer** - SECRETARY/TREASURER
sandyjanzer@att.net
- **Jon Thiel** - jontpi@aol.com
- **Michael Gerrits** - mgerrits@wi.rr.com
- **Lawrence Kortendick** - lkortendick@gmail.com

■ COMMITTEES HELP CREATE AGENDA FOR THE FUTURE

Park Shore's group of standing committees meet regularly and provide invaluable input to the board in helping to shape policies, spending and short and long-term initiatives. Ideally each committee is led by a resident with a Board member on each committee acting as a liaison to the Board. All the committees are always looking for new members willing to share fresh ideas.

STANDING COMMITTEES:

- **Buildings Committee** | Peter Reynolds - CHAIRPERSON
- **Finance Committee** | Ed Mastrangeli - CHAIRPERSON
- **Grounds Committee** | Kristen Chenoweth - CHAIRPERSON
- **Mid-Rise Committee** | Donna Mittelstaedt - CHAIRPERSON
- **Rules Committee** | Sandy Janzer - CHAIRPERSON
- **Social Committee** | Don Ellingsen - CHAIRPERSON
- **Town Home Committee** | Mike Gerrits - CHAIRPERSON

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■ STEPS NECESSARY TO UPGRADE YOUR UNIT

As our complex continues to age, unit owners are looking to enhance their living experience while adding to the value of their units. This process must be initiated using a **Park Shore Alterations and Additions Application** found on our web portal. If you are looking to replace your doors or windows we ask you to refer to the **Association Window/Door Installation Policy** found on our web portal. In order to prevent costly water leaks in your unit and often in neighboring units this policy has been created by an architectural firm. They have extensively analyzed our buildings, construction and blueprints to create this policy using best installation practices. When seeking bids, please furnish a copy of this document to your contractor. This should help alleviate problems when submitting your request. You or your contractor will be responsible for securing permits as required by the city of St. Francis. During installation your project will be inspected to ensure that your contractor is adhering to Park Shore's installation policy.

If you live in a Mid-Rise and are looking to replace flooring, the Board has adopted a flooring standard to reduce the transmission of sound from floor to floor. Your flooring contractor can point you to a number of products that fall within Park Shore's ICC Rating of 65 (Impact Insulation Class.) Again a **Park Shore Alterations and Additions Application** is required and approval by the Board before moving forward.

If you are planning on updating plumbing fixtures in the Mid-Rise Building or Town Home it is also important to pull the necessary permits from the City of St. Francis to ensure that all work is done to code. In addition it is helpful to work with the team at Ogden in identifying water supply valves that may need to be shut off to prevent water damage in your unit or your neighbors.

With all construction projects in both the Town Homes and Mid-Rise Buildings it is important that you keep your neighbors in the loop. This often requires you notifying neighbors both above and below your unit! In the Mid-Rise Buildings you must inform your contractors that they need to access your unit through the garage (not the front doors) and work during work-day hours.

■ BE PET SMART AND A GOOD NEIGHBOR

Many of us enjoy the companionship of a pet and we welcome pets at Park Shore. Pets need to be registered (refer to Pet Registration form) with Ogden & Company which includes a photo of your pet in case they become lost or to identify them if a rules infraction occurs. We ask that you follow the City of St. Francis pet laws in choosing your pet. It is each owner's responsibility to monitor their pet and ensure that it does not become a problem for your neighbors.

When exercising your pet we ask that you refrain from using the front door of the Mid-Rise Buildings. We also ask that you pick up their droppings and have them relieve themselves away from our entrances and the fronts of our buildings. Pet always must be on a leash when walking through all areas of the Park Shore Community.

Fines may be levied if our policies are abused but we think it is best if owners monitor their own pet's behavior and respect that all your neighbors may not be pet lovers.

■ ENTERTAIN FRIENDS AND FAMILY IN OUR CLUB HOUSE

The Club House is an ideal location to host family anniversaries, birthdays and celebrations. The cost for rental is \$125.00 for the day. Refer to the Park Shore portal on the Ogden website to see if your date is available. Once you lock in your date, complete the necessary paperwork with Ogden and your fee will be deducted via an ACH transaction. You will receive an electronic code for admittance to the building via an app on your phone. Please leave the room as you found it, floors vacuumed, counters cleaned and furniture back in place. There are several folding tables and chairs for your use. Remove all garbage and inspect the bathroom before locking up. No food, beverages, condiments or ice should be left in the room. You will be charged if there is damage to the room or if it needs to be professionally cleaned for the next user. This is a great Park Shore amenity. If you have not been down to see it, check it out!

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■ KEEPING PARK SHORE FREE OF SNOW AND ICE

We have an annual contract with a ice control and snow removal contractor. They will anticipate a response based on weather forecasts and provide an email to all residents regarding their operational plan. Look for them to plow the main road in and around the complex first to provide access to all Town Homes and Mid-Rise garages. They will then follow up clearing parking lots and driveways in front of individual Town Homes and shoveling walks and stairways. If you have any concerns about areas they may have missed or timing issues, please fill out a Maintenance or Service Request form on the website or pick up the phone and give Ogden & Company a call at 414.276.5285.

■ SCHEDULED ANNUAL MAINTENANCE PROGRAMS

There are several annual maintenance programs residents should be aware of. Ogden & Company will provide notifications prior to scheduled work so residents can plan accordingly. These include annual Mid-Rise garage floor cleaning, Mid-Rise carpet cleaning, dryer vent cleaning and pavement repairs.

There are also times where there will need to be unscheduled work and we will do everything possible to keep residents informed. These could include repairs to the fire suppression system, water shut-off in one or all of our Mid-Rise Buildings and Mid-Rise garage door repairs.

■ RECYCLING

Please follow the recycling guidelines provided by our contractor John's Disposal. Your assistance in the Mid-Rise Buildings is vital in keeping the recycling rooms tidy. Please break down all cardboard boxes so that they fit in containers. Do not bag your recyclables! Contact John's Disposal directly if you have questions regarding removal of specific items. Town Homes have garbage picked up weekly and recycling every other week. Holidays can effect the pick up days.

If you have furniture you need removed, consider calling Restore, they will pick up gently used furniture for free. Please refer to their website for more information, milwaukeeerestore.org.

■ MAINTAINING OUR GREEN SPACES

Park Shore has an annual contract with a landscape firm who begins with an early Spring clean-up of our grounds followed by weekly maintenance and periodic fertilizing to ensure a green, weed-free lawn all summer. They will also do trimming of bushes and shrubs and edging and mulching as needed. They conclude the year with a fall clean-up removing and mulching leaves.

A committee of dedicated residents have filled planters in front of our Mid-Rise Buildings, the Clubhouse and around the lakeside pergola with beautiful annuals. They look for volunteers to help with planting and watering, get involved!

The Board has also contracted with a contractor to prune and maintain our aging trees around the property. They will also treat specific species to prevent disease and deterioration.

The path around the retention pond and the beach area are the responsibility of the Waterfront Association which is made up of the four residential communities along Lake Drive. Our representative on the Association is a strong advocate for maintaining these spaces for the benefit of all of our residents.

■ GETTING TO KNOW YOUR NEIGHBORS

Park Shore's Social Committee has several free events during the year which provide a good opportunity to meet your neighbors. These include Trivia Nights, Annual Chili Cook-Off, Summer Ice Cream Social, Fall Oktoberfest and our Holiday Party. Watch your email or refer to our monthly newsletter TakeNote for more information.

Participate in our growing Park Shore Book Club. They meet on the second Tuesday of each month in the Club House at 3:30 pm and discuss timely books. Park Shore also offers residents a Book Exchange, feel free to pick up a book off the shelves in the Fitness Room.

Take advantage of our Fitness Facility in our Club House. As a Park Shore resident you should have received a key fob for entrance. If you need a fob, contact Ogden & Company and they can arrange for you to get additional fobs. Kids under 12 are to be supervised by an adult. Keep in shape with your neighbors and wipe off machines after each use.

P A R K S H O R E C O N D O M I N I U M A S S O C I A T I O N



■ IF YOU RENT YOUR UNIT OR ARE A RENTER...

Some owners have chosen to rent their units. If they have chosen that option their renters need to abide by all the rules in place for permanent residents. Please provide those renting your unit with the rules and regulations of Park Shore. In addition, renters should provide Ogden & Company with their background information so they can be included regarding information sent to residents regarding activities and issues important for all those living at Park Shore.

Owners will be responsible for all HOA fees, special assessments and any fines levied for rules infractions made by those renting the unit.

■ PARKING YOUR VEHICLE(S)

Park Shore has ample outside parking for residents who have vehicles that do not fit inside our garages or lacking sufficient parking places. Parking places are first-come, first-served, there are no outside reserved spots! Our Governing Documents do not allow for commercial vehicles, campers, recreational vehicles or oversized truck to be parked in our parking lots. Residents may be subject daily fines for parking vehicles that do not conform to our Governing Documents.

Residents may be asked to move their vehicles parked outside during plowing operations or for maintenance projects.