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On behalf of The Blatz Condominium Association, we wish to take this opportunity to welcome you and thank you for choosing to make The Blatz your new home. We have prepared this handbook as a guide to familiarize yourself with the many services that are available to you, as well as make you aware of the more common rules that exist in your new community. A full set of the Rules and Regulations can be found in your Condo Documents

1. GENERAL BUILDING INFORMATION

- a. MANAGEMENT OFFICE – The building office is located off of the lobby, next to the concierge office. The regular office hours are Monday – Friday 9:00 am until 1:00 pm
- b. MANAGEMENT – Ogden and Company is the management company for The Blatz Condominium Association
 - i. Management Office: 414-270-6368
Luke Fehrenbach – Corporate On-Site Manager
 - ii. Concierge Office: 414-271-3811
- c. ASSOCIATION DUES PAYMENT – Association dues are due the 1st of each month. Dues received after the 10th will be charged a **\$50.00 late fee** and dues not received by the last day of the month will be charged an **additional \$100.00 late fee**. Checks should be made payable to The Blatz Condo Association. Dues payments can be dropped off in the lockbox located by the breezeway entrance or you can mail your check. The check should indicate your condominium address. Payment should be mailed to Ogden & Company, 1665 N. Water St, Milwaukee, WI 53202.
- d. CONCIERGE – The concierge office is located off of the lobby. Concierge and security personnel are located at the front desk 24 hours per day.
- e. NO SMOKING – Smoking is not permitted in any of the common areas of the building including rooftop deck or within 20 feet of any entrance.

2. BUILDING ACCESS

- a. KEY FOB ENTRY SYSTEM – Access to The Blatz is controlled by an electronic entry system. Unit Owner/Residents will be provided with key fobs specifically programmed for their use. The Blatz has a door entry call box system installed at the front entry doors to the building. The door system does unlock at 6:00 am each morning and locks down at 10:00 pm each evening. Residents who have guests or deliveries before 6 am or after 10 pm need to be aware that guest/delivery person will need to use the call box to ring the concierge or resident. Guests will have to use the main doors during locked hours. The key fobs will be used for entering the following:
 - i. Interior doors to the elevators
 - ii. Fitness Center
 - iii. East entrances to the parking garage
 - iv. Locker rooms/Pool area
 - v. Rooftop Deck & Terrace



- b. MISPLACED, LOST OR STOLEN KEYCARDS – Please contact concierge or corporate on-site manager immediately if a keycard is misplaced, lost or stolen. The code for the missing keycard will be deleted from the central electronic entry system. There will be a **\$30.00** charge for a replacement key fob.
- c. DELIVERIES – Substantial deliveries must be made through the loading dock. The delivery service must contact the corporate on-site manager or concierge to gain access to the building.
- d. VENDOR/CONTRACTOR ACCESS – Persons needing access to perform work in an owner's unit must sign in at the front desk. Owners will need to arrange for contractors to access the building and their unit; management is not permitted to provide them access to a unit. The Blatz personnel will not accompany them during the time the work is being performed and the contractor will be responsible for securing the unit when finished.

3. GUEST POLICIES

- a. BUILDING ACCESS – Guests coming to the building must enter via the front doors. They will be greeted by concierge who will ask them who they are visiting. You guests will be admitted only with your permission. All guests and delivery people (including food delivery) must register with the concierge on duty before gaining access. Guests are to abide by all building regulations.

4. FITNESS CENTER

- a. USE – The fitness center is located on the lower and lobby level of the building. No persons under the age of 14 years of age shall be permitted in the fitness center and no persons under 18 years of age shall be permitted without adult supervision. No more than two (2) guests may use the fitness center and must be accompanied by a resident. Every resident shall remain personally liable for the actions of their guests and families.
- b. HOURS – The hours of operation of the fitness center are 24 hours per day, 7 days per week.
- c. EQUIPMENT – Fitness center users shall clean and/or wipe down any equipment immediately after use. Users shall obey all posted safety and operation rules.

5. POOL, SAUNA & WHIRLPOOL

- a. USE – The pool, sauna and whirlpool are for the enjoyment of Unit Owner/Residents, Residents and their guests. The pool, sauna, and whirlpool cannot be rented for parties and are not included in special event reservations. No alcohol and no glass is permitted. Please follow the posted rules in the pool area and swim at your own risk.
- b. HOURS – The hours of operation of the pool, sauna and whirlpool are 5:00 AM – 12:00 AM (Midnight)

6. PRIVATE SCREENING THEATER

- a. USE – Unit Owner/Resident/Resident is required to complete and sign a reservation agreement. There is a \$300.00 refundable deposit to secure the reservation. The deposit is refundable pending the theater room is left in a clean and there is no damage.



Reservations cannot be made more than 6 month in advance. A Unit Owner/Resident may only schedule one private function within a 3 month period. If the room is not reserved for a function 30 days prior to a Unit Owner/Resident wishing to schedule another event, he/she may reserve the theater room again. Unit Owner/Residents are liable to the Association for any damage or losses resulting from the negligent or intentional and/or abuse of equipment/furniture etc.

- b. HOURS – The hours of operation of the private screening theater are 9:00 AM – 12 MIDNIGHT
- c. CAPACITY – The maximum capacity of the private screening theater shall be 20 people at one time.

7. GAME ROOM

- a. USE – The Game Room is located on the lower level just past the locker room for the pool. It includes a pool table, ping pong table, dart machine, card tables and foosball table. The Game Room is NON RESERVABLE. Unit Owner/Residents are liable to the Association for any damaged or losses resulting from the negligent or intentional misuse and/or abuse of equipment or game pieces. Balls for the Billiard Table must be checked out at the concierge desk and returned at the end of use. Children must be under the immediate supervision of adults while in the game room. This area is monitored by security cameras at all times. A concierge will patrol the area at midnight. The area must be vacant and returned to its original condition at this time. Failure to comply with the rules will result in contact made with the local authorities.
- b. HOURS – The hours of operation of the game room are 9:00 AM – 12 MIDNIGHT
- c. CAPACITY – The maximum capacity of the game room shall be no more than 20 people at one time.

8. COMPLIMENTARY LAUNDRY LOUNGES

- a. USE – There are five (5) fully equipped laundry lounges with washers and dryers available for your use. Laundry facilities are located on the 1st Floor on the South side of the building and lower level, 3rd, 5th and 7th Floors on the North side of the building. **The laundry lounges on the lower level, 1st Floor and 3rd Floor must be reserved in advance by signing the reservation sheet. The laundry lounges on the 5th Floor and 7th Floor are first come, first serve only.** Please be prompt in recovering your clothes at the end of the machine cycle so it can be readily available for the use of other residents. The washing machines run for approximately 30 minutes. The dryers run for approximately 1 hour. Overloading of the machines and use of tints and dyes are not allowed. Please use lower level laundry lounge for heavy bedding and pet beds.
- b. HOURS – Laundry lounges are available 24 hours per day, 7 days per week.



9. ROOFTOP DECK & TERRACE

- a. USE –All users of the Roof Deck and Terrace do so at their own risk. No reservations will be accepted for private parties on the Roof Deck. All residents are welcome during open hours. Residents must use their security fobs to gain access to the Roof Deck and Terrace. Users of the Roof Deck and Terrace must stay on the patch and deck areas. Do not go beyond the path onto the area covered with rocks. **NO SMOKING IS ALLOWED ON THE ROOFTOP DECK & TERRACE.** It is against the law to throw anything off of the roof. Violators will be reported. This area is monitored by security cameras at all times. A concierge will patrol the area at midnight. This area must be vacate and returned to its original condition at this time. Failure to comply with concierge will result in contact made to the local authorities.
- b. HOURS – The Roof Deck & Terrace is available from 6 AM – 12 MIDNIGHT
- c. CAPACITY – An individual condominium unit is allowed a maximum of 6 guests on the roof deck and terrace.

10. PRIVATE PARTY ROOM

- a. USE – The party room can be rented thru the corporate on-site manager during regular office hours. Reservations cannot be made more than 6 months in advance. A particular resident can only schedule one private function within a 6 month period. If the room is not reserved for a function 60 days prior to a resident wishing to schedule another event, he/she may reserve the Private Party Room again. Reservations must be cancelled at least 30 days prior to the date of the schedule event. **A \$25.00 rental fee and \$300 security deposit is required at the time the reservation is made. All residents reserving the Party Room must sign a rental agreement and it must be signed in the office at the time the reservation is made.** The security deposit is in no way limits resident damages. Any further damages will be assessed by management the day following the event.
 - i. Resident must be responsible for the behavior of their guests. There is no smoking allowed in the Party Room at any time. Rental of the Private Party Room is limited to that space only. It does not include any other community amenities including the pool. The Beer Bottle Doors in the Party Room are fragile and should only be operated by staff. Please contact the concierge if you wish to open or close these doors. Do not tamper with the bottles.
 - ii. Concierge will patrol the area at midnight. The area must be vacant and returned to its original condition at this time. Failure to comply with the concierge will result in contact made with the local authorities and a possible fine.
 - iii. The security deposit will be refunded if the Party Room is returned in the same condition as it was prior to the party. The resident will receive remaining deposit within three (3) weeks following the event minus any damage



fee withheld. Resident shall be responsible for all damages and cleaning fees in excess of the security deposit. These charges shall be due within 15 days of invoicing the same.

- b. HOURS – The Private Party Room is available from 8 AM – 12 MIDNIGHT

11. STORAGE

- a. STORAGE UNIT – Each Unit Owner/Resident has been assigned a storage locker that measures approximately 3' x 4'. Owners must provide their own padlocks to secure their storage unit. The Association, the Management Company, and the Board of Directors are not liable for any damage or loss of property stored in the units. Materials prohibited by law or local ordinances cannot be stored in any of these areas.
- b. ADDITIONAL STORAGE – Additional storage lockers are available for lease. Please contact the corporate on-site manager for further details

12. PARKING

- a. PARKING STALLS – Vehicles must be reasonably clean and the unit owner shall take all necessary precautions to prevent leaking of automotive fluids or staining of the parking stall floor. No personal property may be stored in a parking stall. Parking stalls may not be used as an area to repair or restore motor vehicles. All Unit Owners/Residents may routinely park one four-wheeled passenger vehicle and one motorized two-wheeled passenger vehicle (motorcycle/scooter) or up to two motorized two-wheeled passenger vehicles in each of the Unit Owners/Resident's allotted stall(s) as long as vehicles stay within yellow lines and do not protrude beyond the parking stall.

13. USE OF UNIT

- a. KEYS AND LOCKS – The Association shall have the right to retain a passkey to each unit at all times in the event of emergencies. No Unit Owner/Resident shall alter any lock or install a new lock on any door of their unit without the written consent from the Board of Directors. If such consent is given, the Unit Owner/Resident shall provide the Association with an additional key to access the unit. Any Unit Owner/Resident who fails to provide a key to the Association will then permit access to gain entry by force in the event of an emergency. Any such Unit Owner/Resident shall be responsible for any and all damage due to the Association.
- b. NUISANCES – No offensive or unlawful activity shall occur in any unit or in common areas. No Unit Owner/Resident shall allow a unit to be used for any improper, immoral, unlawful or objectionable purpose, nor shall any Unit Owner/Resident do anything to injure the reputation of the Association.
- c. SIGNS – No sign of any kind shall be displayed to the public view. Visible real estate signs or "For Sale" signs of any size are prohibited.
- d. WINTER HEATING – Whether occupied or vacant, all units shall be heated to at least 55 degrees Fahrenheit during the winter months.



- e. INTERIOR WINDOW COVERING – All Unit Owner/Residents shall maintain the inner window coverings in good order and repair.
- f. MAINTENANCE OF UNITS – All Unit Owner/Residents shall promptly perform all maintenance and repair within their unit. Each Unit Owner/Resident shall be responsible for all damages and liabilities that any failure to maintain or repair may cause.
- g. NOISES AND ODORS – Unit Owner/Residents shall not allow any sounds to be generated in their unit which are unreasonably loud and interfere with the quiet enjoyment of other owners. Unit Owner/Residents shall not allow odors to be reasonably dispelled from their units.
- h. DAMAGE TO COMMON AREAS – Damages to the common areas caused by the Unit Owner/Resident or an owner's agent, invitee, guest or visitor shall be the responsibility of the Unit Owner/Resident.

14. LEASED UNITS

- a. LEASE APPROVAL – All leases must follow the guidelines as outlined in the Declaration under Section 8.03. A Unit Owner/Resident who leases a unit must use the approved written lease form provided by the Association. The lease does not permit subletting of the unit by the Unit Owner's/Resident's tenant. There is a one-time processing and administrative fee of \$100.00 to any Unit Owner/Resident each time the owner enters into a new lease agreement. Any Unit Owner/Resident who enters into a lease for unit shall provide the Secretary of the Association with a true and correct copy of such lease five (5) business days prior to the tenant's anticipated occupancy. There is a fine of \$150.00 if the copy of the lease is not provided (5) business days prior to tenant's anticipated occupancy. A one-time occupancy transfer fee of \$150.00 will be charged to the owner of the unit when the new lease agreement is submitted. The occupancy transfer fee will not be charged on renewal lease agreements.
- b. LEASING POLICIES – No unit may be leased for a term less than six (6) months. The rights of the lessee shall be subject to all the covenants, conditions, restrictions and rules and regulations set forth in the Condominium Documents. The Unit Owner/Resident shall remain personally liable for the payment of any Assessments or any other amounts due under the Condominium document.

15. ELEVATORS, STAIRWELLS, TRASH REMOVAL AND RECYCLING

- a. ELEVATORS - The Blatz has three (3) elevators. You may reserve the elevator by contacting the corporate on-site manager at least 7 days in advance in order to assure elevator availability. The lock out times for the elevator are 9 am – 5 pm when using a professional moving service.
- b. STAIRWELLS – Stairwells are located at each end of the hallways. There is no smoking allowed in the stairwells.



- c. TRASH REMOVAL – Each floor has a trash chute in the hallway for regular household rubbish. Trash is to be placed in a securely closed tie-type plastic bag when dropped down the chute. It is imperative that no aerosol cans, hazardous materials, medical waste, explosive materials and metal/plastic implements are thrown down the chute. Refrain from leaving your garbage bags on the trash chute closet floor. If the chute is jammed, try one of your floors near the opposite elevator or walk the trash down to the trash room.
 - i. Do NOT throw the following down the trash chutes
 - 1. Glass/Wine bottles (will shatter when it hits the bottom – should recycle)
 - 2. Laundry detergent bottles (Odd shape – should recycle)
 - 3. Boxes/Pizza boxes (should recycle)
 - 4. Microwaves – Small appliances must be taken to city center to dispose of
 - 5. Loose food – food should be bagged (if loose, food will stick to side of chute and create odor)
 - 6. Furniture – Contact Waste Management at 888-960-0008 for a special pick-up
 - 7. Christmas trees – Please bag your Christmas trees and walk them down to the trash room
 - 8. EXTRA LARGE kitchen or outdoor bags filled with garbage – Will jam chute
- d. RECYCLING – Recycling is required by law in Wisconsin. For a guide as to what can and cannot be recycled in the City of Milwaukee, please visit <http://www.recyclemorewisconsin.org/locations/Milwaukee>. Those items which are listed as recyclable must be placed in the appropriate recycling containers located on the lobby level behind the mail box area.

16. RULES AND REGULATIONS

- a. RULES – The Rules and Regulations of The Blatz are set forth in the Declarations of Condominium, Articles and By-laws of the Condominium Association and are contained in the condominium disclosure materials. The rules may be amended and supplemented from time to time by the Board of Directors. Many of the rules are summarized in this resident handbook.
- b. ENFORCEMENT – The Board has the responsibility and authority to formulate and enforce the rules and can utilize fines and other legal proceedings to enforce the rules. Monetary fines of not less than \$25.00 per day per violation and no more than \$300.00 per day per violation can be charged.

17. MOVE-IN'S



- a. **OCCUPANCY TRANSFER FEE** - Each time ownership of a Unit is transferred from one party to another, in whole or in part, including by purchase, sale, foreclosure, tax foreclosure, or the taking of a deed in lieu of foreclosure, the transferee of the Unit shall pay a unit transfer fee to the Association in the amount of \$250.00. Each transfer fee payment shall be deposited by the Association in the reserve fund. Notwithstanding anything herein to the contrary, the following transfer are exempt paying the fee
- i. When the transfer is to or from a trust where the sole beneficiary is the donor and Owner;
 - ii. When the transfer is associated with a commercial tenant located on the first floor;
 - iii. When the transfer is solely between spouses and/or domestic partners;
 - iv. When the transfer is solely between a parent and his, her or their child; and
 - v. When the transfer is to or from the Association.
- b. **OWNER'S RESPONSIBILITY** – Please contact the corporate on-site manager or concierge to reserve the elevator for your move-in. Please reserve the elevator at least seven (7) days prior to your move-in to assure elevator availability. Please fill out and return the new resident information form to ensure proper communication when guests arrive and packages are received.
- i. Moving hours are: Monday – Friday: 9 AM to 8 PM
Saturday and Sunday: 8 AM to 8 PM
 - ii. Moving boxes must be broken down and taken to the recycling area located on the lobby level behind the mailbox area. No boxes may be left in the trash rooms or hallways.
 - iii. To commence electricity in your unit, please call WE Energies at 1-800-242-9137 between the hours of 7:30 AM and 9:00 PM Monday through Friday
Your unit is cable ready.
 - iv. If you desire service, you may contact Time Warner Cable or AT&T for service. You must be present in order to have your service connected.

18. FIRE AND EMERGENCY PROCEDURES

- a. **FIRE SYSTEM** – Each unit has smoke detectors, sprinklers and horns/speakers. Sprinklers and horns/speakers work together in “zones” throughout the building, coinciding with neighbors and common areas. When one alarm triggers, the entire system is activated in the entire building.
- i. Individual smoke detectors do not affect the entire building unless the sprinkler is set off. A sprinkler will trigger the entire system.
 - ii. All fire alarms are handled through a monitoring company who interacts with the Fire Department and our maintenance dispatch. If this a false alarm, maintenance will need to reset the alarm.



- iii. Some zones can be reset when all is clear and the sirens cease. Some zones cannot be reset if residents tamper with the system inside the unit. Please remember that the fire alarm system sprinklers and horns/speakers in each unit are considered a common element by the Condo Docs and such evidence of tampering may lead to a fine by the Association. Painting of the horns and speakers is prohibited. Tampering with the fire alarm system is against the law and can also lead to a citation from the City of Milwaukee.
- b. **SPRINKLER HEADS** – There is a sprinkler system throughout the building for your protection. It is imperative that you **DO NOT** hang any items from the sprinkler heads located in your condominium. The head will activate if the sprinkler cap is broken. Damage caused by such action will be the financial responsibility of the homeowner.
- c. **EMERGENCY REQUESTS** – For emergency after hour's maintenance, please contact the front desk at 414-277-3811. This entails the following:
 - i. No A/C or heat during extreme temperatures
 - ii. Electrical or plumbing malfunction when personal safety is involved
 - iii. Fire
 - iv. Lack of running water

19. LOCKOUTS

- a. If you find yourself locked out of your unit during regular business hours, the management office or concierge can admit you. When the office is closed, the concierge may be able to assist you as well. If you lose your unit or mailbox key, a new set can be ordered in the management office at cost of \$2.00 per key. \$30.00 is charged if your magnetic security card is lost. This includes both parking structure cards and FOBS's

20. HEAT PUMP MAINTENANCE

- a. **HEAT PUMPS** – Heat pumps are owned by each Unit Owner/Resident and it is the owner's responsibility to ensure these are properly maintained. It is recommended that the heat pumps undergo semi-annual maintenance but at the very least annual maintenance. Filters should be change quarterly, especially if you have a pet but at the very least, semi-annually.
- b. **PREVENTATIVE MAINTENANCE**
 - i. Filter change
 - ii. Coils checks or cleaned
 - iii. Condensate line checked and cleaned
 - iv. Condensate drain pan checked or cleaned
 - v. Return and supply hoses checked
- c. **SERVICE**
 - i. Mared Mechanical 414-536-0411



Mared Mechanical serves all of the HVAC equipment for The Blatz and these technicians are familiar with the building and the units

21. DRIVE THROUGH BREEZEWAY

- a. The drive through is a designated fire lane and as such, parking must be on the right side and is restricted to 20 minutes for loading/unloading. Any car parked over the limit will be ticketed and/or towed at the driver's expense. There is also a loading zone on Broadway if contractors need to park for more than 20 minutes. Please be sure to keep concierge desk update to any change in your vehicle or license plate.
- b. Do not park by the loading doors. This area is reserved for moving trucks and trash removal. Please park on the east side of the drive through only. Do not leave valuables in your car when parking in the drive through as the Condo Association is not responsible for any items lost or stolen

22. PET RULES AND REGULATIONS

- a. Pets shall be limited to dogs, cats, fish and birds, unless prior written approval is obtained from the Board of Directors.
- b. All pets shall be picked up after and all pet waste shall be immediately disposed of by the person in control of the pet. There is a trash can and pet clean up bags located in the front courtyard for resident's convenience.
- c. All pets shall be leashed and within the immediate control of a person at all times.
- d. Unit Owner/Residents shall not keep more than one dog and shall not keep more than two (2) pets in total, with the exception of fish. The number of fish is limited by the size of the aquarium/tank.
- e. One aquarium/tank is considered one pet
- f. Fish aquariums and/or tanks shall not exceed a 50-gallon capacity.
- g. **RESTRICTED BREEDS:** The following breeds are not allowed on the property due to their aggressive nature. The following restricted breeds are: Rottweilers, Pit Bulls, Doberman Pinschers, Akitas, Chow Chows, Wolf Hybrids and Perro de Presa Canarios.



IMPORTANT PHONE NUMBER AND E-MAILS

The Blatz
270 E. Highland Ave
Milwaukee, WI 53202

Emergency Fire/Police/Medical	911 or 414-271-3811
Police Non-Emergency	414-933-4444
On Site Management Office	414-477-7301
blatzinfo@ogdenre.com	
24 Hour Concierge/Security Office	414-271-3811
blatzconcierge@ogdenre.com	
WE Energies	414-221-3333
AT&T	800-924-1000
Time Warner Cable	888-494-3793
Milwaukee County Sheriff's Department	414-278-4726
Juneau Post Office (600 E. Juneau)	414-289-0809
Milwaukee Public Library	414-286-3287
Gen Mitchell International Airport	414-747-5300
Wisconsin Coach Lines (Airport Transportation)	877-324-7767
www.coachusa.com/wisconsincoach	
Airport Express	888-284-3826
www.airportexpress.com	
Department of Motor Vehicles	414-266-1000
Milwaukee County Transit System	414-344-6711
Amtrak	800-872-7245
City Veteran's Taxi/American United Tax Co	414-220-5000
Yellow Cab	414-271-1800



Milwaukee Overnight Parking

www.mpw.net/services/np_permission

414-286-8350