A GUIDE

FOR

CONDOMINIUM LIVING

AT

DOUGLAS PLAZA CONDOMINIUMS

RULES AND REGULATIONS

DOUGLAS PLAZA RESIDENTIAL
CONDOMINIUM ASSOCIATION

12980 and 12990 W. Bluemound Road
Elm Grove, WI 53122

July 28, 2025

Dear Owners,

By purchasing a Douglas Plaza Condominium, we all become responsible for making the community a pleasant place to live. Our common goal is the desire to enhance our quality of life while protecting and optimizing the financial investment, which our units represent.

The By-Laws provide the Board of Directors with the authority and duty in managing the affairs of the condominium property for the association. The Board shall, from time to time, adopt and amend Rules and Regulations governing the operation, maintenance and use of the property and units by owners, occupants and guests.

Every owner must have current copies of the Declaration, By-Laws, and Rules and Regulations, be familiar with their contents, and make them available to any future owner, occupant or realtor of their unit. All owners, occupants and guests must comply with these documents.

The enclosed document is comprised of two sections. Section I is the Rules and Regulations for Douglas Plaza Residential Condominium Association. Section II is an Owners Guide to Community Living, which offers helpful information about our community.

We look forward to having you as a participating member of the association.

Sincerely,

Board of Directors
Douglas Plaza Residential Condominium Association

For Questions: Contact Elite Property Management Company: 262.373.1777

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ADMINISTRATION

OWNERS

All owners are members of the Douglas Plaza Residential Condominium Association (DPRCA).

BOARD OF DIRECTORS

DPRC is managed by a Board of five Directors. Elections are held at the Annual Owners' meeting. Directors are elected to a three-year term on a rotating basis or to fill unexpired terms. The Officers of the Association are elected by members of the Board to a one-year term following the Annual meeting.

The contact information of the Property Management Company and, Community Manager are posted on the bulletin boards by the mailboxes and elevators in each building.

PROPERTY MANAGEMENT COMPANY

Most of the day-to-day operations of the Association are handled by a Property Management Company and the Community Manager. They are the primary contact for Owners' questions and concerns; maintain accounting records; distribute minutes, financials, and notices to Owners; prepare monthly financial reports; prepare annual budget in collaboration with the Board; oversee bids and contractors; and other duties per contract and as directed by the Board.

PROPERTY MANAGEMENT COMPANY REQUIREMENTS

All Owners will provide the Property Management Company with a completed Owner Information Form, a copy of the unit key, and the contact for their homeowner's insurance agency. The Property Management Company shall also be notified when changing insurance agencies, occupants in the unit, name changes, updating vehicles, etc.

SALE OF UNITS

All Owners and Realtors involved in the sale of a unit must be familiar with the provisions as stated in the By-Laws, Declaration, and Rules and Regulations including subsequent amendment changes in order to avoid delays and misunderstandings in any transaction.

Note:

NEW OWNERS shall pay a two month Maintenance Fee at the time of closing.

NEW OWNERS of a unit must contact the Property Management Company and the Board no later than 15 days after the closing of a unit to provide required information.

GARAGE PARKING SPACES are attached to and conveyed with the unit. They are not sold separately.

OCCUPANCY AMENDMENT: DPRC is an owner occupied community. Rentals are not permitted—see the Declaration for details.

Any violation of this Article concerning non-owner occupied units shall result in fines to the Unit Owner as set forth in the Enforcement section herein and said Unit Owner shall be responsible for the actual attorney fees and other costs incurred by the Association in connection with enforcing this section

SECTION I RULES AND REGULATIONS

ARCHITECTURAL MODIFICATIONS

Structural alterations, additions and improvements of individual condominium units and exterior of said units are covered in the Declaration Article V: Other Property Rights and Obligations of Owners, Sections 3(b) and Section 12(c). Alterations that would jeopardize the soundness, structural integrity or safety of the property or reduce the value are not permitted. Due to unit Owner liability and safety issues, only licensed plumbers, electricians, etc., are required to perform contract work within a unit. When required by the Village of Elm Grove, permits must be pulled. For more information on permit requirements refer to: www.elmgrovewi.org/289/permits.

BALCONIES AND PATIOS

The balconies and patios are limited common elements exclusively used by one Owner. The Owner shall keep them in good and orderly condition. Decorative furniture, plants and flowers are permitted. Patio and balcony screens are permitted with Board approval and must be in good repair at all times. Bird feeders, storage items, laundry and wind chimes are not permitted. No Owner shall paint or alter the appearance of the patio or balcony without Board approval. Permanent floor coverings (for example, tile) are prohibited.

It is mandatory for 2nd and 3rd floor owners to use a non-permanent floor covering on balconies. This will prevent water, planting soil, debris, etc. from dropping through the deck to the balcony or patio below. Indoor/outdoor carpeting or artificial turf may hold water. If an owner chooses any floor coverings that tend to hold water, they are responsible for periodically checking the condition of the floor boards of their balconies to make sure that moisture does not compromise the wood planks. Second and third floor owners are responsible for maintaining and monitoring the condition of the floor boards of their balconies. It is also the responsibility of second and third floor owners to pay to repair/replace any deteriorated floor boards on their balconies.

It is mandatory to immediately notify management of any balcony issues requiring repairs as these issues could potentially be structural and/or dangerous. The management company will coordinate any required balcony work.

Electric barbeques and grills are permitted.

ELEVATORS

Prior to moving out or bringing in large items, Owners must notify the Property Management Company. Any damages shall be paid by the responsible Owner. To briefly hold the elevator door open, use the switch on the panel. Holding the door by force can interfere with the timing mechanism.

ENTRANCE ALCOVES

Any decorative items placed in the alcove area by your door may not extend into the hallway.

ESTATE SALES AND RUMMAGE SALES

An Estate Sale is defined as the dissolution of the entire contents of a residence and must be run by a professional estate sale consultant. The dates and the company conducting the sale must be approved by the Board. Rummage Sales are not permitted anywhere on the property or in the buildings. Articles for sale or giveaways may not be put in the lobby or any other common or limited common areas.

EXTENDED ABSENCES

For extended absences notify the Property Management Company and a neighbor as to the dates that you will be gone and your contact number. If possible have someone periodically check your unit. Your water heater should be turned off.

FURNACE/AIR CONDITIONERS

Professional annual Furnace/Air Conditioner maintenance is required. Three stacked units have A/C condenser drains that are connected to a shared exterior drainpipe. The shared pipe connections can become blocked and cause water back up and leaking into any of these units. Therefore the condenser drains must be cleared at time of service. Have your contractor write on his invoice that he cleared the condenser drain. Should there be water damage caused by leaking A/C condenser drains to any of these three units, any Owner(s) who cannot show proof of clearing their condenser drain within a 12 month period may be considered negligent and responsible for all repair and replacement costs of any affected units. (Refer to the Declaration, Article V, Section 12, (d). Change filters as recommended by manufacturer.

GARAGE AND PARKING LOTS

Safety: Recreational activities in parking lots, driveways and garages are not allowed for safety reasons.

Drive SLOWLY and CAUTIOUSLY in the garage, parking lots and driveway areas! Be especially aware of vehicles leaving garages.

STOP and WAIT for the GARAGE DOOR to CLOSE as you enter or leave the garage. If you see that the door is open, DO NOT try to SNEAK through! To prevent damage to the garage door, always wait for the closing cycle to be completed. Damages to the garage door and/or your vehicle are your responsibility.

Vehicles: All Owners have assigned, numbered parking spaces. Rentals are permitted owner to owner only. **The area in front of your parking space may be used to store bicycles, motorcycles and small grocery carts. All other items must be stored in your assigned lockers**.

All vehicles parked on the premises must be currently registered, licensed and in operative condition. Recreational vehicles such as campers, boats, trailers, snowmobiles, etc., may not be parked or stored in the garage or on the premises. Maintenance on vehicles is not permitted on the property. Owners should not keep their vehicles permanently parked in front of the buildings. Those spaces should be kept open for guests and temporary parking. The parking lot is not to be considered storage for seldom-used vehicles.

Snow Removal: When snow is predicted, vehicles on the middle parking should be moved to the lot on the south side of the South building. When the middle lot is cleared, all vehicles should be removed from the south lot to allow for additional snow plowing.

GARBAGE DISPOSALS

Dispose of food waste gradually while running cold water. Continue running the water to flush waste down the drain and help prevent clogging. The cost of clearing clogged disposal drains traced to specific units will be charged to that Owner. (Refer to the Declaration, Article V, Section 12, (d).

GARBAGE AND RECYCLABLES

Garbage: All household garbage must be placed in securely tied bags, preferably double bagged and disposed of by using the trash chute on your floor. If the plastic bag does not fit the chute opening, it should be placed directly in the dumpster to avoid blocking the chute. If you have kitty litter, place it in a double plastic bag and BRING IT DOWN to the dumpster.

Recyclables: Use the recycling dumpster for items such as clean glass, aluminum cans, paper and cardboard. Boxes must be broken down before placing in the dumpster. Some items that are NOT recyclable should be treated as garbage. They include styrofoam materials, plastic bags and cartons, contaminated food containers, such as pizza boxes, carry-outs, etc. For more information on recycling refer to: www.waukeshacounty.gov/recycling.

Hazardous Materials: Do not accumulate flammable materials such as gas, paint thinners, paints, cloths, and solvents that are fire hazards in your unit, the garage or any storage areas. Paint hardeners are available in hardware stores for safe disposal. For further disposal information contact the Village of Elm Grove for assistance.

Electrical items: Electrical items are not recyclable. They include small appliances, TV's, lamps, computers, microwaves, toasters, etc. For these and larger items such as sofas and mattresses, contact the Village of Elm Grove for assistance

HARASSING AND EXCESSIVE CONTACT

Residents shall not engage in any abusive or harassing behavior, either verbal or physical, or any form of intimidation or aggression directed at other condominium members, residents, guests, occupants, invitees; or, directed at management, its agents, its employees, or vendors.

Harassing behavior will include any unwelcome contact, and excessive contact (email, texts, phone calls, mail, or visits to a home or place of service) to management, its agents, its employees or

vendors; the Board, or other Association residents. Harassing behavior will also specifically include taking photos or videos of other residents and their vehicles (unless taken for the purpose of reporting a violation of the condominium documents to the Board of Directors), physical and/or abusive actions, including defamation, threats, insults, profanity, and obscenities, as well as cyber actions (spreading malicious content and accusations on the internet).

Excessive is defined as more than one (1) contact; either email, text, phone call, mail, or visit to place of service, per week about the same subject or concern.

If a question has been asked and answered and is still being asked, that will be construed as excessive.

If a Unit Owner has more than one concern, they should be addressed in one communication. Those concerns may be acted on individually or as a group by the Board or management company, dependent upon the concerns or situations. The Unit Owner will be notified by the Board or management company what determination was made about their concern by email, if possible, or mail.

In addition, no Unit Owner may interfere with any contracted vendor performing work at the direction of the Board or the Management Company. That will be deemed as harassment and may be subject to possible fines.

Finally, any disruptive or harassing behavior by a Unit Owner or his or her proxy holder at an owners' meeting may result in fines being assessed to the Unit Owner.

Violations of any of the above-stated Rules will be subject to fines above and beyond the regular fine structure within the Association's Enforcement policy. Specifically, violators are subject to fines of up to $1,000 per violation

KEYS, GARAGE OPENERS AND LOCKOUTS

Owners are responsible for garage door openers and for unit, entrance and mailbox keys. For security and emergency purposes, the Association must have a current copy of your unit key. It will be kept in a secure location. If you change your lock you must notify the Property Management Company and supply them with a new key. In the event you are locked out of your unit, contact the Property Management Company. A lockout fee is payable at the time of service.

LANDSCAPE

All Landscaping is under the direction of the Board of Directors, including in-ground plantings. Lawn ornaments, personal decorations, and any other equipment in the lawn or garden areas are not permitted. For potted plants beyond the balcony and patio, please submit request to the Board for approval.

NOISE REDUCTION

Owners and visitors shall avoid making excessive noise inside and outside their unit, including the use of construction equipment, musical instruments, radios, televisions and stereo systems. Please be mindful of the time of day when using appliances and the garbage chutes. For more information regarding unreasonable noise and disturbances please refer to the Village of Elm Grove's Code 208-4 (www.elmgrovewi.org).

NO SMOKING

Smoking is prohibited everywhere on the property. Please see Article XII, Section 5 of the Amended and Restated By Laws of Douglas Plaza Residential Condominium Association.

NO SOLICITING

Soliciting in the common or limited common areas of the buildings for charitable, political or any other reason is not permitted.

ANIMAL RESTRICTIONS

A permitted animal is defined as a maximum of two birds, two cats or a small fish tank and the animals must be registered with the Property Management Company. No animal, except a permitted animal as defined, shall be allowed within or about the premises.

SIGNAGE

No owner of a unit may erect, post or display posters, signs or advertising material on or in the common or limited common elements. (Also see Bulletin Boards under Owners Guide to Community living.) Notwithstanding the foregoing, signs that support or oppose a candidate for public office or referendum question may be displayed to public view from a unit as long as the sign is no more than 24 inches by 24 inches in size, is placed no more than 60 days prior to the pertinent election or vote, and is removed within 7 days of the pertinent election or vote.

SMOKE AND CARBON MONOXIDE DETECTORS

The Village of Elm Grove requires that every residential unit have smoke and carbon monoxide detectors.

WATER HEATERS

Owners are required to have a water alarm placed beside or underneath their hot water heater. Replace the battery annually. When a water leak has been detected, an alarm will sound, alerting occupants as well as neighbors. A catch pan under the water heater is mandatory. For added protection but not required, alarms may be placed under sinks, by washing machines, and any water source. . If you have a leak, TURN OFF the cold water valve above the tank to stop it from filling. OPEN a hot water faucet that has a separate handle from the cold. TURN OFF the water heater circuit breaker as a precaution. Note: the tank must be empty to stop leaking.

WINDOW SCREENS

Torn screens shall be repaired by Owners as needed or when notified by the Property Management Company. For safety purposes, it is mandatory that the furnace window be covered by outside screens.

ENFORCEMENT POLICIES

VIOLATIONS/FINING

The following is a schedule of the fines that will be imposed for non-compliance with the law, the Declaration, By-Laws, rules, regulations, covenants, conditions or restrictions (herein collectively "Condominium Documents"):

A WRITTEN WARNING for a Unit Owner or resident's first violation of the Condominium Documents. In addition, a member of the Board may attempt to contact the offending party to explain the violation and the need that all residents and Unit owners comply with the Condominium Documents.

FIFTY DOLLARS ($50.00) shall be assessed against a resident or Unit Owner for a second violation of the Condominium Documents (or for the violation that remains after the Unit Owner has received the warning letter discussed above). The second violation does not need to be the same violation as the first violation in order for the $50 fine to be assessed.

ONE HUNDRED DOLLARS ($100.00) shall be assessed against a resident or Unit Owner for each successive violation of the Condominium Documents.

Notwithstanding paragraphs (a-c) immediately above, **FIVE HUNDRED DOLLARS ($500.00) shall be assessed for each violation** of the Condominium Documents, when in the sole opinion of the Board of Directors the violation meets one or more of the following criteria:

1. The violation is in direct defiance of a previous mandate from the Board of Directors.
2. The violation was malicious in its intent.
3. The violation is evidence of a pattern of the resident's or Unit Owner's non-compliance with the Condominium Documents.
4. The violation is of such a nature that the violation cannot be corrected and/or that direct monetary restitution cannot be determined. *(e.g. if alterations are made that cannot be restored to their original state.)*

Each day that a violation exists shall be a new violation subject to fine at the discretion of the Board.

Attorney Fees

The Board may also assess a unit owner who has violated the Condominium Documents for the actual attorney fees incurred associated with reviewing the facts and Condominium Documents and advising the Board.

In the event that the Association retains an attorney to collect any funds due, enforce any rule within its governing documents, bring any claim against a unit owner or defend any claim or allegation by a unit owner, including any counterclaim, the Association shall, if it is the prevailing party in the claim or defense, be entitled to collect from the unit owner all of its costs and expenses, including reasonable attorney fees. In the event that the Association retains an attorney to represent the Association's interest in a suit filed by the unit owner's mortgage company in which the Association is a named defendant, the Association shall be entitled to collect from the unit owner all of its costs and expenses, including reasonable attorney fees. **This Rule does not apply to owners' fair housing complaints, neither State nor Federal.**

COLLECTION POLICY

1. The regular monthly assessments are due on the first day of each month.

2. Special assessments, as may be levied from time to time, and/or any installment thereof, shall be due on or before the date or dates as determined by the Board, in accordance with The Declaration Article VIII, Sections 4 and 5.

3. All payments received will be applied to the oldest amounts due on record. Payments tendered for current amounts due will not be accepted by the Association if the instrument of payment is drafted with a future date (i.e., a postdated check).

4. The actual date of the Association's receipt of payment, as reflected on the ledger of the Association, shall control as to the date that the payment was made.

5. Any costs incurred by the Association as a result of the return of a unit owner's payment due to insufficient funds, or other similar reason, shall immediately be assessed to the Unit Owner.

6. No statement of "payment in full," "accord and satisfaction," or other similar notation on or accompanying any payment shall be binding on the Association, unless the statement is written in "red," the check or payment instrument is mailed to the attention of the Board of Directors at the address of the Property Manager and the reduced payment amount is accepted by motion of the Board of Directors. However, if the Unit Owner has knowledge that the account has been referred to legal counsel for collection, then the payment must be mailed to the Association's attorney pursuant to paragraph 10 below.

7. A late fee shall be assessed against a Unit Owner for any payment not received by the Association by the tenth (10th) day after its due date. This late fee assessment shall be made upon

each failure by the Unit Owner to remit good and timely payment of any assessment or installment thereof.

8. The basic collection system of the Board shall be as follows:

a. At 15 days past due, the manager may call the delinquent owner;

b. At 30 days past due, a past due notice may be sent;

c. At 45 days past due, the matter may be referred to the attorney for collection.

9. An administrative fee of $100.00 shall be assessed against a Unit Owner when a matter is turned over to the Association's attorneys for collection.

10. Once a Unit Owner is notified or becomes aware that its account has been referred to legal counsel, then all future payments, until the account is current, must be submitted to such legal counsel for proper application of same, unless the Association's attorney directs the Unit Owner in writing to pay in some other manner.

11. In the event a Unit Owner ever submits a payment, which is thereafter returned for any reason (e.g. insufficient funds or account closed), the Unit Owner shall be automatically assessed a late fee.

PAYMENTS

All assessments are payable as directed by the Property Management Company. They will inform you of the options for payment. When paying by check it should be made out to Douglas Plaza Residential Condominium Association, noting your account number. Owners will not be billed.

ANTI-DISCRIMINATION ANTI-HARASSMENT POLICY

The Association is a Fair Housing provider under the federal Fair Housing Act. As such, the Association is committed to providing a living environment free from discrimination and harassment that is based on an individual's race, sex, age, religion, disability, color, national origin, military status, marital status, parental status, sexual orientation, or gender identity/expression. This Anti-Discrimination Anti-Harassment Policy ("AD-AH Policy") is intended to implement this commitment.

This AD-AH Policy is intended to apply to every owner, resident, and guest at the Association, as well as every employee or agent of the Association. Violation of this AD-AH Policy may result in disciplinary action up to and including termination if the violator is an employee/agent of the Association, or penalties, including fines, if the violator is an owner/resident within the Association.

The Policy of the Association

It is the policy of the Association that discrimination of any kind based on an individual's race, sex, age, religion, disability, color, national origin, military status, marital status, parental status, sexual orientation, or gender identity/expression is prohibited.

It is the policy of the Association that harassment of any kind based on an individual's race, sex, age, religion, disability, color, national origin, military status, marital status, parental status, sexual orientation, or gender identity/expression is prohibited.

a. For purposes of this AD-AH Policy, prohibited harassment includes both "quid pro quo" and "hostile environment" harassment.

"Quid pro quo" harassment is an unwelcome request or demand to engage in conduct, as a condition of providing services or facilities. Quid Pro Quo Harassment might also arise when a person's access to services or facilities is interfered with because of a failure to submit to demands. Commonly, quid pro quo harassment involves an adverse action that occurs after unwelcome sexual advances are rejected by an owner/resident, or sexual favors are required for an Association service or access to an Association facility which would otherwise be available to the owner/resident.

"Hostile environment" harassment is defined as unwelcome conduct that is sufficiently pervasive or severe as to interfere with the providing of or enjoyment of services or facilities. Hostile Environment Harassment only applies to harassment based on a protected class (sex, religion, race, color, familial status, national origin, or handicap), and the harassment must be on the level of interfering with housing/living environment to be actionable under this AD-AH Policy.

b. For purposes of this AD-AH Policy, prohibited harassment described

above includes insults, jokes, slurs, and other verbal or physical conduct relating to or based on an individual's race, sex, age, religion, disability, color, national origin, military status, marital status, parental status, sexual orientation, or gender identity/expression that has the purpose or effect of unreasonably interfering with an individual's living environment, or creating an intimidating, hostile, offensive, or demeaning living environment.

It is the Policy of the Association that any retaliation predicated on the fact that an employee/agent or owner/resident of the Association in good faith reported an AD-AH Policy violation or suspected violation, or in good faith participated or aided in the Association's investigation of an alleged AD-AH Policy violation, is prohibited.

Application of This AD-AH Policy

- It is a violation of this AD-AH Policy to discriminate against another individual on the basis of his or her race, sex, age, religion, disability, color, national origin, military status, marital status, parental status, sexual orientation, or gender identity/expression.

- It is a violation of this AD-AH Policy to harass another individual on the basis of his or her race, sex, age, religion, disability, color, national origin, military status, marital status, parental status, sexual orientation, or gender identity/expression.

- It is a violation of this AD-AH Policy to retaliate against an employee/agent or owner/resident of the Association on the basis of the fact that he or she in good faith reported an AD-AH Policy violation or suspected violation, or in good faith participated or aided in the Association's investigation of an alleged AD-AH Policy violation.

- This AD-AH Policy applies to *all* employees and agents of the Association, including contractors/vendors hired by the Association, and property management personnel.

- An employee/agent who violates this AD-AH Policy is subject to discipline, up to and including termination.

- An owner/resident who violates, or whose guest violates this AD-AH Policy is subject to penalties, including but not limited to fines.

Procedures

Any employee/agent or owner/resident of the Association who believes he or she has been subjected to, or has witnessed, actions that constitute a violation of this AD-AH Policy promptly must report the matter to the Board of Directors. The individual reporting should not wait until the action he or she believes is a violation of this AD-AH Policy becomes severe or pervasive.

The Association's Board of Directors will timely investigate any report of an alleged violation of this AD-AH Policy and, where appropriate, take appropriate corrective action.

To the extent possible, the Association will protect the confidentiality of allegations of AD-AH Policy violations and of documents created or obtained that concern an investigation into an allegation of an AD-AH Policy violation.

SECTION II OWNERS GUIDE TO COMMUNITY LIVING

ATTIC ACCESS

The attic access door is locked. When scheduling an appointment with cable or other service companies contact the Property Management Company in advance to secure the attic key. Please be sure to lock the door afterwards.

BUILDING ENTRY AND SECURITY

Take responsibility to see that the building remains secure. Report any suspicious activity or individuals by calling the Police or the Property Management Company. . Admit no one into the building from the outer lobby as you enter, leave or by intercom unless you recognize the person. Doors should never be propped open unattended. Advise all visitors and service personnel of these rules.

BULLETIN BOARDS

Owners may use the bulletin board by the garage elevator for their notices of current events and for the sale of personal items. Please date your notice and remove it accordingly. The bulletin boards by the mailboxes will be maintained by the Board of Directors. Articles for sale or giveaways may not be put in the lobby or any other common or limited common areas.

HOLIDAY DECORATIONS

Holiday decorating in the lobbies or outside of the buildings will be done by Board approved individuals. Owners are responsible for cleaning up their own holiday decorations.

INTERCOM SYSTEM

Contact the Property Management Company with your preferred telephone number to be entered into the Intercom System to admit visitors. When they use the Intercom, they will press the CODE NUMBER next to your name and unit number. This will dial the phone number you provided when setting up. Once you answer the phone, PRESS 9 to release the door lock and remember to hang up the phone.

You may also create a keyless entry when setting up by selecting a 4 digit PIN number. To use the 4 digit PIN number in place of a key: PRESS#, ENTER 4 digit PIN, PRESS 0 (the number zero). The door unlocks.

LAUNDRY DRYERS

Remove the lint from the dryer lint screen after each use and clean out the dryer venting tube annually. The Association will periodically make arrangements to clean and maintain the attic dryer vents.

OWNER TO OWNER RESOLUTIONS

If you and a neighbor are having a problem, it is always best to talk to them and agree on a reasonable solution. Should you observe anyone violating the By-Laws, Declaration or the Rules and Regulations, contact the Property Management Company.

PROCEDURE FOR PRESENTING TOPICS AT BOARD MEETINGS

Owners who have suggestions or concerns are welcome to attend board meetings., Questions or concerns should be in writing and given to the Property Management Company prior to the meeting. Owners' topics will be addressed at the beginning of the meeting.

PROCEDURE FOR QUESTIONS, CONCERNS AND MAINTENANCE REQUESTS

All questions, concerns and maintenance requests should be addressed directly to the Property Management Company.

They maintain a communication log for follow-up and future reference to all Owners' contacts. Board members are not responsible for relaying Owners' requests or questions to the Property Management Company.. In case of emergencies such as water leaks, alarms, or situations that require an immediate response, notify the Property Management Company.

SHOPPING CARTS

Shopping carts are stored in the garage. For the convenience and courtesy of everyone, please return them immediately to the basement after use.

EMERGENCIES: POLICE, MEDICAL, FIRE CALL 911.

POLICE and MEDICAL

The Police Department are the first responders. They will access your building using a key located in a lockbox in the entry lobby. When possible, notify a neighbor of your emergency and ask them to meet responders in your building lobby.

FIRE: CALL 911

Close the door to your unit but do not lock the door. Pull the manual fire alarm located in the hallway nearest you. Evacuate the building using the stairways. **DO NOT use elevators.**

The fire alarm system is tested on a regular basis.. The system is intended to alert residents and is NOT connected to the Elm Grove fire department. There are smoke and carbon monoxide detectors in the hallways. If you hear them 'chirping' please advise the Property Management Company. Familiarize yourself with the location of fire extinguishers and manual pull-alarm boxes in your hallways and garages. All hallway and entrance doors are fire doors and must be kept closed at all times.

Please note: the Direct Elm Grove Emergency Number is: (262) 786-4141

TORNADOS

The Village of Elm Grove has a tornado siren warning system by siren, radio or TV. In the event of a tornado warning seek shelter on the lowest level of your building, in most cases the garage. If you are unable to leave your unit, stay away from doors and windows and seek shelter in the innermost area of your unit, such as a closet or bathroom. Take a flashlight and radio with you.

POWER OUTAGE

Report outages to WE Energies.. During a power outage, the elevator will not operate; the garage door will not function; water pressure will be lost since we are on a well pump system. Each floor is equipped with hallway emergency lighting, which will turn on for a limited time. Be certain that power has been fully restored before using the elevator.

[Approved on July 28th, 2025]