Blatz Condominium Association Community Handbook

Welcome to the Blatz Condominium Association

We're glad you're here. The Blatz is a unique community in the heart of downtown Milwaukee—blending historic charm with modern amenities.

This handbook is your guide to living here. Inside, you'll find information on building amenities, community guidelines, and how the association works. Our goal is to help make life at the Blatz smooth, safe, and enjoyable for everyone.

If you have questions, contact RPM Dairyland, our property management team, or stop by the concierge desk for assistance.

Welcome home.

—The Blatz Condominium Association Board of Directors

Updated June 2, 2026. Version 3 adds the association's anti-discrimination anti-harassment policy. It updates that the cost of repairs and replacements to unit water shutoffs will be charged back to owners; this was accidentally omitted from previous versions. It also adds an explanation of how the heating and cooling system works.

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Why This Handbook Matters

This handbook serves as the **Blatz Condominium Association's official Rules & Regulations**. It outlines how our building operates, what services are available, and the shared guidelines that keep our community safe, respectful, and enjoyable for everyone.

These rules work alongside the Blatz's Declarations and Bylaws, which legally govern the property. If there's ever a conflict, the Declarations and Bylaws take precedence.

Contacts

If you have questions or need assistance, contact the Board or Property Management:

Blatz Board of Directors

- President – blatzpresident@gmail.com
- Vice President – blatzvicepresident@gmail.com
- Treasurer – blatztreasurer@gmail.com
- Secretary – blatzsecretary@gmail.com
- Commercial Representative – blatzcommercial@gmail.com

Property Management

The Blatz is managed by RPM Dairyland.

- Steve Winandy - owner

- 414-296-1215
- steve.winandy@rpmdairyland.com

- Emily Boldt - Blatz Property Manager
- 608-514-9700
- emily.boldt@rpmdairyland.com

About the Blatz

The Blatz is a historic mixed-use condominium**.** Originally the centerpiece of the Valentin Blatz Brewing Company complex, the property dates to the late 1800s. In the 1980s, it was converted into apartments and commercial space, with additional floors and modern amenities added. The apartments became condominiums in 2006.

Today, the Blatz property includes a 12-story tower that houses 169 residential units and six commercial units and a parking garage. The parking garage is divided into nine areas:

A “common element” of the Blatz Condominium Association that contains 249 parking stalls assigned to residential unit owners.

Eight “parking units” owned by commercial companies and containing multiple parking stalls. (A ninth parking unit contains the spaces along the private drive that runs from Highland Avenue to the parking structure.)

All residential and commercial owners share access to the Blatz’s special amenities, including:

- A two-story fitness center
- Game room
- Laundry rooms
- Movie Theater
- Party Room
- Pool, sauna, and whirlpool
- Roof deck and terrace

Some amenities require reservations and have user fees set by the Blatz Condominium Association Board of Directors.

How the Blatz Is Governed

The Blatz Condominium Association is governed by three key documents: Declarations, Bylaws, and Rules & Regulations. This handbook serves as the Rules & Regulations.

Documents

Declarations

The Declarations are the foundational legal document that created the Blatz Condominium Association. They define:

- Ownership boundaries
- Common elements
- Unit owner rights and responsibilities
- How the property is used

Amending the Declarations requires approval from 75% of all unit owners, plus consent from each owner's mortgage lender. Changes to percentage ownership, which is defined in the declarations, requires the agreement of all (100%) of unit owners and their mortgage holders.

Bylaws

The Bylaws are the operating manual for how the association functions. They explain:

- How the Board is elected
- Board terms, meetings, and voting procedures
- Internal management rules (not property-related rules)

Amending the Bylaws requires a vote of two-thirds (67%) of all unit owners.

Rules & Regulations (This Handbook)

The Rules & Regulations cover the day-to-day guidelines for living at the Blatz. They promote safety, harmony and aesthetics. Examples include:

- Noise limits
- Pet policies
- Pool hours

The Board of Directors creates and updates the Rules & Regulations, but they must always be consistent with the Declarations and Bylaws.

Board of Directors

The Blatz Condominium Association is managed by a five-member Board of Directors.

- 4 seats are held by residential unit owners
- 1 seat is held by a commercial or parking unit owner

Elections & Terms

- Association members elect the Board at the annual meeting each June.
- Board members serve one-year terms**.**
- After the election, the Board selects its own officers (President, Vice President, Treasurer and Secretary).

Board Responsibilities

The Board is responsible for:

- Overseeing the Association's property management company
- Approving budgets and managing Association finances
- Maintaining common elements and amenities
- Enforcing the Association's rules and regulations
- Representing the community's best interests

Board members are volunteers elected by owners to keep the Blatz running smoothly, safely and fairly.

Architectural Control Committee (ACC)

The Blatz Condominium Association has an Architectural Control Committee (ACC)**,** as required by the community's Declarations.

Purpose of the ACC

The ACC helps maintain the visual harmony safety, and integrity of the Blatz by reviewing proposed changes to:

- Structural elements
- Common areas
- Any modification that could affect the building's exterior appearance or shared systems

At the Blatz, this includes in-unit modifications involving plumbing, electrical systems, or weight-bearing walls. These types of changes can affect other units or impact the building's structure.

ACC Membership

The ACC is a five-member committee appointed by the Board of Directors.

- Four seats are held by residential unit owners.
- The fifth seat is designated for a commercial unit owner. Commercial unit owners may choose to fill this seat themselves or have a residential unit owner to serve in their place.

Submitting a Request to the ACC

If you plan to make a change to your unit that could affect the building structure or shared systems, you must submit a request through AppFolio using the Architectural Review Request form.

Property Management & Concierge

The Blatz Condominium Association partners with RPM Dairyland for professional property management services. RPM works closely with the Blatz Board to manage daily operations, maintenance, and resident services.

Property Management Contact

- Property Manager: Emily Boldt
- Phone: 608-514-9700
- Email: emily.boldt@rpmdairyland.com
- Office Hours: Monday - Friday, 9a - 3p
- Emergency Maintenance (After Hours): Concierge 414-277-8091

Concierge Contact

The Blatz concierge staff is available 24/7 to assist residents with daily needs such as package handling, guest access, and general building information.

- **Reach all concierge desk staff at blatz.conciergedesk@rpmdairyland.com**
- Concierge Desk Phone: (414) 277-8091
- Lead Concierge Geno Williams: geno@rpmdairyland.com

Communication & Community Portal

Communication

The Blatz Condominium Association and RPM Dairyland use several official channels to keep owners and residents informed.

Points of Contact

- On-Site Property Manager Emily Boldt is your first point of contact for issues related to day-to-day building operations.
- The Board President is the main point of contact for questions about association policies and how the association operates.

Official Communication Channels

- **Email**: The primary means of communication for both RPM Dairyland and the Blatz Condo Association. Owners should make sure their contact information in AppFolio is current.
- **Front Desk TV Monitor**: Displays slides highlighting current events, updates and reminders.
- **Information Boards**: Three glass display cases are used for notices about committees, board meetings, and other official information. Find them:
    - In each elevator vestibule on the ground floor
    - Near the interior doors leading to Broadway

Unofficial Channels

While residents may use Nextdoor or other social media to communicate with each other, these are not official channels and are not monitored by RPM Dairyland or the Board.

Community Portal

AppFolio

The Blatz uses AppFolio, a secure online platform, for most resident services. AppFolio is available as a mobile app or in a web browser.

What You Can Do in AppFolio

- Pay monthly assessments

- Submit maintenance requests
- Submit plans to the Architectural Control Committee (ACC)
- File complaints or report rule violations
- Update your contact information
- Access Association documents, including Board meeting minutes and monthly financial statements.

Getting Started with AppFolio

If you do not yet have an AppFolio account, contact RPM Dairyland to receive your personal registration link.

Financial Responsibilities

Association Assessments

How to Pay Association Assessments

The easiest way to pay your assessments is through AppFolio. You can set up automatic payments with a credit card or withdrawal from your bank account. You can also make one-time payments via AppFolio.

You also may pay by check. There is a lockbox at the front desk in which you can place your check.

How Monthly Assessments Are Determined

Blatz Condo Association assessments are allocated based on a formula laid out in the Declarations. Each unit is assigned a percentage interest in the building and in the parking structure, and assessments are based on that. See Table 4.01 on page 9 of the Declarations, which lists the allocated interests.

Unit assessments also include a portion for the assessments once paid by the owner of the lower-level gym. The lower level of the gym was once a separate commercial unit. When the owner turned it over to the Blatz Condo Association, the association became responsible for its assessments and taxes. The cost is split among all unit owners.

How Assessments Are Structured

In AppFolio, you will see two charges, one for Residential Assessments and one for Capital Reserves. That is because a portion of our monthly assessments goes into reserves. The association is required by Wisconsin law to maintain a reserve account.

The Blatz's Bylaws require two reserve accounts:

- The Reserve for Replacement Fund (see Bylaws Section 7.04) is for major repairs, such as to the roof or mechanicals.
- The Reserve Operating Fund (see Section Bylaws 7.05) is to pay for "extraordinary and/or unbudgeted operating expenses," and it must have a minimum of two times the monthly assessments collected from all unit owners.

Special Assessments

The Board of Directors has the authority to institute special assessments to cover unexpected expenses. This has been done in the past to cover the cost of extra plowing during winters with heavy snowfalls, legal bills and elevator repairs.

Special assessments are not used to cover day-to-day operating and maintenance costs.

Late Fees

Assessments are due on the first of each month. A $50 late fee is charged if payment is not received by the 10th. If still unpaid on the 30th, an additional $100 late fee is added. Another $100 late fee is applied each month thereafter until the assessment is paid.

Non-Sufficient Funds Fee

A $30 non-sufficient funds fee will be charged in cases where the Association attempts to collect assessments, fines, or other charges and the payment cannot be processed due to insufficient funds. The unit owner will remain responsible for the original amount due and any bank charges, in addition to the non-sufficient funds fee.

Insurance Responsibilities (Association vs. Owners)

The Blatz Condominium Association's insurance covers damage to common areas, mechanical systems, and the building's structure. Unit owners are responsible for insuring the interior of their units and their personal belongings.

Leasing Policies & Procedures

Leasing at the Blatz must follow the guidelines in Section 8.03 of the Declarations. All leases must use a current Wisconsin Legal Blank lease and comply with the Blatz's governing documents.

Leasing Policies

- **Minimum lease term:** 6 months
- **Maximum lease term:** 2 years
- **Subletting:** Not permitted

- **Owner responsibility:** Owners remain personally liable for assessments and for ensuring tenant compliance with all Blatz rules.

Lease Approval Process

Step 1: Download Board-approved Lease Forms from AppFolio

Deadline: At least 14 days before desired lease start date

Download the board-approved documents from AppFolio. If you don't have computer access, contact RPM Dairyland or the on-site property manager to request the required lease forms. You will receive:

- Residential Rental Agreement
- Pet Agreement
- Rules and Regulations
- Renter Insurance Disclosure
- Smoking Policy Addendum
- Renter Information Sheet
- Blatz Governing Documents (Bylaws, Declarations, and Rules & Regulations)
- Blatz Lease Board Acknowledgement Form

Optional forms (Rental Application, Assistance Animal Agreement, etc.) can be purchased from: Wisconsin Legal Blank at www.wilegalblank.com or 414-344-3755.

Step 2: Return All Signed Documents

Deadline: At least 5 days before desired lease start date

Submit the completed lease package to the on-site property manager, including:

- All signed forms listed above
- Payment of required fees:
    - $100 Administrative Lease Fee (*for new leases and renewals*)
    - $150 Occupancy Transfer Fee *(for new leases only)*

Once approved, you will receive an email confirmation, and a copy of the approved lease will be uploaded to your account in AppFolio.

Penalty for Non-Compliance with Lease Procedures

There is a $150 late fee for leases not submitted five days before occupancy or renewal, and additional fines of $150 every 30 days until the lease is submitted.

Building Access & Security

Key fob Entry System

Access to the Blatz is controlled by an electronic entry system. Each unit is provided with key fobs programmed specifically for that unit**.**

The doors into the Blatz from the main entrance off the breezeway are unlocked from 7:00 a.m. to 5:00 p.m. Monday to Friday. The Broadway door is always locked, and the breezeway doors are locked on weekends.

Outside of open hours, guests and delivery drivers should follow the After-hours Entry procedure (see page 17).

Along with the entrances, key fobs are required to enter the following areas:

- Interior doors to the elevators
- Fitness Center
- Parking garage
- Locker rooms / Pool area
- Rooftop Deck & Terrace *(seasonal access only)*

Key fob Distribution

When a unit is purchased, owners should receive at least two (2) key fobs at their closing.

It is advisable to check with the Blatz's property manager to ensure no additional fobs were purchased by previous owners.

- If they were and were not given to you, they can be turned off.
- If they were given to you, all the fobs in your possession can be reassigned to you.

If you need additional fobs, they can be purchased through the Blatz's property management company. All extra fobs must be registered at the front desk**.**

Lost or Stolen Key fob Procedures

If your key fob is lost, stolen or misplaced:

- Contact the on-site property manager immediately.
- The lost key fob will be deactivated from the system.

- Replacement cost: $30.00 per key fob

White Garage Cards

Some units may still have older white keycards for garage access. Owners may continue using them until the cards stop working. At that time, their building key fob can be coded for garage entry.

Owners may also choose to have their building key fob coded for garage access in advance. There is no charge for this.

Guest Access Procedures

Guests entering the building must enter through the breezeway doors and proceed to the concierge desk, where they will sign in and scan their ID (driver's license or state identification card).

After guests sign in, the concierge will call the resident to inform them of the guest's arrival, or the guest may call the resident from their cellphone. Residents must come to the lobby to meet their guests and escort them upstairs.

Concierges are not permitted to buzz guests through the doors to the elevators.

If a resident needs to give a guest regular access to their unit when they aren't available to greet them, they should contact the property manager to add that person to the authorized visitors list. (Examples include a child, parent, dog walker or caretaker.) Each unit may list up to five authorized visitors. Anyone on the list must sign in and show a driver's license or state ID when requesting entry.

If your unit is for sale, please see the Real Estate Showings section for details on how to arrange access.

After-hours Entry

The breezeway doors are unlocked between 7 a.m. and 5 p.m. Guests arriving at other times should dial 99 on the access panel and press the green button. This connects them to the concierge, who can buzz them in. Guests must then proceed to the concierge desk to sign in and scan their ID.

Packages & Deliveries

Packages are delivered to the concierge desk, where staff log each delivery. Small and medium packages are stored behind the desk; larger packages are placed in the hallway outside the concierge area.

When you pick up a large package from the hallway, please inform the concierge that you are taking it so their package log can be updated. Space is limited—especially during the holidays—so please pick up packages promptly.

Food deliveries should be placed on the small table across from the concierge desk, not on the counter, as spills have damaged equipment in the past. Delivery drivers should call you to let you know when your food has been placed on the table.

For large or substantial deliveries, such as furniture or appliances, contact the concierge or on-site property manager in advance to arrange building access.

The association, property management and concierge staff are not responsible for lost, stolen or damaged packages or deliveries.

Vendor/Contractor Access

Vendors and contractors working at the Blatz must follow procedures designed to maintain building security and respect resident privacy. Unit owners are responsible for arranging access and ensuring their vendors comply with these guidelines.

- Contractors must sign in at the concierge desk.
- Contractors are responsible for securing the unit after completing their work.
- Blatz staff do not accompany contractors during work inside units.

Contractor Access Coordination

Blatz staff do not provide access to units for contractors during regular work hours. However, owners may hire Blatz staff to coordinate access as an additional, owner-paid service. This work will be performed outside the employee's normal schedule.

Mailbox Keys

Mailboxes are located in the foyer of the northside elevators. You should receive two mailbox keys from the seller at closing when you purchase your unit. If you do not receive them, or if you lose a key, the on-site property manager can arrange to get a new mailbox lock with two keys for $20.

Fire & Emergency Procedures

Fire System

- Each unit has smoke detectors, sprinklers, and horns/speakers.
- Sprinklers and horns/speakers work together in "zones" throughout the building, connecting neighboring units and common areas.

- When one alarm triggers, the entire system is activated across the building.

How Alarms Work

- Individual smoke detectors do not affect the entire building unless a sprinkler is set off. A sprinkler activation will trigger the entire system.
- All fire alarms are monitored by a security company that coordinates with the Fire Department and Blatz maintenance staff.
    - If the alarm is false, maintenance staff must reset the system.
- 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.

Rules on Fire Equipment

- The fire alarm system, including sprinklers and horns/speakers in each unit, is a common element of the association.
- Tampering with this equipment will result in an association fine and may also lead to a citation from the City of Milwaukee.
    - Painting horns or speakers is prohibited.
    - Sprinkler heads are for fire protection only. Do not hang items from them.
    - Breaking a sprinkler cap will activate the system. Any resulting damage is the financial responsibility of the unit owner.

Emergencies

In an emergency, contact 911 or the Concierge Desk at 414-277-8091. Examples include:

- No A/C or heat during extreme temperatures.
- Electrical or plumbing malfunctions affecting personal safety.
- Fire.
- Lack of running water.
- Water leaks that flow into a wall or floor, which may spread to other units.

Moving In and Moving Out

Required Notice to Management

You must let the on-site property manager know **at least seven days before your move** to reserve the elevator and coordinate parking for your moving vehicle.

If you are moving in, you must **complete and return the New Resident Information Form** to ensure proper communication when guests and packages arrive.

Elevator Reservations

Reserve the elevator **at least seven days** in advance by calling the front desk at 414-277-8091.

Hours for Moves

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

Rules for Movers & Contractors

Movers must sign in at the concierge desk upon arrival. Parking arrangements should be coordinated in advance with the on-site property manager. When movers arrive, the concierge will confirm the designated parking location. Parking may need to be adjusted based on the size of the moving vehicle and current activity in the breezeway or surrounding streets.

The concierge will install protective elevator pads to help prevent damage. However, you are responsible for the cost of repairing any damage caused by your movers.

Trash & Recycling Disposal for Packing Materials

All 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 trash rooms or hallways.

Bubble wrap, Styrofoam, and other nonrecyclable packing materials should be placed in the dumpsters located toward the north end of the breezeway.

Additional Move-In Tasks

- Call WE Energies at 1-800-242-9137 to set up electricity.
- Spectrum and AT&T provide cable and internet service to the building. You must be present for service installation.

Real Estate Showings

If your unit is for sale, please follow these steps for any scheduled showings:

1. **Notify in advance:** Contact Lead Concierge Geno Williams or Property Manager Emily Boldt ahead of time with the date and time of the showing and the name of the real estate agent.

2. **Check-in upon arrival:** When the real estate agent arrives with prospective buyers, the agent and buyers will be asked to sign in. The concierge will then buzz them through to your unit.

3. **Check-out after showing:** The agent will sign out upon departure, confirming that all guests have left. This also provides a record of how long the showing lasted.

Common Elements & Amenities

Party Room

The Private Party Room is available for rental from 8:00 a.m. to midnight. The rental fee is $25, plus a $300 security deposit.

Reservations

- Must be made in advance at the concierge desk between 9:00 a.m. and 5:00 p.m., Monday–Friday.
- Cannot be made more than six months in advance.
- Limited to one reservation per resident within a six-month period.
    - However, if the room is not reserved for another event 60 days before your desired date, you may reserve it again.
- Require a $300 security deposit, paid by check.
- Must be canceled at least 30 days in advance to receive a refund of the $25 rental fee.

Security Deposit

- The deposit will be refunded within three weeks, minus any damage or cleaning fees.
- Damage, excess cleaning fees, or fines must be paid within 15 days of invoicing.
- The deposit does not limit the resident's liability for damage or fines.
- Unit owners are responsible for damage, cleaning fees, or fines incurred by their tenants.

Rules and Reminders

- **The beer bottle doors are fragile** and may only be operated by Blatz maintenance staff. **Do not tamper with them.**
- No smoking is allowed in the Party Room.
- Do not place hot or wet items on the wood bar top.
- The capacity is 40 people. Parties exceeding this limit will be ended by Blatz staff.
- A Party Room reservation does not include the Game Room, Pool Area, Theater, or other common areas.
- No parking in the breezeway is available for party guests.

Clean-Up

The Party Room must be cleaned and returned to its original condition after use. Failure to do so will result in forfeiture of your security deposit.

Fitness Center (Gym)

The Fitness Center is open 24 hours per day, 7 days per week.

Rules

- No person under the age of 16 may use the fitness center without his/her parent or guardian present.
- No more than two guests per resident or commercial tenant are permitted at one time.
- Guests must be accompanied by a resident or commercial tenant at all times.
- Do not leave personal property unattended.
- You must wear athletic shoes.
- You must use mats when doing floor exercises.
- You must clean the equipment and mats after each use with the disinfectant provided by the association.
- You must return equipment to its proper location after use.
- You are responsible for any damage done to the equipment or facility as a result of your workout.
- Please keep the television at a considerate volume and turn it down when asked.
- Smoking and food are prohibited.
- Malfunctioning equipment should be reported to the concierge or reported via a maintenance request in AppFolio.
- No pets.
- Be considerate of other residents and place—do not drop—weights on the floor or rack.
- Proper workout attire, including shirts, must be worn.
- Users must follow all posted safety and operation rules.

Contact for Gym

If you have concerns about or suggestions related to the gym, please email blatzgym@gmail.com to reach the Gym Committee chairperson.

Pool, Sauna & Whirlpool

The pool, sauna, and whirlpool are for the exclusive use of Blatz residents and their guests. All guests must be accompanied by a resident at all times. Capacity limits for the pool and whirlpool must be observed.

The pool area cannot be rented for parties and is not included with Party Room or Theater reservations.

Users must follow all posted safety and operation rules. No animals are allowed in the pool or sauna areas.

Posted Blatz Spa Rules

- No glass allowed in the pool area.
- No food, drink, gum or tobacco permitted in pool.
- All persons using the swimming pool must take a shower before entering the pool and after use of the toilet facilities.
- Elderly persons, pregnant women, infants and those with health conditions requiring medical care should consult with a physician before entering spa.
- Unsupervised use by children under the age of 14 is prohibited.
- Manufacturer recommends limited use of 15-20 minutes. Long exposure may result in nausea, dizziness or fainting.
- Persons under the influence of alcohol or drugs are not permitted in the spa.
- Persons having an infectious or communicable disease, which can be transmitted by water, are excluded from the spa area.
- Persons with open cuts, wounds or blisters are advised not to use the spa.
- Proper swim attire must be worn at all times.
- Spa/pool hours are 5 a.m. to midnight.
- Be sure the spa timer is off after use.
- Blatz management and its representatives reserve the right to refuse admittance to or eject from the spa premises any persons failing to comply with any of the above health and safety regulations.

Please note: Use of the word spa on this poster refers to the total space that includes pool, whirlpool and sauna.

Posted Pool Use Rules

- Do not enter the pool if you have a communicable disease or an open cut.
- Do not bring food, drink, gum or tobacco into the pool.
- Shower before entering the pool and after use of toilet facilities.
- Do not run or engage in rough play in the pool area.
- Do not bring animals into the pool area.
- Diaper changing on the pool deck is prohibited.
- Glass and shatterable items are prohibited in the pool area.
- Maximum of 79 patrons at one time.
- Only swim diapers allowed.
- No diving.
- Persons under the influence of alcohol or drugs are not permitted in the pool.
- A parent or responsible adult swimmer must accompany all children and non-swimmers.
- Persons having an infectious or communicable disease, which can be transmitted by water, are excluded from public swimming pools.
- Persons with open cuts, wounds or blisters are advised not to use the pool.
- A Blatz resident must accompany all guests.

Posted Whirlpool Rules

- Elderly persons and persons suffering from heart disease, diabetes, or high or low blood pressure should not enter the whirlpool.
- Minors under the age of 12 who are unsupervised may not use the whirlpool.
- Pregnant women should consult their physician regarding whirlpool usage.
- Lengthy exposure may be hazardous to your health and may result in nausea, dizziness or fainting.
- Minors under the age of 6 are not permitted in the whirlpool.
- Maximum of six patrons at one time.

Posted Sauna Regulations

- For your safety and enjoyment, do not pour water over the coals.
- Excessive exposure may be harmful to your health.
- Persons with health conditions requiring medical care should consult a physician before entering the sauna.
- Maximum recommended time is 30 minutes.

Cleanliness & Courtesy

- If you spill something, contact the concierge desk immediately so it can be cleaned properly.
- Place all trash in trash bins.
- Clean up after yourself.
- Return all furniture to its original position before leaving.

Lockers

- Lockers are for use only while swimming or working out.
- Items left in lockers overnight may be removed, and locks may be cut.

Safety

- There is no lifeguard on duty. Swim at your own risk.

Game Room

The Game Room is open daily from 9:00 a.m. to midnight. It is available to all residents and their guests on a first-come, first-served basis and cannot be reserved. Children under 14 must be supervised by an adult.

Equipment

- Residents may check out billiard balls and darts from the concierge desk.
    - Unit owners are responsible for the cost of replacement if the equipment is not returned.

Rules and Reminders

- Please be respectful of others waiting to use the Game Room.
- Clean up after yourself and place all trash in the bins provided.
- Return furniture and equipment to their original positions after use.
- Unit owners are responsible for any damage to furniture or equipment caused by their tenants or guests.

Theater

The Theater Room is available for rental from 9:00 a.m. to midnight.

Reservations

- Must be made in advance at the concierge desk between 9:00 a.m. and 5:00 p.m., Monday–Friday.
- Cannot be made more than six months in advance.
- Limited to one reservation per resident within a three-month period.
- If the room is not reserved for another event 30 days before your desired date, you may reserve it again.
- Require a $300 security deposit, paid by check.

Security Deposit

- The deposit will be refunded within three weeks, minus any damage or cleaning fees.
    - Deposits may not be fully refunded unless you check in and out.
- Damage, excess cleaning fees, or fines must be paid within 15 days of invoicing.
- The deposit does not limit the resident's liability for damage or fines.
- Unit owners are responsible for damage, cleaning fees, or fines incurred by their tenants.

Popcorn Machine

- Available for rental at $25, plus a $50 security deposit.
- The security deposit will be kept if the machine is not cleaned to satisfaction or is damaged.

Rules and Reminders

- The Theater must be cleaned and returned to its original condition after use. Trash and recycling must be emptied. Failure to do so will result in forfeiture of your security deposit.
- Occupancy is limited to 25 people.

- Nothing is to be affixed or hung from any surface. A minimum fine of $25 will be assessed for this.
- A resident must accompany guests at all times.
- You must pick up the Theater key at the concierge desk and return it there at the end of your event.
    - Best practice: Have the concierge open the room, inspect it with you, and take the key back to the desk. Then, have them return at the end of your event to inspect and lock the room.

Laundry Lounges

Laundry rooms are available 24 hours per day, 7 days per week. They are located as follows:

Floor	**No. of Washers/Dryers**	**Reservations Required**
Lower Level (LL)	4/4	Yes
1	2/2	Yes
3	3/3	Yes
5	3/3	No
7	3/3	No

Please note: A laundry reservation reserves the entire laundry lounge and all the machines in it. Residents commonly do multiple loads at one time.

Preventing Damage to Laundry Machines

Maintenance and replacement of washers/dryers is a significant cost at The Blatz, and unit owners pay for this in their assessments. Our machines experience heavy wear and tear and are frequently damaged by improper use. Here's how you can help reduce damage:

- **Use only one laundry pod**. These are high efficiency machines. Use of multiple pods and/or too much liquid detergent is our top cause of damage.
- Do not overfill. Wash/dry in smaller loads. **Do not fill the washers more than ⅔ full**.

- **Stagger the start of the washers**. If all the washers start at once, they will drain simultaneously, overloading the pipes and flooding the room. (This is less of a problem in rooms with different types of machines.)
- Remember to **clean the lint trap** after using the dryer.
- **Never use tints or dyes** in any of the machines.
- **Wipe the washer** if you have washed items covered in pet hair. The hair does not drain.

Laundry Room Use & Reservations

- Wash cycle: 30–45 minutes, depending on the machine.
- Dry cycle: About 1 hour.
- Before starting laundry:
    - Do not start a load within 50 minutes of someone's reservation in rooms where reservations are required.
- Reservations:
    - A reservation is not lost until 15 minutes after the start time.
    - If no reservation sheet is posted in a laundry room that requires reservations, contact the concierge desk to get one and make your reservation.

Reporting Laundry Machine Problems

If you experience a problem with a washer or dryer:

- Unit owners should submit a maintenance request through AppFolio.
    - Renters will need to contact the concierge staff as they do not have AppFolio access.
- If a machine or drain is leaking water, notify the concierge staff immediately so they can contact Blatz maintenance immediately. Water is our No. 1 source of damage in the building.

Roof Deck & Terrace

The roof deck is open during warmer months from 6 a.m. to midnight. The Blatz Board of Directors determines seasonal opening and closing dates based on weather conditions.

Rules & Guidelines

- Maximum 10 people **per unit** at any time, including residents and their guests.
- No private parties or reservations allowed.
- Children under 14 must be accompanied by an adult at all times.
- No dogs (or other animals) allowed.
- Stay on the path and deck areas. **Walking on the stones can damage the underlying material and cause costly leaks.**

Grills

Two grills are available on a first-come, first-served basis.

How to Use the Grills:

1. Open the lid before turning on the gas.
2. Turn on gas by rotating the green handle by the railing toward the grill ("on" position).
3. Push the front burner knob down and turn ¼ turn to the left (start/high position).
4. Push the crossover ignition button (to the right of the gas valve) several times to ignite.
5. Always light the front burner first; center and back burners ignite from it.
6. After use, turn off all burners and the gas source (green handle toward you = off).
7. Clean the grates with the provided brush while the grill is still hot.

Clean-Up & Courtesy

- Place trash in the bins provided.
- Scrape the grills after use.
- Wipe down tables after use.
- Return all furniture to its original position.
- Be considerate of other residents who may be waiting to use the space or grills.

Elevators & Stairwells

Elevators

- The Blatz has three elevators—two on the north side, and one on the south side.
- To reserve an elevator for moving in or out, contact the concierge at least seven (7) days in advance to ensure availability.
- Elevators have sensors to prevent the doors from closing on a person or animal.
    - To hold the elevator, use the Door Hold (DH) button.
    - **Do not place your arm or leg in front of the door to hold it open — this can throw off the sensors and cause malfunctions**.

Stairwells

- Stairwells are located at each end of the hallways.
- Smoking is prohibited in all stairwells.

Security Cameras

Security cameras are in place in many areas of The Blatz and monitored for the safety of residents and protection of the property.

Amenity Access for Blatz Employees

The property manager, maintenance lead and concierge staff who work at the Blatz may use the building's fitness center, sauna and pool under the same terms as residential owners and renters.

Amenity Access for Commercial Units

Amenity access for commercial tenants will be defined in their leases.

Trash, Recycling & FreeCycle

Trash

Each floor has a trash chute for disposal of regular household rubbish.

Proper Disposal of Trash

- Tie bags tightly.
- Do not overfill bags — they may burst in the chute.
- Avoid placing sharp plastic or metal objects in bags, as they can puncture the bags on the way down.

Do Not Place the Following Items in Trash Chutes

- Aerosol cans
- Carpet
- Christmas trees (yes, people have tried!)
- Construction materials (flooring, boards, etc.)
- Explosive materials
- Glass bottles
- Hazardous materials
- Lamps
- Laundry detergent bottles
- Medical waste
- Pizza boxes
- Small appliances
- Loose food — it will stick to the side of the chute and cause odor problems.

Large Items

Large objects should be disposed of in the dumpsters located along the breezeway. Forcing larger objects into the chute will clog the system leading to problems for the entire building.

Fines may be issued for improper disposal of trash and blocking trash chutes.

Trash & Recycling Collection Schedule

The trash and recycling dumpsters are picked up on Monday, Tuesday, Thursday and Friday.

The 96-gallon trash bins in the breezeway are emptied Monday, Wednesday and Friday.

Recycling

An on-going cost at The Blatz is overage fees, or fines, for improper recycling. Please help us reduce this expense by properly recycling. Here's a breakdown of what's accepted and what isn't:

OK to Recycle	Place in Trash Dumpster in Breezeway
Clean brown paper bags	Pizza boxes
Cardboard boxes (break them down)	Plastic bags
Mail/paper	Plastic and Styrofoam packing materials
Newspapers and magazines	Foil, pie plates, etc.
Glass jars (empty and rinse)	Paper plates, drinking cups, etc.
Aluminum cans	Ceramics
	Wood
	Old textbooks, reference manuals, etc.
	Shelving, flooring and other construction materials

For more information on recycling, see City of Milwaukee guidelines. Fines for improper recycling will be assessed to the unit owner responsible for the violation.

Fine for Failing to Break Down Boxes

Failure to break down boxes before placing them in recycling results in overage charges to The Blatz from its waste and recycling hauler. To offset these costs, a $250 fine will be assessed per box that is not broken down.

FreeCycle

The Blatz offers a FreeCycle area where residents can leave items they no longer need for others to take — helping keep usable items out of the landfill.

Location

The FreeCycle area is located in the trash/recycling area adjacent to the north elevator vestibule.

Guidelines

- Items must be clean, in working condition, and small enough to fit on the FreeCycle shelving. Do not place items on the floor around the FreeCycle shelves.
- Follow any and all posted guidelines on what items are permitted in FreeCycle. Acceptable items include small household appliances, home décor, and kitchenware.
- Books should be placed in the Blatz Little Library in the northeast corner of the lower level.
- Do not leave:
    - Worn or torn clothing
    - Pet beds
    - Household cleaners or chemicals
    - Soiled or broken items
    - Food
- Place items neatly to keep the area tidy and accessible.
- Items left in the FreeCycle area are first-come, first-served for any resident.

Disposal of Unclaimed Items

The FreeCycle Committee periodically discards unclaimed items.

Parking & Garage Use

Drive-Through Breezeway

The breezeway is on the west side of The Blatz and runs between Highland and Juneau avenues. The main entrance to The Blatz is off the breezeway.

Breezeway Parking

- The breezeway is a designated fire lane.
- **Parking is allowed only on the right side and is limited to 20 minutes** for loading or unloading.
    - Cars parked in the middle or on the left side of the breezeway, blocking access, will be towed at the driver's expense.
    - Vehicles parked over the time limit will be towed at the driver's expense.
    - Concierge staff may attempt to identify the vehicle owner but are not required to do so before towing.

    - Keep your vehicle and license plate information up to date in AppFolio so you can be contacted if needed.
- Sitting in your car in the middle of the breezeway with the engine running is prohibited. This blocks the area for cars passing through or picking up/dropping off residents.
- Do not leave valuables in your vehicle; the association is not responsible for lost or stolen items.
- Do not park by the loading doors — this area is reserved for moving trucks and trash removal.
- Do not park in breezeway spaces marked reserved. These belong to the commercial unit owner, and vehicles parked there will be towed at the driver's expense.

Contractor Parking

A loading zone on Broadway is available if contractors need to park for more than 20 minutes.

Parking Garage

The parking garage at The Blatz is shared by the Blatz Condominium Association and private companies that own adjacent buildings. When you purchased your unit, you should have received documentation of the parking space(s) assigned to your unit. The number of spaces varies because some original owners purchased additional spaces from the developer.

Park in Assigned Spaces

- Park only in the parking stall(s) assigned to your unit.
- If someone parks in your space, you may have their vehicle towed at their expense.
    - The concierge staff will not arrange towing for you — it is the condo owner's responsibility.
- If you park in someone else's space, they may have your vehicle towed at your expense.

Additional Rules

- Vehicles must be reasonably clean. Take precautions to prevent leaking fluids or staining the stall floor.
- Parking stalls may not be used for vehicle repair or restoration.
- No personal property may be stored in a parking stall.
- Each stall may be used for:
    - One four-wheeled passenger vehicle and one motorized two-wheeled passenger vehicle (motorcycle/scooter)
      or
    - Up to two motorized two-wheeled passenger vehicles

- All vehicles must remain within yellow lines and not protrude beyond the stall.

Car Wash Station

A car wash station is located on the roof of the garage and is available for unit owners/residents to clean their vehicles.

Parking During Snowstorms

During snowstorms, vehicles parked on the garage roof may need to be moved for plowing.

- During storms, monitor the email address you have on file in AppFolio for move requests.
- Vehicles not moved when required may be subject to towing at the owner's expense. (They also could be plowed in.)

Parking Enforcement

- Vehicles in violation of parking rules may be towed without prior notice.
- Repeated violations may result in additional fines as determined by the Board of Directors.

Sale of Right to Parking Stall

Unit owners do not own specific parking stalls within the garage; rather, they have purchased the right to use one or more stalls assigned by the association. This right may be included in the purchase of the condominium or acquired through a separate transaction.

A unit owner may sell the right to use their Parking Stall to only another unit owner. They may lease the right to use their Parking Stall to another unit owner or an owner's tenant for the duration of the tenant's lease.

If a unit owner leases or sells the right to use their parking stall, they must give a copy of the lease or bill of sale to the secretary of the Board of Directors within seven days of execution so that the board can keep track of the assignment of parking stalls as required by Section 3.06 of the Declaration. If the secretary is not available, the copy of the lease or bill of sale should be given to the president or vice president of the board.

Street Parking

Guests and residents who need overnight street parking can get a free permit for up to three days per month by completing the City of Milwaukee's Temporary Night Parking Permission form.

Community Living Guidelines

Damage to Common Areas

Any damage to common areas caused by an owner, tenant, or their agent, invitee, guest, or visitor is the responsibility of that unit owner.

- Responsibility means the unit owner must pay the full cost of repairs.
- In addition, the owner may face fines if the damage results from negligence or violation of Association rules.

Hallways and Doors

Keep Hallways Clear

No personal items may be kept in hallways or other common areas. Shoes, umbrellas and similar items should be taken inside your unit and not left in the hall. Items left in hallways will be removed, held at the concierge desk for 48 hours and then discarded.

The only exception to this is doormats. Each unit may have a doormat, not to exceed 30 inches by 30 inches.

Doors

Paint and Keypads

The association maintains the exterior of unit doors. Unit owners may not change the paint or doorknob/keypad. If your keypad fails to work, please first try changing the battery. If it continues to not work, please file a maintenance request.

Programming Door Keypads

Instructions for changing your door code (or adding an additional code) are available to owners in the Shared Documents section of AppFolio.

Door Hangings

Door hangings are permitted as long as they do not extend more than four (4) inches from the door's surface.

Maintenance of Units

Owners must maintain their unit in a good and safe condition, promptly performing all necessary maintenance and repairs within their unit.

Maintenance Responsibilities

Owner vs Association

Please see the Blatz Condominium Association's Responsibility Table at the end of this document for a detailed breakdown of which maintenance items are the Association's responsibility and which are the unit owner's responsibility.

Maintenance Requests for Common Areas

- If something in a common area needs repair — or if you have an issue in your unit that you believe is coming from a common element (for example, a leak from a common plumbing line) — submit a maintenance request through AppFolio.
- Using AppFolio ensures your request is routed to the right person, tracked, and addressed as quickly as possible.

Emergency Repairs

- For emergencies (such as active flooding, loss of heat in winter, or a safety hazard), contact the concierge or the on-site property manager immediately, in addition to submitting your request in AppFolio.

How Blatz Heating and Air Conditioning Works

The heat pump in each unit draws hot or cold air from the building's central HVAC system, which circulates water in a loop throughout the building to provide heating or cooling. During summer, the heat pumps in each unit move heat into the building's water loop to cool the units, while in winter, they draw heat from the loop to provide warmth.

The system can operate in only one mode at a time — either heating or cooling. The Blatz typically switches from heating to cooling when the outside temperature is consistently around 67 degrees.

Winter Heating Policy

Whether occupied or vacant, all units must be heated to at least 55 degrees Fahrenheit during the winter months.

Heat Pump Maintenance

Heat pumps are owned by and the responsibility of unit owners. We recommend heat pumps have annual maintenance. Filters should be changed quarterly, especially if you have animals, or at least semi-annually.

Preventive maintenance should include:

- Filter change
- Coils checked or cleaned

- Condensate line checked and cleaned
- Condensate drain pan checked or cleaned
- Return and supply hoses checked

If your heat pump leaks into another unit, you will be liable for the damage to that unit. It is possible to put a sensor on the heat pump to turn it off if condensation is detected.

There are two options for heat pump service:

- Mared Mechanical (414-536-0411) services all the HVAC equipment for The Blatz and their technicians are familiar with the building and units.
- Total Mechanical (262-523-2510) is another option that many residents have used.

The two companies will sometimes provide discounts or waive travel charges if multiple residents schedule service on the same day. It may be beneficial to coordinate maintenance with your neighbors.

Please note: If another unit's heat pump, appliance, or plumbing causes a leak into your unit, you should coordinate repairs directly with that unit's owner and their insurance company. The Association cannot mediate or resolve disputes between owners.

Plumbing

We have very old, very sensitive pipes at The Blatz.

Toilets

Anything other than toilet paper can clog your toilet. That includes tissue paper, as well as facial wipes and other products labeled "flushable." Toilet paper only, please.

Garbage Disposals

Do not put anything other than small food scraps down your garbage disposal, and avoid putting down fibrous foods, such as celery or cabbage. Those are also likely to lead to clogs.

In-Unit Construction

Many owners choose to upgrade their units. Please note:

- You may not tamper with or alter common elements, which include many pipes.
- You may not make any changes that affect the structural integrity of the building, such as moving load-bearing walls.
- Construction activities are limited to the hours of 8:00 a.m. to 6:00 p.m. Monday through Friday and 10:00 a.m. to 4:00 p.m. on Saturday. No construction activities are permitted on Sunday.

If you are considering moving walls, upgrading a tub or shower, adding a loft, or making other structural changes within your unit:

- You must obtain approval from the Blatz Architectural Control Committee (ACC).
    - Submit requests for ACC review through AppFolio.
- You must also comply with all applicable city and state permits and regulations.

For many units, the water shutoff is located in a neighboring unit. If your project involves plumbing work, consult with the property manager in advance to coordinate water shutoffs.

Unit owners are responsible for arranging contractor access to their units.

- The property manager and concierge staff cannot provide access or supervise contractors while work is being done.
- Contractors must secure the unit when they leave if the owner is not present.

Reserving Workspace for Construction

The Blatz Condo Association has designated work areas for renovation or repair-related tasks, such as cutting boards. You must use your own tools, and contractors will need to provide proof of insurance. To reserve the space for you or a contractor, please complete the Work Area Reservation Form found in AppFolio.

Animals

The Blatz is an animal-friendly community, but for the comfort, safety, and happiness of all residents, it's important to follow the rules on what types of animals are allowed, how many animals are permitted, and the responsibilities that come with animal ownership.

Permitted Number and Type

- Animals are limited to dogs, cats, birds, and fish.
- Only one dog per unit is permitted.
    - See grandfathering of additional dogs.
- No more than two animals total per unit are permitted.
    - The number of fish depends on the size of the aquarium/tank. One aquarium/tank counts as one pet.
- Fish aquariums/tanks may not exceed 50 gallons each.

The Board will order animals other than dogs, cats, birds or fish removed. Failure to comply with such an order will result in a fine of $10 per animal per day until it is removed from the property.

Animal Registration

All residents must register their animals with the Blatz's property management company. Registration:

- Ensures animals can be protected in case of emergencies.
- Supports enforcement of the Association's animal-related policies.

Timeline for Compliance

Registration must be completed within one month of the resident's move-in date. After that, a fine of $10 per animal per day ($300 per month) will apply until registration is complete.

Fines may be applied retroactively if the Blatz's property management company later determines that a pet was living in the building without being registered.

Additional Requirement for Dogs and Cats

Registration must include a valid MADACC (Milwaukee Area Domestic Animal Control Commission) license number. This ensures animals are vaccinated for rabies and in compliance with City of Milwaukee regulations.

Dog Fee

Starting April 1, 2026, unit owners will be charged $10 per dog per month.

- The fee applies to all dogs, whether kept by unit owners or tenants.
- Unit owners are responsible for paying the fee with their regular assessments, even if the dog belongs to a tenant. They may seek reimbursement from their tenants.
- Owners may choose to pay the fee monthly or annually.

Funds collected will help cover:

- Extra cleaning due to pet accidents
- Dog waste bags and treats
- Other dog-related needs in shared spaces

DNA Testing for Dog Waste

To support responsible pet ownership and maintain a clean environment for all residents, the Blatz Condominium Association has implemented a DNA testing program for uncollected dog waste.

Registration Requirements

- All dog owners must register their dogs with the Blatz's chosen vendor within one month of their move in, or within one month of acquiring a dog, whichever is later.
- Failure to register will result in a $10 per dog per day fine ($300 per month) until the registration is complete.

Enforcement & Penalties

- If uncollected dog waste is tested and linked to a registered dog, the owner will be fined $200 per incident.

- Fines for uncollected pet waste are in addition to any other penalties outlined in the Blatz's pet policies.

Grandfathering of Additional Dogs

Some units obtained more than one dog during a period in which Blatz rules were not well-enforced. To balance fairness with enforcement of the Blatz's longtime "one dog per unit" rule, the following policy applies:

- Dogs owned and registered with the Blatz's property management company by Sept. 15, 2025, are grandfathered and may remain at the Blatz.
- For each additional dog registered, the unit owner must pay a fee of $10 per dog per month.
- This exception applies only to dogs owned and registered before September 15, 2025. After that date, no additional dogs may be acquired beyond the one-dog limit.
    - If a unit owner acquires an extra dog after this date, the Board will order the dog removed.
    - Failure to comply with an order to remove a dog will result in a fine of $10 per dog per day ($300 per month) until the dog is removed from the property.

Service and Emotional Support Animals

Residents with disabilities are entitled to reasonable accommodation under state and federal law.

Service Animals (ADA-defined): Residents may be asked only whether the animal is a service animal required because of a disability and what work or task the animal has been trained to perform. Service animals are not subject to pet fees.

Emotional Support Animals (ESA): Residents requesting an ESA must provide documentation from a licensed healthcare professional verifying that the individual has a disability and that the animal provides disability-related support. Documentation should be provided within a reasonable timeframe. ESAs are likewise not subject to pet fees.

Nuisance Animals

If the Board of Directors determines in writing that an animal constitutes a nuisance, the animal must be permanently removed from The Blatz.

- The Board may determine an animal is a nuisance if it:
    - Bites or otherwise injures a person
    - Bites or otherwise injures another animal
    - Damages the common areas of the building
    - Interferes with another unit owner's quiet enjoyment of their unit
- The animal's owner has the right to prior written notice and the opportunity to attend the Board meeting at which the determination is made.
- Once the Board issues its determination, the owner must remove the animal from the building.

- Failure to remove the animal will result in a $10 per day fine, per animal, until the animal is removed.

Nuisances

No unlawful activity or activity that unreasonably interferes with the peaceful use and enjoyment of the property by other residents is permitted in any unit or common area.

Noises and Odors

- Do not generate sounds that are unreasonably loud or that interfere with the quiet enjoyment of other residents.
    - Playing loud music — whether from speakers, televisions, or other devices — is a violation of this rule.
- Do not allow odors to escape from your unit into common areas or other units.

Smoking / Vaping

Smoking and vaping are not permitted in any common areas of The Blatz. This includes, but is not limited to:

- Stairwells
- Hallways
- Elevators
- Amenity spaces (e.g., pool, fitness center, roof deck, game room, Theater, Party Room)
- Rooftop deck
- Public restrooms

Smoke or vapor that migrates from one unit into hallways, common areas or another unit is considered a nuisance and may result in fines of up to $300 per day.

Wheeled Transportation

Riding scooters, bicycles, hoverboards, skateboards, or other recreational wheeled devices is prohibited in the lobby, hallways, and other common areas. This restriction does not apply to wheelchairs, mobility scooters, walkers, or other devices used by people with disabilities.

Signs & Items in Windows

Signs

No sign of any kind may be placed in windows for public display.

- Visible real estate signs or “For Sale” signs of any size are prohibited.

Commercial units that need to advertise their location may request to place a banner outside The Blatz, using existing mounting and with the approval of the Architectural Control Committee (ACC).

Interior Window Coverings

All unit owners and residents must maintain interior window coverings (blinds, curtains, etc.) in good order and repair.

Prohibited Items

Window air conditioning units are not allowed.

Seasonal Decorations

Seasonal decorations may be placed in windows as long as they are temporary, in good condition, and removed promptly after the holiday or season ends.

Excessive Contact and Harassment Policy

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 includes 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 also includes 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 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, depending 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.

Anti-Discrimination Anti-Harassment Policy

The Blatz Condominium 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 policy is intended to implement this commitment and apply to every owner, resident, and guest at the Association, as well as every employee or agent of the Association. Violation of this anti-discrimination anti-harassment 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/guest 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 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 policy.
b. For purposes of this 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 anti-discrimination anti-harassment policy violation or suspected violation, or in good faith participated or aided in the association's investigation of an alleged anti-discrimination anti-harassment policy violation, is prohibited.

Application of this Anti-Discrimination Anti-Harassment Policy

- It is a violation of this anti-discrimination anti-harassment 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 anti-discrimination anti-harassment 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 anti-discrimination anti-harassment 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 anti-discrimination anti-harassment policy violation or suspected violation, or in good faith participated or aided in the Association's investigation of an alleged anti-discrimination anti-harassment policy violation.
- This anti-discrimination anti-harassment 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 anti-discrimination anti-harassment policy is subject to discipline, up to and including termination.
- This anti-discrimination anti-harassment policy applies to all owners/residents/guests of the Association.
- An owner/resident who violates, or whose guest violates this anti-discrimination anti-harassment 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 anti-discrimination anti-harassment 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 anti-discrimination anti-harassment policy becomes severe or pervasive.

The Association's Board of Directors will timely investigate any report of an alleged violation of this anti-discrimination anti-harassment policy and, where appropriate, take appropriate action.

To the extent possible, the association will protect the confidentiality of allegations of anti-discrimination anti-harassment policy violations and of documents created or obtained that concern an investigation into an allegation of an anti-discrimination anti-harassment policy violation.

Blatz Committees

The Blatz Condominium Association relies on resident-led committees to maintain amenities and foster community life. Committees operate under guidelines approved by the Board of Directors.

General Conduct

Committees must meet general conduct requirements as well as specific requirements unique to each committee. The general conduct expectations are as follows:

Committee Activity

- Committees must meet and/or communicate regularly to ensure business is handled in an efficient manner. Members unable to attend meetings should be kept up to date.
- Members who consistently fail to participate may be removed from the committee by the Committee Chair. They may appeal their removal to the Board.
- Committees are expected to actively engage in their designated responsibilities. The Committee Chair must keep the Board informed of all plans and activities.
- If a committee does not have enough members, the amenities it oversees may be paused until new volunteers step forward.
    - The exception is the Architectural Control Committee, which is established in the condo association’s Declarations. It may operate with fewer members while the Board seeks to fill open positions.

Committee Email

- Committee Chairs may create a "Committee Google Email" to use as a public point of contact. These accounts are free and can be easily transferred from one Committee Chair to another.

Budget & Financial Obligations

- Committee members volunteer their time and effort, not financial resources. Members are not obligated to make monetary contributions. Any donations made are voluntary and as individual residents—not a requirement for committee membership.

    - Any member who feels pressured to contribute money should report this to the Board President.
- The Board is responsible for managing the association budget. Committees should submit budget requests to the Board, which will vote on funding allocations.
    - Committee members may not spend money without prior authorization from the Board.
    - The Association is not obligated to reimburse expenses the Board did not approve in advance.

Participation of Board Members

- Board members may serve on committees but must disclose their participation to the Board. A Board member may not serve as Committee Chair or act as the committee's formal liaison to the Board. If the Committee Chair cannot attend a Board meeting, a board member may, on occasion, provide a brief committee update during that meeting. No more than one board member may serve on any single committee.

Committee Chairs

Selection

Blatz committees are led by a chairperson selected by the committee. If more than one individual wishes to serve, committee members may vote to select their chair. In the event of a tie or indecision by the Committee, the Board will select a chair based on experience, availability, and other relevant factors.

Duties

- Committee Chairs serve as the primary point of contact for the Board and must provide contact information (email, phone) for the Board to reach them as necessary to conduct business. The Committee Chair may not be a Board member.
- Committee Chairs should maintain an up-to-date list of committee members that includes their contact information.
- Committee Chairs must provide the Board President and Board Secretary with monthly updates on committee activities and plans.
    - It is desirable that Committee Chairs attend Board meetings to provide the Board and residents with updates on committee status, needs, plans, budget requests, and any ongoing issues. They must inform the Board President and Board Secretary in advance of topics to be added to meeting agendas. Committee Chairs are not required to remain for the entire meeting.

Architectural Control Committee (ACC)

The Architectural Control Committee was established in the Blatz Condo Association's Declarations. Please see the description in the section of this handbook entitled How the Blatz is Governed.

FreeCycle Committee

Responsibilities

The FreeCycle Committee helps maintain the FreeCycle area by:

- Managing the FreeCycle location and keeping it in good condition.
- Informing residents about what items are acceptable, including sending reminders or educational emails.
- Cleaning out junk items at least once a week and organizing shelving to keep the space tidy.
- Recommending changes or improvements to the Board.
- Ensuring non-recyclable or hazardous materials are properly disposed of, following Wisconsin waste management laws.

Minimum Required Members

The FreeCycle Committee must have at least two members.

Contact

Contact the FreeCycle Committee Chair through the secretary of the Blatz Board or the property manager.

Gym Committee

Responsibilities

The Gym Committee helps maintain the gym and support enforcement of the Fitness Center (Gym) rules by:

- Posting key gym rules inside the fitness center.
- Notifying the property manager and Board of any gym rule violations and reporting issues as needed.
- Providing recommended updates to the gym rules for Board review and approval.
- Posting contact information in the gym so residents can reach the Gym Committee Chair.
- Recommending actions on gym matters, including equipment use, replacement, sale, and maintenance.
- Patrolling the gym weekly to ensure it's tidy and rules are being followed.
- Inventorying and assessing gym equipment twice a year to confirm it is working and maintained.
- Ensuring gym rules and safety measures comply with local health and safety regulations.

Minimum Required Members

The Gym Committee must have at least two members.

Contact

Contact the Gym Committee Chair at blatzgym@gmail.com

Library Committee

Responsibilities

The Library Committee helps maintain the Blatz Library as a clean, welcoming space by:

- Keeping the library tidy and organized.
- Removing materials that are dirty, torn, or in poor condition, including:
    - Completed or mostly completed crossword puzzles.
    - Magazines older than six months.
    - Completed or mostly completed coloring books.
    - Outdated textbooks.
- Monitoring library contents and removing books that have been on the shelves for more than two years.
- Donating appropriate materials to organizations such as the Hunger Book Sale, Goodwill, or other nonprofits.
- Disposing of unsuitable materials in the Blatz dumpsters.

Minimum Required Members

The Library Committee must have at least two members.

Contact

Contact the Library Committee Chair through the secretary of the Blatz Board or the property manager.

Rooftop & Courtyard Committee

Rooftop Responsibilities

The Rooftop & Courtyard Committee helps maintain the roof deck and support enforcement of rooftop rules by:

- Educating residents on rooftop rules.
- Notifying the property manager and Board of rule violations.
- Providing recommended updates to the rooftop rules for Board review and approval.
- Ensuring rooftop rules comply with Wisconsin fire and safety codes.
- Posting contact information on the rooftop door so residents can report issues (using either personal contact info or a committee email).
- Developing an annual rooftop plan, including a budget for plants, and presenting it to the Board for approval.

- Incorporating donated plants into the rooftop plan when possible.
- Watering plants based on weather and plant type.
- Assisting with roof opening and closure in collaboration with Blatz maintenance staff.
- Helping manage rooftop chairs and facilities, including replacing chairs after high winds.
- Notifying the property manager if grills or grill tools need additional cleaning or maintenance (Blatz maintenance staff clean grills monthly).

Courtyard Responsibilities

The committee also helps beautify and maintain the courtyard by:

- Watering outdoor plants, which may require daily attention during summer months.
- Maintaining all potted plants around the courtyard, breezeway planters, and fern, hosta, and lily beds near the hose/parking structure.
- Performing duties from May 1 through October 15 each year.
- Following best practices for water conservation in line with Wisconsin environmental recommendations.

Minimum Required Members

The Rooftop & Courtyard Committee must have at least four members.

Contact

Contact the Rooftop & Courtyard Committee through the secretary of the Blatz Board or the property manager.

Social Committee

Responsibilities

The Social Committee helps build community at The Blatz by planning and organizing social events to foster a sense of community among residents.

Minimum Required Members

The Social Committee must have at least three members.

Contact

Contact the Social Committee Chair at blatzsocial@gmail.com.

Enforcement Procedures

How to Report Violations

The following procedure should be followed for any complaints related to loud noise or nuisance incidents. Every complaint should be documented on a complaint form to ensure proper management response and record retention.

For any illegal activity, contact the police immediately while the incident is in progress.

Step 1: Record the Complaint

A complaint form to report violations of Association rules is available in AppFolio. Include in your report:

- Your name and unit number.
- The specific unit or area from which the nuisance or noise is coming.
- For loud noise complaints, note any dates and times that you attempted to resolve the issue directly by requesting that the violator lower the noise level.

Step 2: Verification

If the complaint is filed while the nuisance (noise, odor) is ongoing, contact the concierge on duty. They will respond to the unit or area and determine whether the noise level is unreasonably loud, an odor exists, etc.

Noise Complaint Considerations

Distance: Under Milwaukee City Ordinance 80-63, intermittent noise (such as loud music or parties) is considered a nuisance if it can be heard more than 50 feet away. In such cases, a citation may be issued by the Milwaukee Police Department (MPD).

Decibel Level: If possible, measure the decibel level using a smartphone app. The maximum allowable noise level for downtown districts is 60 decibels, both day and night. Screenshot the app's reading of the noise level for documentation.

Time of Day: "Night" is defined as 9 p.m. to 7 a.m., consistent with City of Milwaukee ordinances. Noise during these hours is treated with greater concern.

Step 3: Contact the Resident in Violation

The property manager or concierge will contact the resident(s) responsible for the noise and inform them that a complaint has been received. The resident will be asked to reduce the noise to a reasonable level or stop it entirely. Failure to comply may result in a fine issued by the Blatz Condominium Association and/or a citation from the Milwaukee Police Department.

Step 4: Escalate if Noise Continues

If the noise/nuisance continues, call the Milwaukee Police non-emergency number: (414) 933-4444.

Step 5: Document the Incident

If you did not document the incident while it was ongoing, complete a complaint form in AppFolio to refer the matter to the Association's Board of Directors.

Fines & Penalties

Minimum and Maximum Fines

Unless otherwise specified in this document, fines for violations of the Blatz Condominium Association Rules & Regulations, as outlined in this Handbook, will follow these guidelines:

- Minimum Fine: $25 per incident per day.
- Maximum Fine: $300 per incident per day.

Enforcement Process

- First incident: The Association's property manager will generally issue a written warning.
- Second and subsequent incidents: The Board of Directors will impose a fine.
- Incidents involving injury or property damage: If property damage occurs or people are harmed, the Board of Directors will issue a fine on a first offense.

All fines are assessed per incident, per day until violations are remedied.

Appeals

Unit owners may request a meeting with the Board of Directors to appeal a fine. The Board will review the circumstances and may uphold, reduce, or dismiss the fine. The Board of Directors' decision is final.

Lien & Collection Policies

Accounts that are more than 90 days past due will be sent to the Association's attorney for collection. If the balance remains unpaid after collection efforts, the Association may place a lien on the unit for the amount owed, including late fees, interest, legal costs, and collection fees.

The table below **provides an example** of how late fees accrue and the collection process for monthly assessments. Please note that unit owners are responsible for any legal fees once their account has been sent to the Association's attorneys for collections.

Timeline	Trigger / Condition	Action / Fee	Notes	Example Balance (Sept. 1 Unpaid)
Sept. 1	Assessment of $500 is due		Payment expected in full	$500
Sept. 11	Payment not received	+$50 late fee	First late fee applied	$550
Sept. 30	Payment not received	+$100 late fee	Added on the last day of the month	$650
Oct. 1 (30 days past due)	Still unpaid	30-day warning letter	Mailed, emailed, posted on door	$650
Oct. 31	Still unpaid	+$100 late fee	Added on the last day of the month	$750
Nov. 1 (60 days past due)	Still unpaid	60-day warning letter	Mailed, emailed, posted on door	$750
Nov. 30	Still unpaid	+$100 late fee	Added on the last day of the month	$850
Dec. 1 (90 days past due)	Still unpaid	Referred to attorney for collection	Account sent to collections	$850
Dec. 31	Still unpaid	+$100 late fee	Added on the last day of the month	$950
Jan. 1 and every 30 days thereafter	Balance remains unpaid	+$100 late fee per month	Monthly late fees continue to be added while in collections until balance is paid.	$950 (Jan. 1), $1,050 (Feb. 1), etc.

Fees & Fines Summary

This table is intended as a quick reference. It may not include all fees and fines noted levied under the Blatz Condo Association' Rules & Regulations.

Category	Fee / Fine	Amount	Frequency / Trigger	Notes / Details
Assessments & Collections	Late Fee – Initial	$50	If unpaid after 10th of the month	First late fee applied.
	Late Fee – Ongoing	$100	Added on 30th of the month and every 30 days thereafter while unpaid	Continues monthly until paid.
	Non-Sufficient Funds	$30 + any charges levied by bank	Bank returns a check or ACH payment due to insufficient funds	
Leasing	Administrative Lease Fee	$100	Per lease	Required at submission of new and renewing leases.

Category	Fee / Fine	Amount	Frequency / Trigger	Notes / Details
	Occupancy Transfer Fee	$150	For new leases only	One-time charge per lease.
	Late Lease Submission Fee	$150	If lease is not submitted 5 days before occupancy or renewal	Additional $150 every 30 days until lease submitted.
Keys & Access Devices	Replacement Key fob	$30	Per replacement	See property manager.
	New Mailbox Lock and Keys	$20	Per mailbox	See property manager.
Party Room / Theater / Popcorn Machine	Party Room Rental	$25	Per reservation	
	Party Room Security Deposit	$300	Per reservation	Refunded minus damages or cleaning fees.
	Theater Room Security Deposit	$300	Per reservation	Refunded minus damages or cleaning fees.
	Popcorn Machine Rental	$25	Per use	Optional add-on for Theater events.
	Popcorn Machine Security Deposit	$50	Per use	Forfeited if not cleaned or damaged.
Animals	Animal Registration Late Fee	$10 per animal per day	If not registered within 1 month of move-in	Retroactive fines may apply.
	Dog Fee	$10 per dog per month	Effective Jan. 1, 2026	Paid with assessments; may be paid annually or monthly.
	Failure to Register Dog DNA	$10 per dog per day	After Jan. 1, 2026 (or 1 month from move-in/acquisition)	Until registration complete.
	Uncollected Dog Waste Fine	$200	Per incident	If DNA test links waste to registered dog.
	Grandfathered Additional Dog Fee	$10 per dog per month	For dogs registered before Sept. 15, 2025	Applies only to pre-approved dogs.
	Failure to Remove Unapproved Animal	$10 per animal per day	Until removed	Applies to “extra” dogs/cats who were not grandfathered as of Sept. 15, 2025.

Category	Fee / Fine	Amount	Frequency / Trigger	Notes / Details
	Nuisance Animal Removal Failure	$10 per animal per day	After written order to remove	Continues until animal is removed from property.
Fines & Enforcement	Minimum Fine	$25 per day	Per incident	Default minimum fine unless otherwise noted.
	Maximum Fine	$300 per day	Per incident	
	Failure to Break Down a Box Before Placing It in Recycling	$250	Per box	
Real Estate and Other Service Fees	Resale Certificate (State-Required Disclosure)	$150.00		Includes required disclosure documents per Wis. Stat. § 703.33
	Lender Questionnaire – Standard	$100.00		Completed using standard lender form (Fannie/Freddie preferred)
	Lender Questionnaire – Custom/Expedited	$150.00		Applies if custom formatting or 48-hour turnaround is requested
	Copy of Governing Documents (digital)	No Charge		Provided via online portal
	Copy of Governing Documents (printed/mail)	$25.00		Includes printing and USPS First Class shipping
	Unit Account Ledger (owner request)	$25.00		Itemized history of dues, late fees, or payment corrections
	Access Coordination for Contractors	$35.00 per hour		1-hour minimum; applies when RPM staff are needed on-site to assist
	Custom Reports / Document Research	$50.00 per hour		Applies when owner requests non-standard documentation or summaries
	Document Reprocessing Fee	$25.00		Applies if resale/lender documents must be regenerated

Category	Fee / Fine	Amount	Frequency / Trigger	Notes / Details
				due to expired closing
	Property Management Service for Rental Unit	Varies. Contact RPM Dairyland directly.		The Blatz Condominium Association does not provide property management for individual units. RPM Dairyland offers this service separately through another branch of its company.

Helpful Contact Information

Office/Organization	Contact Information
Blatz Property Manager's Office	608-514-9700
Blatz Concierge Desk	414-277-8091
Police Non-Emergency	414-935-7212 (Call 911 in an emergency)
Milwaukee Treasurer (tax bills)	414-286-2240
Milwaukee Overnight Parking	https://city.milwaukee.gov/Parking/ParkingPermits/Online-Night-Parking-Permission-Request
Arwin Windows Systems (approved vendor for Blatz windows)	262-782-1090
U.S. Post Office- (600 E. Juneau)	414-289-0809
Milwaukee Public Library	414-286-3287
Milwaukee County Transit	https://www.ridemcts.com/
Habitat for Humanity (furniture donations)	https://milwaukeerestore.org/donate/schedule-a-pickup/ restoredonation@milwaukeehabitat.org 414-316-5651
Milwaukee Hazardous Waste Disposal	https://www.mmsd.com/what-you-can-do/home-haz-mat-collection
Goodwill (2830 N. Oakland Ave.)	414-962-3281

Blatz Condominium Association Responsibility Table

This table was originally prepared by Husch Blackwell LLP following a thorough review of all documents governing the Blatz Condominium Association. As additional items come to the Board's attention, they will be reviewed, resolved, and added as appropriate. The table is intended as a reference guide for unit owners and should not be considered a comprehensive document.

Key Terms:

- **Maintenance**: Routine work requiring minor effort or cleaning and minimal cost.
- **Repair**: Corrective action that returns the element to full use and involving materials and/or labor.
- **Replacement:** Broken or non-functioning elements are completely replaced.

Document References:

- Declaration, Article V, Section 5.01(A)
- Declaration, Article V, Section 5.01(B)
- Declaration, Article V, Section 5.02
- Declaration, Article V, Section 5.04

	Association			**Unit Owner**		
Item	Maintenance	Repair	Replace	Maintenance	Repair	Replace
Amenities						
Asphalt Sealing	X	X	X			
Asphalt Striping	X	X	X			
Breezeway Loading Zone	X	X	X			
Car Wash Station/Vacuum	X	X	X			
Decorative Signs	X	X	X			
Dog area/Courtyard	X	X	X			
Elevators	X	X	X			
Fitness Center - Lobby Level	X	X	X			
Fitness Center - Lower Level	X	X	X			
Game Room	X	X	X			
Garage Doors	X	X	X			
Grills - Courtyard	X	X	X			
Grills - Roof top	X	X	X			
Laundry Suites	X	X	X			
Locker Rooms	X	X	X			
Lockers in Fitness Facility	X	X	X			

	Association			Unit Owner		
Item	Maintenance	Repair	Replace	Maintenance	Repair	Replace
Mailbox	X	X	X			
Mailbox Keys	X	X				X
Outdoor furniture	X	X	X			
Package Delivery Room	X	X	X			
Party Room & Kitchen	X	X	X			
Roof Top Terrace	X	X	X			
Sauna	X	X	X			
Storage Locker - Assigned	X	X	X			
Storage Locker - Rented	X	X	X			
Storage Locker - Rooms	X	X	X			
Swimming Pool	X	X	X			
Theater Room	X	X	X			
Whirlpool	X	X	X			
Appliances - In Unit						
Dishwasher				X	X	X
Fireplace				X	X	X
Laundry				X	X	X
Microwave				X	X	X
Refrigerator				X	X	X
Building Exterior	X	X	X			
Bulbs for streetlights	City of Milwaukee					
Brick Tuck pointing	X	X	X			
Caulking	X	X	X			
Concrete	X	X	X			
EIFS	X	X	X			
Gutters and Downspouts	X	X	X			
Light posts - Street	City of Milwaukee					
Light Posts in Courtyard	X	X	X			
Painting	X	X	X			
Railings	X	X	X			
Roof	X	X	X			

	Association			Unit Owner		
Item	Maintenance	Repair	Replace	Maintenance	Repair	Replace
Sidewalk Inlaid Bricks	X	X	X			
Sidewalks	X	X	X			
Trees - Breezeway	X	X	X			
Trees - Courtyard	X	X	X			
Trees - Street beds	X	X	X			
Doors & Windows						
Closet Doors - In Unit				X	X	X
Flashing Above Windows - Exterior	X	X	X			
Fobs - Building Access	X	X	Cost Assessed to Owner			
Front Door - Unit Entrance	Cost Assessed to Owner	Cost Assessed to Owner	Cost Assessed to Owner			
Doors - Interior - In Unit				X	X	X
Patio/deck Doors - In Unit - Penthouses	Cost Assessed to Owner	Cost Assessed to Owner	Cost Assessed to Owner			
Screens for Window and Doors - In Unit	Cost Assessed to Owner	Cost Assessed to Owner	Cost Assessed to Owner			
Window glass - In Unit*	Cost Assessed to Owner	Cost Assessed to Owner	Cost Assessed to Owner			
Window Hardware - In Unit*	Cost Assessed to Owner	Cost Assessed to Owner	Cost Assessed to Owner			
Window Replacement - In Unit*	Cost Assessed to Owner	Cost Assessed to Owner	Cost Assessed to Owner			
Window Washing - Exterior	X					
Windows - Common	X	X	X			

Electrical

	Association			Unit Owner		
Item	Maintenance	Repair	Replace	Maintenance	Repair	Replace
Ceiling Fans - Inside Unit				X	X	X
Electrical Wiring - In Unit Wall	Cost Assessed to Owner	Cost Assessed to Owner	Cost Assessed to Owner			
Light Bulbs - Common Areas	X	X	X			
Light Bulbs - Inside Unit				X	X	X
Light Fixtures - Inside unit				X	X	X
Fire & Safety						
CO Detectors - Common	X	X	X			
CO Detectors - In Unit				X	X	X
Fire Extinguishers - Common	X	X	X			
Fire Extinguishers - In Unit				X	X	X
Fire Suppression System	X	X	X			
Pest Control - Common	X	X	X			
Pest Control - In Unit				X	X	X
Smoke Detectors - Common	X	X	X			
Sprinkler Heads - Common	X	X	X			
Sprinkler Heads - In Unit				X	X	X
Sprinkler Pump	X	X	X			
Fixtures & Finishes						
Cabinets, All Rooms - In Unit				X	X	X
Drywall - Common	X	X	X			
Drywall - In Unit				X	X	X
Drywall Coverings - Anything put on surface of drywall				X	X	X
Drywall Cracks - In Unit				X	X	X

	Association			Unit Owner		
Item	Maintenance	Repair	Replace	Maintenance	Repair	Replace
Floor Coverings - Common	X	X	X			
Floor Coverings - In Unit				X	X	X
Painting - Common	X	X	X			
Painting - In Unit				X	X	X
Sound Proofing				X	X	X
HVAC						
Boilers	X	X	X			
Cooling Tower	X	X	X			
Duct work - Common	X	X	X			
Duct work - in Unit				X	X	X
Heat Exchanger	X	X	X			
Heat Pump - Common	X	X	X			
Heat Pump - In Unit				X	X	X
Heat Pump Drain - In Unit				X	X	X
Heat Pump Filter - In Unit				X	X	X
Thermostats - In Unit				X	X	X
Plumbing						
Bathtub - In Unit				X	X	X
Boiler - Domestic Hot water	X	X	X			
Building Shut off	X	X	X			
Drains - Serving Numerous Units	X	X	X			
Drains - Unit				X	X	X
Garbage Disposal - In Unit				X	X	X
Hot Water Booster Pumps	X	X	X			
Loop System	X	X	X			
Plugged Drains - In Unit				X	X	X
Shower - In Unit				X	X	X
Sinks - In Unit				X	X	X
Toilet clog - In Unit				X	X	X

	Association			Unit Owner		
Item	Maintenance	Repair	Replace	Maintenance	Repair	Replace
Toilets - In Unit				X	X	X
Unit Water Shut Off	Cost Assessed to Owner	Cost Assessed to Owner	Cost Assessed to Owner			
Utilities						
Garbage Pick Up	X	X	X			
Garbage Shoots	X	X	X			
Recycling Center	X	X	X			
Recycling Pick Up	X	X	X			
Special Pick-Up Items	X	X	X			