

Bay View Terrace

Policies and Procedures

2017 - 2018

**2525 South Shore Drive
Milwaukee, WI 53207-1964**

BAY VIEW TERRACE CONDOMINIUMS

Welcome to Bay View Terrace Condominiums! We are glad you chose us as your place of residence. The policies and procedures set forth are guides to high rise condominium living and are for everyone's mutual comfort and safety.

Please read this booklet and keep it for reference. It is a living document and will change from time to time. Any changes made will be given to all unit owners promptly. This information is also posted on the BVT website and can be obtained at the BVT office upon request.

As this is your condominium association, any recommendations for improvement are always welcome.

Again, welcome and enjoy your home.

BVT Board of Directors

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Balconies

Balconies are limited common areas. Any alterations must have prior Board approval. Balconies cannot be carpeted or tiled. The concrete must remain in its original state.

Residents should take special precautions to remove anything that could fall off or fall through the rails and cause damage to property or injury to individuals below. Owners will bear the expense of repairs needed for exterior damage. This holds especially true on the south side of the building where the pool is located. Owners at fault will be responsible for repairs to the pool tarp cover or the expense related to closing the pool to drain, clean and refill.

Balconies are not to be used for storage.

Only electric grills are allowed due to fire hazards of propane and charcoal grills.

Decorative objects like windsocks, flags and wind chimes are not permitted, nor are bird feeders, bird baths and bird houses. Plants must be placed on the balcony floor.

Bicycles

Bicycles are to be tagged with the unit number. Tags are available in the BVT office.

Bicycles can be locked to racks in the underground garage.

Bicycles are to be brought into the building only from the garage, not through the front lobby or alley entrance.

Mopeds and motorcycles stored in a unit owner's assigned parking space may not encroach onto any BVT property. The Board can require immediate removal if said vehicle creates a nuisance to other BVT residents.

BVT Personnel

BVT personnel (Property Manager and Building Engineer) have many duties. Although the Building Engineer is on-site Monday through Friday, he is often not in the office. Messages, including work orders, may be left in the lobby office door slot or on the BVT answering machine. In an emergency, call the BVT Property Manager to have someone paged (see Appendix II, Important Contact Information, for the telephone number).

BVT personnel are not authorized to enter units except with owner's written permission, with a two-day notice or only in an emergency. Admitting contractors and accepting deliveries are the owner's responsibilities. BVT personnel are not allowed to render services that are not a part of their assigned duties or to perform maintenance in individual units, either on or off duty.

Building Management

To oversee the management of Bay View Terrace, the BVT Board contracts with a management company. See Appendix II, Important Contact Information. The most efficient method of contact is by email.

The Building Engineer is on site and can be reached Monday through Friday at 414-483-2628, the BVT office telephone number.

See Appendix II, Important Contact Information, for after-hours (holidays, weekends and after 5:00 p.m. weekdays) emergency contact information. The answering service will notify the BVT Property Manager. After-hours calls are billed back to us so if the matter can wait until the next business day, it should. Following are examples of emergencies:

- Elevator problem
- Garage door problem
- Fire alarms and water heater alarms
- No heat or air conditioning
- No power
- Common area doors not locking
- Safety issues related to snow/ice removal

Questions or suggestions may be deposited in the suggestion box located in the laundry room.

Bulletin Boards

Only official information such as monthly Board meeting minutes and financial statements will be posted in the lobby. Notices requiring immediate attention will be posted in the elevators and/or emailed to unit owners. The laundry room bulletin board is for residents to post personal notices (items for sale, trade, etc.).

Cable TV

All units are wired for cable. Basic cable and Showtime are included in the association fee. All other features are at the owner's expense. The cable company is Spectrum (Time Warner).

Carts

Carts stored in the designated area of the garage are for everyone's use. They may not be left in units, stairwells or hallways depriving others of their use. Return carts to the proper space in the garage after use. Carts are not to be used for moving, contractor use or construction purposes. There are specific carts available for contractors. Refer your contractor to BVT personnel.

Common Areas

Common areas and facilities are defined by BVT's bylaws and generally include whatever lies outside individual units such as land, roof, service equipment areas, elevators, hallways, lobby, laundry room, stairwells, party room, swimming pool and terrace walls and railings. (Declaration Article III) All common areas are designated as non-smoking.

Condo Association Fees

Association fees are due at the beginning of each month. A 10-day grace period is allowed. A late fee fine structure of \$25, \$50, \$100 will be applied for each delinquency. After 90 days, the account will be turned over to a collection agency and ultimately a lien could be filed. If you will be away for an extended time, pay in advance to avoid penalties. An NSF fee for a returned check could be assessed by the bank and/or the BVT Management Company. Owners who are more than 30 days delinquent forfeit their right to reserve and use the party room. Payments are accepted as follows:

- Make checks payable to Bay View Terrace Condominium Association. Write your unit number on the check and mail it to the BVT Management Company (see Appendix II, Important Contact Information, for the address).
- Arrange for automatic withdrawals with the BVT Management Company (see Appendix II, Important Contact Information, for automatic withdrawal web address).

Construction/Contractors

A \$500.00 deposit is required before any major construction in a unit begins. Obtain a Renovation Registration packet from the BVT office for proper forms and instructions.

The BVT Board must approve major construction projects before beginning. Major construction includes, but is not limited to, modifications or changes to common or load bearing walls and utilities. Fireplaces and bay window reconfigurations are not allowed.

Building water can only be shut off on the 2nd and 4th Tuesday of the month. Any plumbing changes must include the installation of unit water shut off valves unless already existing.

Owners are responsible for any damage to other units or common areas caused by their contractors.

Owners are responsible for their contractors. It is up to the owner to admit them into the building. Contractors must be given notice not to bring materials in through the lobby or owners could be fined up to \$500.

Owners shall provide their contractor with written instructions regarding permissible work hours and procedures. These instructions are documented in the Renovation Registration packet. All instructions should be given to contractors during the quote process. Because of some BVT restrictions, contractors could require additional time and expense to complete projects. Owners should also make sure that the contractors have the BVT office number (414-483-2628).

Construction/Contractors (cont'd)

Contractors must adhere to BVT rules about elevators. Only the “WEST” elevator is used to move large items. It is equipped with hooks for hanging protective pads. A ceiling panel is removable only in this elevator. BVT personnel will provide a key to manually control the elevator if necessary to expedite moving a large quantity of material. Be considerate of others and release the elevator occasionally. Arrange to obtain the elevator key and protective pads and floor covering in advance with BVT personnel.

Special carts are available for contractors. Contractors are to use the designated carts only.

Contractors may not park in alley spaces or anywhere on the parking deck. Material or other worksite delivery van/trailers must be careful not to block alley access or entry into the garage. Do not leave the garage or alley doors open or unattended.

Owners must make sure that contractors keep common areas clean. If your project generates debris that could track onto the hallway carpeting, the contractor should use protective covering, not to remain on the carpet for longer than 14 days. Construction debris must be disposed of offsite at owner’s expense. BVT personnel are not to remove any construction refuse. Owners may be billed at three times the cost of removal if owner is negligent.

Limit construction noise as much as possible. Noise must be limited to daytime hours, between 8:00 a.m. and 8:00 p.m., Monday through Saturday.

Deliveries

Deliveries are the sole responsibility of the owner.

Large sized deliveries, such as a sofa or appliances, must go through the garage. Only the west elevator is to be used. Owners must be present to accept these deliveries.

Elevators

Please use common courtesy when using elevators. Help keep the elevators clean.

In fire emergencies, the elevators will shut down. The “Fire/Escape Procedure” is posted on each floor by the elevators.

If an elevator stalls, do not panic. Push the CALL button located on the panel to use the telephone (speaker phone) to get assistance. Follow instructions given and help will arrive.

When elevators are not used for 30 minutes, their controls enter a sleep mode and take 30 seconds to reactivate when a button is pushed.

Estate and Rummage Sales

Estate or rummage sales cannot be advertised, promoted or made open to the public. Notice of such sales, however, can be posted on the bulletin board in the laundry room.

Fire Prevention

Although BVT is a poured-concrete building, it is not “fireproof”. The following precautions are required of all residents:

- Be careful with candles, paraffin lamps, stoves, microwaves, Christmas trees, cleaning fluids, cigarettes, cigars, pipes and other fire hazards.
- Do not overload electric circuits or string electric wires under carpeting.
- Purchase an “ABC” type fire extinguisher for your unit. There is an extinguisher for emergency use in each hallway near the D unit.
- Install a smoke alarm in front of each bedroom. This is a state law requirement. Replace batteries as needed.

Fire regulations prohibit the following:

- Storage of anything in hallways, stairwells or utility rooms, including carts, trash, construction supplies, etc.
- Transportation of gasoline, kerosene, propane tanks or any other flammable liquids within the building
- Use of propane or charcoal grills on balconies
- Storage of flammables in the storage area cages and lockers.

Fire Procedures

If the alarm sounds, stay calm, do not panic. If the alarm sounds around noon and only for a short time, it is probably a test of the system. All other times, follow these guidelines:

If there is a fire in your unit, dial 911 on your personal phone or a neighbor’s phone to report the fire. Leave your unit and close the door behind you. Pull the fire alarm on your floor.

If there is a fire in the building and the alarm sounds, the fire department recommends immediate **evacuation**. Although BVT is of concrete construction, it is not entirely fireproof.

- Feel your door before leaving your unit. If hot, stay in your unit. See unable to evacuate instructions on the next page.
- There is an evacuation map by each elevator.

Fire Procedures (cont'd)

- As you exit, if there is smoke, place a wet towel over your mouth and nose, crouch low or crawl to the stairwell. Only use a stairwell that does not have smoke and close the stairwell door behind you. If both stairwells have smoke, return to your unit. See unable to evacuate instructions below.
- **Do not attempt to use the elevators.** When the fire alarm rings, they are automatically called to the first floor and shut down.
- Exit the building through the first floor. Move away from the building to avoid getting hit by falling glass or debris.
- Return only when the fire department has given the “All Clear” and the alarm has been silenced.

If there is a fire in the building, the alarm sounds and you are **unable to evacuate**, the fire department recommends the following:

- Stay in your unit. Call 911 to report your location.
- Close and unlock your entrance door.
- Place wet towels across the bottom of your entrance door and, if possible, all vents.
- Close all windows.
- Wait for assistance from the fire department. They will first get the fire under control and then provide any necessary help.
- Tune your television to Channel 123 if your cable is connected directly to your television, Channel 955 if you use a cable box. Information on the fire or instructions **may** be posted through the lobby security camera.

When the fire department gives the “All Clear”, the alarm will be silenced.

Hallways

Nothing may be placed on hallway floors, including but not limited to doormats, boots and shoes. Board members inspect the hallways monthly and any items found on the floors will be discarded after notice is given to the unit owner.

Hallways and D unit utility rooms that house air handling units and water heaters are not to be used for storage.

Decorating of hallways must be approved by the Board.

Insurance

All owners are required to carry their own condominium owner's insurance for their unit. The HO6 policy is recommended. Owners are responsible for their unit from the drywall inward and all contents within. It is advisable to cover water damage to the unit below in your policy. Refer to your insurance agent for more information.

Laundry Room

Washers and dryers are prohibited in units. The laundry room is open 24 hours a day for residents' use only. All machines are prepaid card accessible. Follow instructions on the card dispenser to receive and maintain your card. The lights are on automatic sensors.

Laundry room etiquette:

- The machines are time-cycled. Remove laundry from machines in a timely manner. Laundry left in machines will be placed in a cart and removed to the storage room. The laundry could be discarded if not claimed within 24 hours.
- Do not use dyes in the washers.
- Keep the laundry room clean. Wipe up spills with paper towels provided.
- Leave washing machine doors open when not in use. Dryer doors should remain closed.
- Vacuum lint traps in dryers with the vacuum cleaner provided after each use.
- Use sheet-type softeners only in dryers.
- Folding tables are for clean clothes only.
- Carts are to remain in the laundry room.
- If a machine does not work properly, inform the BVT office with the machine number and the nature of the problem.
- The laundry room bulletin board is for personal notices such as "lost and found" and "for sale" by unit owners. Notices must be dated and will be removed after 30 days.
- Return books borrowed from the library. Any contributions are welcome.
- Be considerate of others regarding television programs and volume.

Mailboxes

Each unit has a numbered mailbox located in the lobby. Report any broken mailbox locks or box windows to the BVT office. Unit owners are responsible for repair costs. Outgoing mail can be placed in the mailroom door slot. Residents absent for extended time can arrange with the letter carrier to hold their mail until their return.

Moving

Moving must be done through the garage. The front lobby entrance can be used for first floor owners only. Moving vans (or delivery trucks) must park in front of the garbage corral and are not to block alley access, entry into the garage, other parking spaces or neighboring garages. The garage door cannot be left open or unattended. Before moving in or out, you must schedule the date and time with the BVT Property Manager. A \$500 deposit is required in advance of your move except for owners moving within the building. Any damages to the elevators, elevator doors or any other parts of the building will be repaired at the owner's expense.

BVT has two elevators, East and West. Because there is no freight elevator, only the West elevator may be used for moving and large item deliveries. The west elevator is equipped with floor covering and hooks for hanging protective pads. These must be used when moving. The protective pads must be taken down when moving is complete. The key to control the elevator in a manual mode will be provided. The manual control access panel must always be kept closed to prevent damage.

Moves are often scheduled when elevators are most in demand. For that reason, movers and contractors must release the elevator from time to time so others may use it.

Noise

Noise is the most sensitive element of condominium living. In BVT, it penetrates mostly downward, sometimes upward and seldom sideways. Walls are more soundproof than floors and ceilings.

Footsteps and furniture moving on bare, uncarpeted floors will increase the noise level. If you are contemplating a wood or tile floor, you must install an insulating barrier made specifically for these floors. Obtain the Renovation Registration packet from the BVT office for details.

Do not use dishwashers and disposals before 7:00 a.m. or after 10:00 p.m.

Close doors quietly. Open windows can cause your door to slam.

Stationary bicycles, treadmills and rowing machines should be adequately padded.

Confine construction noises to between 8:00 a.m. and 8:00 p.m. Notify your neighbors and let them know how long your project might last.

The best way to determine if high volume of stereo, radio or television disturbs your neighbors is to ask them. Low bass sounds are particularly penetrating and can be muffled by raising speakers off the floor.

If you are bothered by noise, please talk to your neighbor. If this does not resolve the issue, report the complaint and any reports you made to the police to the BVT Property Manager. In aggravated cases, the Board can assess a penalty.

Parking/Snow Removal

Parking spaces are deeded to individual units and are part of the common areas of the building. Parking vehicles in other than your assigned space may result in ticketing and/or towing. Owners are responsible for keeping their space clean.

Although deck and alley parking areas are lighted for security, it is advisable to lock cars and immobilize steering wheels with safeguards and alarms.

Underground users may have a garage door opener. Additional openers can be purchased. The fob that opens the front, lobby door and the alley door will also open the garage door.

Overnight street parking (2:00 am to 6:00 am) requires a night parking permit or temporary permission, both acquired from the police department. Vehicles must park overnight on even numbered sides of streets on even numbered dates, odd numbered sides on odd numbered dates, except Sundays. The odd/even rule does not apply to South Shore Drive. Snow emergency rules may apply from December through February. Visit the Milwaukee.gov website or call the police department non-emergency number, 414-286-8300, for more details.

There is a ten-minute parking limit under the front door canopy. The same rule applies to the garage loading and unloading lane. Vehicles may be ticketed and towed if past the time limit.

Delivery trucks may not block pedestrian and garage doors or block parking spaces in the alley.

Only licensed, operable vehicles may be parked in a BVT parking space. Parking spaces are not to be used for storage.

When there is over one inch of snow, aisles on the deck, in the alley and driveways are plowed by 6:00 a.m. Deck and alley cars must be removed from 11:00 a.m. until 3:00 p.m. to allow all parking areas to be plowed. Failure to abide by the above procedures may result in a fine.

Party Room

The party room, not including the lobby and pool, is available for private parties by making a reservation and leaving a \$100.00 deposit at the BVT office. Reservations will not be accepted more than six months in advance and deposits will be returned after the party room is satisfactorily cleaned and there is no damage. BVT supplies should not be removed from the party room. Food and beverages left in the refrigerator will be discarded. Keep the door closed during your function to prevent noise from disturbing residents or anyone else using the lobby.

Owners that are over 30 days delinquent on their association or special assessments forfeit their right to reserve the party room.

The Board conducts meetings and hosts resident parties occasionally and has priority on party room use. When the room is not used by the Board or by reservation, it is open for casual use. It is reserved for common use on Christmas Day and New Year's Eve.

Pets and Service/Support Animals

Pets, except fish and service animals per regulations as provided in our by-laws, are not allowed. Violations are subject to a fine. An emotional support animal request must comply with the Fair Housing Act, as amended in 1988, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disability Act.

A formal request for an emotional support animal can be made by completing the Emotional Support Animal Policy packet which can be obtained from the BVT office. The request must be approved by the Board. Failure to abide by the rules and procedures outlined in the Emotional Support Animal Policy may result in termination of rights to maintain the animal in BVT.

Guests may not bring any pets, except service and support animals, into BVT. Residents must provide documentation in advance to the BVT office verifying the validity of the service/support animal. A building pass will be issued to acknowledge approval.

Plumbing/Drains

Use only biodegradable cleaners for drains, not sulfuric acids that will seriously damage pipes. Should drain problems persist, contact the BVT office. The cost of unplugging unit drains clogged less than 20 feet of the drain opening is the responsibility of the owner. The Association will be responsible if the clog is more than 20 feet from the drain opening. The owner must provide proof from the plumber.

Water damage to other units caused by appliances, water heater, running water or leaking pipes within the unit is the responsibility of the owner where the problem originated.

Poolside Grills

Picnic facilities are available during pool hours. Grilling on the poolside terrace must only be done on the grills provided by BVT. Share grilling space with others when busy. When finished grilling, turn gas valves off. Clean the grill with scrapers provided. Leave grill area and picnic tables clean for others. Any food transported between units and picnic area must be covered and in unbreakable containers.

Recycling/Trash

Put all garbage in tied plastic bags in the appropriate bins in the recycling room. Put bottles, glass, tins, plastics, newspaper and magazines in the designated recycle bins. Cardboard boxes must be cut and flattened to fit into the container.

It is your responsibility to arrange for the removal and disposal of large items that do not fit into plastic bags. There are telephone numbers posted in the recycling room if you need assistance.

See Construction and Contractors for details regarding construction debris removal.

Recycling/Trash (cont'd)

Christmas trees and wreaths moved into or out of the building must be wrapped or placed into a bag and removed off-site.

Hazardous waste materials are the responsibility of the owner to dispose of properly.

Renting a Unit

Rental of a unit is only allowed under the following regulations:

- It can only be authorized by the unit owner or their designee.
- If an owner purchased the unit on January 1, 2007 or after, it can only be rented to a family member (parent, sibling, child, spouse, grandparent or grandchild).
- All rentals must be registered with the BVT Property Manager and a copy of the lease must be provided or a fine may be applied.
- All rental information must be kept up to date with the BVT Property Manager.

The owner of record is responsible for the actions of the tenant.

Repairs

Owners are responsible for all repairs within their units, including plumbing, electrical and any plumbing or electrical that feeds only into their unit such as water heater (pan required) and air handler. Building water can only be shut off on the second and fourth Tuesday of the month. Please arrange with BVT personnel in advance for any major plumbing work to be done. Any changes to plumbing within the unit must include the installation of shut off valves if not already installed.

For minor common area concerns, use the maintenance forms located in the lobby by the office.

Security

Security is a collective effort by everyone. Do not allow entry to anyone unless you know the person. If you are expecting someone, confirm their identity on the telephone or television. The lobby can be viewed on channel 123 if your cable is connected directly to your television or channel 955 if you use a cable box or receiver. Do not assume anyone is a resident or let strangers in as you use the outside doors. Ensure the entry doors close.

Cameras are installed in various locations. They are for surveillance only and are not routinely monitored. They can be reviewed by contacting the BVT office. If you see any suspicious activity, contact the police.

Make sure the door between the garage and elevators closes securely behind you.

Security (cont'd)

All fobs for the front, alley and garage doors are registered. Lost fobs must be reported to the BVT office immediately to be removed from the system. A replacement fob can be purchased for \$25.

A copy of your unit key must be kept in the BVT office for emergency purposes.

If you lock yourself out of your unit and BVT personnel are not on-site, contact a locksmith. Note that Board members may or may not be able to help you.

Selling a Unit

The successful sale of units is important to all owners. Most area realtors are familiar with the few guidelines for sales. The BVT management company will be happy to provide those guidelines.

The owner or realtor should provide the names of new owners or tenants to the BVT office prior to moving. It is the owner's responsibility to ensure the new residents receive copies of the BVT Policies and Procedures and the By-laws.

Lock boxes are not allowed outside the building to gain entry to your unit. They are allowed on your unit door only.

No open house signs may be displayed outside BVT on BVT property. An escort must accompany prospective buyers from the lobby to your unit.

Signs

Residents may not post signs of any type in common areas, including hallways, lobby entrances, windows and land. They will be removed according to state law 303. Residents may post personal notices (lost and found, for sale etc.) on the laundry room bulletin board. The notices should be dated and will be removed after 30 days.

Smoking

Smoking is not allowed in any common areas including the party room, parking deck, basement, pool area or within 30 feet of any entrance into the building.

Soliciting

Soliciting is not allowed. Report any such activity to the BVT office or call police. If you see criminal activity, call 911. Take note of any suspicious persons (description, floor visited, etc.). If possible, locate BVT personnel to investigate.

Stairwells

BVT has two stairwells running from the basement to the top floor. The two entrances on each floor are marked with lighted EXIT signs. Nothing may be stored in the stairwells. They are not to be used as work areas. Doors must always be kept closed.

Storage

Basement fenced lockers are allocated to each two-bedroom unit. Locker security is the user's responsibility. Fire regulations require an 18" clearance between storage items and the ceiling.

Only bicycles may be stored on the decks in the garage.

Parking spaces are not to be used for storage.

"D" unit water heater rooms are considered limited common areas and cannot be used for personal storage.

Swimming Pool

Pool hours are 8:00 a.m. to 10:00 p.m. The pool is usually cleaned prior to pool hours. The pool season is determined by the Board and is generally from Memorial Day to mid-October.

Access to the pool is through the back-hallway door. The hallway door is kept locked for security. You will need your fob to open the pool gate and regain entry into the building.

The following BVT pool rules may exceed/supersede State of Wisconsin requirements:

- Residents are asked to use common sense and limit guests to four on the deck. Only two of the four guests are allowed in the pool at one time. An adult owner must accompany guests at all times.
- Diving is not allowed.
- Glass of any kind is not allowed in the pool and picnic areas.
- Diapers of any kind are not allowed in the pool; this includes disposable (adult, infant and toddler), cloth and swim diapers. All children must be toilet trained to swim in the pool.
- Children under the age of 14 must be with an adult resident or their designated caregiver.
- Smoking is not allowed.
- Headphones must be used with audio electronics.
- Use only waterproof suntan lotion.
- Noise and rowdiness are not allowed.

Swimming Pool (cont'd)

- Rafts and large inflatables are not permitted. Only noodles are allowed.
- People with colds and other infections cannot use the pool.
- Change into swimming and sunning clothing in your unit. Footwear, shirts, robes or tops are required going to and from the pool. Going barefoot in common areas violates health codes. Dry yourself before entering the building.
- The pool is not to be used in conjunction with the party room.
- Pool parties are not allowed.
- When an owner is known to be responsible for expenses related to draining and refilling the pool or damage to the pool cover tarp, they will be charged accordingly. The cost to drain and refill the pool is estimated to be a minimum of \$850.

Violations of these rules could result in a fine.

Windows

The outside facings of shades, draperies and mini-blinds must be white for uniform exterior appearance. Nothing may be installed or attached to the outside of the windows or building. Screens are the responsibility of the unit owner. If replaced, they must be uniform with existing building screens. See the BVT office for more detailed information before buying new screens.

Appendix I

Fire Procedures

If the alarm sounds, stay calm, do not panic. If the alarm sounds around noon and only for a short time, it is probably a test of the system. All other times, follow these guidelines:

If there is a fire in your unit, dial 911 on your personal phone or a neighbor's phone to report the fire. Leave your unit and close the door behind you. Pull the fire alarm on your floor.

If there is a fire in the building and the alarm sounds, the fire department recommends immediate **evacuation**. Although BVT is of concrete construction, it is not entirely fireproof.

- Feel your door before leaving your unit. If hot, stay in your unit. See unable to evacuate instructions on the next page.
- There is an evacuation map by each elevator.
- As you exit, if there is smoke, place a wet towel over your mouth and nose, crouch low or crawl to the stairwell. Only use a stairwell that does not have smoke and close the stairwell door behind you. If both stairwells have smoke, return to your unit. See unable to evacuate instructions below.
- **Do not attempt to use the elevators.** When the fire alarm rings, they are automatically called to the first floor and shut down.
- Exit the building through the first floor. Move away from the building to avoid getting hit by falling glass or debris.
- Return only when the fire department has given the "All Clear" and the alarm has been silenced.

If there is a fire in the building, the alarm sounds and you are **unable to evacuate**, the fire department recommends the following:

- Stay in your unit. Call 911 to report your location.
- Close and unlock your entrance door.
- Place wet towels across the bottom of your entrance door and, if possible, all vents.
- Close all windows.
- Wait for assistance from the fire department. They will first get the fire under control and then provide any necessary help.
- Tune your television to Channel 123 if your cable is connected directly to your television, Channel 955 if you use a cable box. Information on the fire or instructions **may** be posted through the lobby security camera.

When the fire department gives the "All Clear", the alarm will be silenced.

Appendix II

Important Contact Information

Bay View Terrace Office

414-483-2628

Ogden Management

1665 N. Water St.

Milwaukee, WI 53202

Emergency or after-hours

414-276-5285

Dave Geszvain, Property Manager

414-831-0687

daveg@ogdenre.com

James Morgan, Services Coordinator

414-270-1349

jamesm@ogdenre.com

Julius Lacey, Building Engineer

414-483-2628 (BVT office)

bayviewterrace@ogdenre.com

Condo Café website

<https://www.rentcafe.com/residentservices/bay-view-terrace/userlogin.aspx>

Police district 6 (non-emergency)

414-933-4444

Police, fire, paramedics (emergency only)

911

Appendix III

Grievance Process

A grievance is an actual or perceived cause for protest or complaint by a unit owner or renter arising from an actual or perceived harm caused by the action taken by another unit owner or renter. This alleged action has the impact of imposing on the unit owner's or renter's ability to reside on the premises without fear or intimidation or be affected by known violations of building rules and regulations.

1. Grievances shall be reported to the Board of Directors formally via an email or letter within seven days of the action.
2. All grievances will be investigated by the Board. Responses to grievances will be provided to the complainant within seven days.
3. Any fines imposed will be payable by the violator according to the fine schedule.
4. A complainant who is unsatisfied with the resolution made by the Board may request an appeal to the Board within seven days of the response given.

Fine Schedule

1. The Board of Directors will determine whether a rule or regulation has been violated based on:
 - a. Notice provided by other unit owners or their renters
 - b. Personal observation
 - c. Interviews of involved parties
2. Fines for violating rules and regulations of Bay View Terrace will be assessed and payable by the unit owner(s) of the offending unit(s) even if the unit renters were responsible for the infractions since owners are held responsible for their renters' behavior.
3. All fines must be paid by the next scheduled association fee due date.
4. Fines not paid within seven days of the next association fee due date will escalate at a rate of doubling the amount due every month until paid.
5. Fines will be imposed in increment amounts as outlined in the Rules Enforcement and Appeal Procedure Resolution dated September 12, 2016.
6. Construction/Contractors and Moving fines are separate from this resolution.

Appendix IV

Helpful Tips

1. Balconies – It is recommended that you get Board approval to install an electrical outlet outside on the patio to operate electric grills or other allowed electrical devices.
2. Construction/Contractors – Remove construction debris by using a sealed, rubber garbage can with wheels to protect the elevators and carpet.
3. Plumbing/Drains – To unclog drains, use vinegar and baking soda (75/25 mix). Put the baking soda into the drain first, then add vinegar.
4. Vents – To check to see if your vent is working properly, put a tissue up by the vent to check for air draw. If you notice a problem, contact the BVT office.
5. When you leave your unit vacant for an extended time, ensure someone flushes the toilet and runs water in the kitchen and bathroom every two weeks. This will prevent water from escaping from the pipes thereby avoiding possible flooding.
6. If you plan to be gone for an extended time, it is recommended you inform the BVT office.