



METROPOLITAN PLACE

RESIDENT HANDBOOK

October 2025

The following administrative rules and regulations are adopted by the Metropolitan Place Residential Condominium Owners Association, Inc. and Metropolitan Place Parking Condominium Owners Association, Inc. ("Association") for the purpose of assuring that the Condominium is operated in an efficient and orderly manner so as to create a pleasant and safe living environment.

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SUMMARY OF CHANGES

This revision of the Metropolitan Place Handbook incorporates the following changes from the previous edition:

- References to key cards have been removed, distinction between standard fobs and garage door opening fobs have been added, and the costs of fobs have been updated in Paragraph II.C.2.
- Section V Trash and Recycling has been updated to accommodate changes to the City of Madison's decision to no longer pick up large items for free. The changes include more specific guidance about the use of the Reuse Areas in Towers I and II. These rule changes were unanimously approved by the Board in open session on April 8, 2025.
- Rules were added to Section IX Architectural Restrictions and Construction requiring Board approval for structural changes, owners to abide by the City's permitting requirements, provide copies of construction permits to the Property Manager, and owner to notify the Property Manager before any work begins. These changes were unanimously approved by the Board in open session on June 13, 2025.
- Section X Balconies, Decks, and Patios has been updated with new maintenance guidelines to ensure Limited Common Element Patios (i.e., "Paver Patios") and their underlying drains remain in good working order. Additionally, rules were added, updated or clarified regarding grills, holiday lights, hot tubs, structures, bird feeders, and planters. These changes were unanimously approved by the Board in open session on May 13, 2025.
- New language was added to Section XII Rental requiring owners to hold title to their condo for a minimum of 12 months before requesting to rent their unit and limits rentals to three consecutive two-year periods (six years), except in unusual circumstances. These changes were unanimously approved by the Board in open Session on September 9, 2025.
- The document has been reformatted to be easier to read and reference.
- Various spelling and punctuation errors have been corrected.

I. GENERAL BUILDING INFORMATION

A. Building Directory/Vestibule/Lobby

1. The building directory is located at the main entrance in the entry vestibule of each building.
2. Instructions are available on the keypad on how to contact the office or a resident in the building, and to gain admittance to the lobby
3. The lobby has seating available for visitors to the building. A bathroom is located next to the mailroom.

B. Office

1. The building offices are located just off the lobbies near the main entrance.
2. The regular office hours are from 8:00 a.m. To 5:00 p.m. Monday through Friday, except holidays.
3. After 5:00 p.m., messages can be left on the office voicemail and will be responded to on the next business day. In the event of a maintenance emergency, Founders 3 Real Estate Services can be reached at 1-800-708-7462.

C. Management

1. Founders 3 Real Estate Services has been selected to manage the operations of Metropolitan Place Condominiums.
2. The Founders 3 contacts are as follows:
 - a. Sara Phillips, Property Manager – West Mifflin Office
Phone: 608-256-2200
Fax: 608-251-2211
Email: sphillips@founders3.com
 - b. Rowan Williamson, Concierge – West Washington Office
Phone: 608-251-2200
Fax: 608-251-2211
E-mail: rwilliamson@founders3.com
 - c. Joe Clementi, Building Engineer
Email: jclementi@f3maintenance.com

D. Postal Service

1. Postal service is provided directly to the mailrooms located in the main lobbies.
2. Each unit has an individually locked mailbox.
3. A box for outgoing mail is also located in the mailrooms.

4. If an authorization form is signed by the owner giving management permission to sign for the packages, UPS and FedEx packages will be delivered to the package room located off the lobby (see [Section III](#)).

E. No-smoking Policy

1. Smoking is not permitted in any of the interior common areas of the buildings.

F. Solicitation Policy

1. Outside solicitors are not allowed in the buildings. Owners may not solicit, either in person or under any unit door, for any purpose.

G. Harassing and/or Excessive Contact

1. Owner, residents, and their guests shall not engage in any abusive, profane, or harassing behavior, either verbal or physical, or any form of intimidation or aggression directed at other owners, residents, guests, occupants, invitees; or, directed at management, its agents, its employees, or vendors. Harassing behavior will include the above- described and any unwelcome contact, as well as excessive contact (email, texts, phone calls, mail, or visits to a home or place of service) with management, its agents, its employees, vendors, the board, or other owners or residents.
2. Excessive is defined as more than one (1) contact; either email, text, phone call, mail, or visit to place of service, per week about the same subject or concern. If a question has been asked and answered and is still being asked, that will be construed as excessive.
3. If an owner or resident has more than one concern, they should be addressed in one communication.
 - a. Those concerns may be acted on individually or as a group by the board or management, dependent upon the concerns or situations.
 - b. The owner or resident will be notified by the board or management what determination was made about their concern.
4. In addition, no owner may interfere with any contracted vendor performing work at the direction of the board or management. That will be deemed as harassment and may be subject to possible fines.

H. Owner/Resident/Guest Conduct

1. Generally, owners, residents, and their guests will be held to the highest standards of decorum when interacting with other owners, residents, guests, management and staff, and any vendor, and just in general while within the common areas of the condominium property.
2. Any reported conduct that is considered harassing (as defined in the previous rule) or in any way “disorderly” as the same is defined by Wisconsin law, may result in fines being assessed

against the associated owner, resident, or guest, and/or repair/replacement costs for any damage to the condominium property being assessed against the owner, resident, or guest.

II. BUILDING ACCESS

A. Doors

1. Under no circumstances are doors into the buildings or garage ever to be propped open. Loading dock doors should not be left open and unattended.

B. Keycard Entry System

1. Access to Metropolitan Place is controlled by an electronic entry system. Unit owners will be provided with keycards specifically programmed for their use.
2. These cards will be used for entering the exterior doors of the buildings and passage into and out of the parking garage.
3. Each unit hallway door has a conventional key lock.

C. Misplaced, Lost or Stolen Keycards

1. Please contact your property manager immediately if a keycard is misplaced, lost or stolen. The code for the missing keycard will be deleted from the central electronic entry system program.
2. A replacement key fob then will be programmed. There will be a \$20 charge for each basic fob and \$40 charge for each fob with a garage door opener.

D. Deliveries

1. Deliveries must be made through the back-loading docks. The street entrance to the loading docks is off West Broom Street.
2. The delivery service person must contact the property manager or unit owner to gain access to the building.
3. The delivery person (unless accompanied by an owner) will be asked to check in at the office.
4. The property manager will give directions as to where parking (if needed) will be available.
5. Deliveries are permitted on the weekend if the property manager has been notified and the elevator is padded (Tower I). Tower II owners must direct the delivery person to use the service elevator.

E. Vendor/Contractor Access.

1. Persons needing access to perform service within the buildings, either in the common areas or in an owner's unit (unless accompanied by the owner) must check in at the appropriate management office.
2. The property manager will give directions as to where parking will be available.

3. Management will not open a unit for a contractor without the permission of the unit owner.

III. PACKAGE/DRY CLEANING ROOM

A. Location

- i. West Washington: To reach the package room, go through the recycle room, turn left in hall, use unit key to open door on the right.
- ii. West Mifflin: Off the mailroom in main lobby.

B. Cleaning Services

1. Weekly pick-up and delivery are currently available from Klinke Cleaners.
2. More information can be obtained from either Property Manager.

C. Package Delivery

1. Packages may be delivered to the building and signed for by one of the Property Managers. If you do not want your Property Manager to accept deliveries for you, please let them know.
2. UPS, FedEx, and USPS packages will be delivered to the package room and placed on the package shelf for your floor. Your mailbox door in the mailroom will have a Post-it notification of delivery.
3. Neither the Association nor Founders 3 Management is responsible for anything lost or stolen.

IV. EXERCISE ROOM

A. Hours

1. 5:00 a.m. to 10:00 p.m. daily.
2. No use of the universal gym before 7:00 a.m.

B. Availability

1. Exercise equipment is available on a first-come, first-serve basis.
2. Please limit time to 30 minutes on a particular piece of equipment if others desire to use the equipment.

C. Liability

1. Because of safety and liability concerns children younger than 17 must be supervised by an adult at all times.
2. NO ANIMALS are allowed in the Exercise Room.

D. Cleaning

1. Exercise Room users are asked to use the cleaning products provided to clean fitness equipment after each use.

E. Energy Conservation

1. Please close the Exercise Room door when leaving the room and turn off lights if you are the last to leave.

F. Attire

1. Use only clean, soft-soled shoes on the equipment.

G. Temperature

1. The thermostat cover should not be taken off.
2. Please see the Property Manager for adjustments to the temperature.

V. TRASH AND RECYCLING

A. Trash Service

1. The Association provides for regular trash and recycling service to both residential buildings.
2. It is the responsibility of owners to follow the guidelines provided herein to ensure the cleanliness and upkeep of our property as well as to avoid unnecessary fees levied by our trash service provider and/or the City of Madison.

B. Trash Rooms

1. Each residential tower has a main trash room (Trash Room).
 - c. In Tower I, the Trash Room is across the hall from the guest bathrooms on the lobby level/ground floor.
 - d. In Tower II, the Trash Room is located to the right of the freight elevator in the back loading dock area.
2. Each Trash Room contains recycling containers and a trash compactor.

C. Trash Chutes

1. Each residential tower has a trash chute (Trash Chute). The Trash Chutes are accessible from small trash rooms located near the elevator on each residential floor.
2. Trash Chutes deposit refuse in the trash compactor.

D. Trash Disposal Guidelines

1. Trash must be secured in bags and may be deposited down the Trash Chute or carried to the Trash Room.

2. Be sure the Trash Chute door is closed and that the red light is off before leaving the floor's trash room.
3. Liquids must not be put in the Trash Chutes or trash compactor, even if bagged or in a container. Owners should discard liquids in their drains or toilets prior to throwing any containers away. Liquids will cause the trash compactor to leak and may create a slip/fall hazard in the Trash Room.
4. Heavy items must not be put in the Trash Chute as they can damage the trash compactor. Such items must be placed in the Trash Room.
5. Styrofoam and other light items should not be put in the Trash Chute as they can block the trash compactor's sensors and jam the Trash Chute. Such items should be carried to the Trash Room.
6. TVs, computer monitors, mattresses, broken lamps, and other large items may not be discarded in the Trash Rooms or Reuse Areas. Contact the Property Manager to arrange for a pick-up at the owner's expense.
7. Do not put dried paint cans or fluorescent bulbs down the Trash Chutes. They are a danger and a fire hazard to people and property. These items may be left in the Trash Room in designated areas.
8. When in doubt about trash disposal, check with the Property Manager.

E. Recycling Guidelines

1. Single-sort recycling instructions are available from the property manager, posted above Trash Chutes, and posted on the door of each Trash Room.
2. It is vital that owners follow the instructions to avoid the Association incurring additional fees from our trash service provider.
3. Residents who disregard these instructions are subject to fines set forth in [Section XVI](#) of this handbook.

F. Reuse Areas

1. To strengthen our community and reduce waste, owners are allowed to leave items in designated Reuse Areas for other owners to take and reuse.
 - a. In Tower I, the Reuse Area is in the Trash Room.
 - b. In Tower II, the Reuse Area is the hallway wall across from the freight elevator and next to the Trash Room.
2. Items must be in good working condition.
3. Items described in Trash Disposal Guidelines (section V.d.vi) are not permitted to be placed in the Reuse Areas.

4. Items must be labeled with the owner's unit number and the date to ensure accountability and proper tracking of items placed in the Reuse Area. Residents who leave unlabeled items are subject to fines set forth in [Section XVI](#) of this handbook.
5. Items placed in the Reuse Area are free for other owners to take.
6. Items may be left in the Reuse Area for a maximum of seven (7) days.
7. Failure to retrieve an item after the seven-day period will result in a \$500 fine per item covering the Association's cost of disposal.
8. A list of vendors that provide disposal services is posted in the Reuse Areas and is available from the Property Manager.

VI. GUEST POLICIES

A. Building Access

1. Guests coming to the building must enter via the front vestibule and use the keypad intercom system to call their unit.

B. Guest Parking

1. Guest parking is located inside the parking garage between the W. Washington and W. Mifflin St. garage entrances.
2. Guest parking is on a first- come first-serve basis.
3. A maximum of one guest vehicle per unit is permitted at a time.
4. Guest vehicles must display a valid parking permit in full view, either from the rear-view mirror or fully visible on the dashboard. Any vehicles without a valid permit may be towed at the owner's expense. Parking permits are registered to the unit.
5. If you lose or misplace the parking pass please report it to the management office as soon as possible, there is a \$30 fee to replace it.
6. Guests may not park in guest parking for more than 2 days in any given 7-day period.
7. Owners may not use guest parking for their own vehicles at any time.
8. The Metropolitan Place Condominium Owners Association and the Founders 3 Management Company cannot be held responsible or liable for any theft or damage to the vehicles or personal property of guests, nor for the towing of a vehicle.

C. Guest Parking Permits

1. Guest parking permits are permanent plastic passes, registered to the unit and must stay with the unit at time of sale or move out.

2. If you do not have a permit, please contact the manager's office to see if one is currently registered to your unit. If it is not, you will be given one.
3. If your unit is already registered with a pass, please attempt to find it. If you cannot, a new one will cost \$30 and the old one will be removed from the allowed list of passes.

D. Parking at Entrance

1. The circular drive outside the main entrance of the W. Washington Tower is for loading and unloading of owners and owner's guests only.
2. Fifteen minutes is the maximum time vehicles may be parked in the circular drive.
3. Violators will be ticketed and/or towed.

VII. STORAGE

A. Conditions of Storage

1. No materials prohibited by law or local ordinances may be stored in any storage unit. City of Madison fire code requires that all items must be stored at least 18" away from the ceiling sprinkler heads.
2. All personal items must be stored within the space of the storage unit. Any personal items found in any common area will be removed and disposed of.

B. Liability

1. Neither the Metropolitan Place Condominium Association nor Founders 3 assumes liability for any damage or loss of property stored in a storage unit, common element or limited common element.
2. If an owner chooses to transfer their storage unit to another owner per section 4.02 of the MP Declarations, any disputes thereafter shall be resolved between the unit owners involved.

VIII. USE OF UNIT

A. Occupants

1. No more than two unrelated parties, in addition to the owner(s), may occupy a unit.

B. Keys and Locks

1. The Association has a key for all units in the event of emergencies. Unless there is an emergency, no one from the Association or building management is allowed to enter a unit without an owner's permission.
2. For security reasons, building management will never give an Association master key to a non-association vendor or contractor.

3. If a unit owner chooses to install a new lock, it is recommended that the owner provide a key to the property manager.
 - a. Any unit owner who fails to provide a key to the Association as provided herein does, thereby, consent to and permit the Association to gain entry to such unit by forcing open the door in emergency circumstances.
 - b. If the door is broken, the unit owner is responsible for repairing the door.

C. Nuisances

1. No offensive or unlawful activity shall occur in any unit or in the common areas.

D. Signs

1. No sign of any kind shall be displayed to the public view on any unit without prior written consent of the Association.

E. Winter Heating

1. Whether occupied or vacant, all units shall be heated to at least 55° Fahrenheit during the winter months.

F. Communication Equipment

1. Unit owners shall not use, place or install satellite dishes, antennas or any other communication equipment on the building, the grounds or any deck or balcony without first informing the association in writing and obtaining written permission from the association for the same. The Association shall grant permission to unit owners only when required to do so by applicable state or federal law.

G. Laundry

1. No laundry shall be hung on the balcony or upon any decks or patios or in windows for any reason.

H. Interior Window Coverings

1. All unit owners shall maintain the inner window coverings in good order and repair.
2. In the event that the interior window coverings require replacement, the unit owner shall replace the interior window coverings with the same coverings or, if not available, coverings of substantially similar quality type and color.

I. Maintenance of Units

1. All unit owners shall promptly perform, or shall have promptly performed, all maintenance and repair work within their own unit including HVAC preventive maintenance.
2. Each unit owner shall be responsible for all damages and liabilities that any failure to maintain or repair may engender.

J. Noises and Odors

1. Unit owners shall not allow any sounds to be generated from their unit, patio or balcony which are unreasonably loud and interfere with the quiet enjoyment of other owners.
2. Unit owners shall not allow odors to be unreasonably dispelled from their units.

K. Doorways

1. Unit owners shall not prop open doors to the halls, stairways, garage, loading dock or any doors leading outside.
2. Anything affixed/placed on the common area door frame/threshold associated with an owner's unit can be no more than 6 inches long, 6 inches wide and 1.5 inches deep. Any damage to the door frame/threshold from any placed item is the responsibility of the owner.
3. Anything placed on the face of the door, must be under 28 inches in diameter and hung by a small inconspicuous nail, removable tape or removable hook. Religious or secular holiday decorations should be in place no longer than 4 weeks before the holiday and removed no later than 2 weeks after the specific holiday.

L. Damage to Common Areas

1. Damages to the common areas caused by a unit owner, or an owner's agent, invitee, guest or visitor shall be the responsibility of the unit owner or the person causing such damage.

M. Maintenance of Common Areas

1. Unit owners shall not leave any materials or trash in the common areas to be discarded.

N. Storage

1. Neither the Association nor Founders 3 Mgmt. Co. shall be held liable for any loss or damage to property placed in any unit, common element or limited common element.
2. No materials prohibited by law or local ordinance may be stored in any of these areas.
3. Bicycles may be stored in the designated bike racks located on every garage level, storage units, and condo units.
4. The elevators are not to be used to transport bicycles, please use a stairwell.

IX. ARCHITECTURAL RESTRICTIONS AND CONSTRUCTION

A. Architectural Changes

1. Unit owners shall not make any changes to the architectural structure of a unit without prior written consent from the Association's Board of Directors. These changes include, but are not limited to, adding, moving, or removing walls, plumbing, electrical lines, or natural gas lines.

2. This approval ensures that any modifications do not compromise the structural integrity of the building or impact common elements shared with other owners.

B. Costs for Architectural Changes

1. Before considering any request submitted by a unit owner under paragraph IX.a., the Board of Directors may require the unit owner to provide, at their own expense, an expert study prepared by an architect or engineer showing the effect, if any, of the proposed architectural changes on the structure and the building system.

C. Permits

1. Owners are required to obtain the necessary permits and inspections from the City of Madison for any work conducted in a unit.
2. Permits shall be posted to the front door of the unit per city requirements.
3. Copies of any permits shall be provided to the Property Manager prior to work starting. Reputable contractors will help owners with the permitting process, although owners bear ultimate responsibility.
4. Further, owners may contact the City's Building Inspection Department at (608) 266-4551 or visit the City's Permits webpage for further information.

D. Notice

1. Owners shall provide the Property Manager with prior notice of any construction taking place in their units whether that construction requires a permit or not. This is to ensure that the Property Manager can notify other residents of potential noise in the building and allow for coordination of the service elevator or loading dock as required.

E. Minimal Disruption

1. Owners shall use all reasonable efforts to minimize disruption to other unit owners.
2. All construction work shall be performed during normal business hours, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m.

F. Exterior Changes

1. Owners may not make changes to the exterior of a unit without prior written consent of the Board of Directors. This includes but is not limited to awnings, machines, air conditioning units, wiring for electrical or telephone installation or other similar protrusions on the exterior of the building, balcony or patio.

X. BALCONIES, DECKS AND PATIOS

A. Furniture

1. All balcony, deck and patio furniture shall be nonflammable and sufficiently heavy to not be windblown.

B. Grills

1. Because our balconies, decks and patios do not have sprinklers, the City of Madison Fire Department Grill Guidelines allow only for the use of electric grills. Wood, smoking pellets or other combustible materials may not be used.
2. Electrical outlets for the grills have been provided for each unit.

C. Debris

1. Any debris generated on balconies, decks or patios shall be disposed of inside the unit in the proper trash and/or recycling container.
2. No debris shall be thrown over the railing or allowed to blow onto the unit, limited common element, or grounds below.
3. This includes cigarette butts, planting material and clippings, construction material and trash.

D. Noises and Odors

1. Residents shall not allow any sounds to be generated on their balcony, deck or patio that are unreasonably loud and interfere with the quiet enjoyment of other residents.
2. Residents shall not allow odors to be unreasonably dispelled from their patios or balconies.

E. Holiday Lights

1. Only LED string lights may be used and must be securely attached in several spots or wound around balcony railings.
2. Lights must not be unreasonably annoying to neighbors.
3. Do not leave lights on during extended absence.

F. Hot Tubs

1. Hot tubs are not allowed on any balcony, deck or patio.

G. Structures

1. Storage structures and shade structures are not allowed on any balcony, deck or patio.

H. Bird Feeders

1. Bird feeders are not allowed on any balcony, deck or patio.

I. Planters

1. Residents shall use a lightweight potting material in plant containers. Planters or other objects may not be hung from the outside of railings.

J. Limited Common Element Patios

1. Certain units have patios which are located on top of concrete slab rooftops. These patios are referred to as "Limited Common Element Patios."
 - a. Units in Tower I with these Limited Common Element Patios are 508, 510, 512, 514, P101, P102, P103, P104, P105, P106, P107, P108, P109, P110, P111, P201, P202, P203, P204, P205, P206, P207, P208, P209, P210, P211, P212 and P213.
 - b. In Tower II, the following units have Limited Common Element Patios: 1251, 1252, 1254, 1256, 1257, 1258, 1259, 1260, 1262, 1263, 1266, 1268, 1269, 4080, 4090, 6100, 6110, 6120, 6130, 7010, 7090, 7100, 7110 and 7150.
2. These patios have a drainage system, including stormwater inlets and piping. Many of these patios have pavers on top of the inlets. It is critical that these drainage systems be kept free from debris that can cause backups and subsequent water damage.
 - a. The Association is responsible for maintaining the concrete roof slabs and the drainage inlets and piping that are under the pavers.
 - b. The individual unit owner is responsible for maintaining and cleaning their Limited Common Element Patio in such a way that avoids the accumulation of debris between and under the pavers.
 - c. Accumulation of debris on and under the pavers may prevent runoff from reaching the drainage system, and debris in the drainage system may block the runoff from being properly removed from the patio.
 - d. Blockages due to debris will cause water to pool and result in significant water damage to the structure and living units.
 - e. Therefore, the Association is taking steps to minimize the risk of blockages on these patios that depend on underdrains to remove water. These steps include routine maintenance of the concrete slabs and drainage systems by the Association, and the adoption and enforcement of these guidelines regarding the resident's use of the patios.
 - f. Residents of the Limited Common Element Patios must use best management practices to prevent wind and water from carrying soil, plant material, and other debris to the paver surface and drainage system. Best management practices include but are not limited to:
 - i. Residents must line any drainage holes in plant containers with a filter fabric that is manufactured to prevent soil particles from escaping.

- ii. The filter fabric must be non-woven 6 oz. geotextile fabric or equivalent. Management will keep small pieces of the approved filter fabric available for owners to use in the bottom of containers.
 - iii. The filter fabric should be placed inside the container over all drainage holes.
 - iv. Residents with existing large plants or containers may attach it to the outside of the container, over all drainage holes, until replanted and the filter fabric can be placed inside the container.
 - v. Residents must place and secure a filter fabric or other stabilizing layer on the surface of all soil to prevent high winds from carrying material onto the paver surface or drainage system.
 - vi. Residents must routinely prune plants to remove dead foliage before it drops or blows onto the pavers or drainage system. All plant material must be properly disposed.
 - vii. When working with plants, planting media, or other loose material, residents must work on a heavy plastic sheet and properly dispose of all excess material.
 - viii. Residents should clean the pavers by vacuuming rather than sweeping so that loose materials do not drop between pavers into the drainage system below.
 - ix. Large Planters, constructed with planting material supported by concrete blocks or similar materials, may not be constructed on balconies, decks or patios after May 13, 2025. Only Large Planters installed during original condominium construction may be replaced. Replacements must be fully lined with secured non-woven 6 oz. geotextile fabric or equivalent. If soil or plant debris is found under the pavers in the vicinity of a Large Planter installed after original condominium construction, the owner must remove the planter in its entirety and properly dispose of all material.
3. The Association will provide the cleaning and inspection of concrete rooftops and inlets on a routine maintenance schedule. Pavers will be removed to perform maintenance and replaced when complete. Residents will be responsible for moving all their possessions on the patio, including plant containers, to accommodate proper cleaning and inspection.
4. The Association will occasionally have to replace the concrete rooftop waterproofing system. Residents will be responsible for removing all their possessions from their patio to accommodate that work.
5. If after inspection and/or routine cleaning, a patio is found to have excessive soil, plant material and other debris accumulated under the pavers, that Owner will be responsible for any damage caused by water backing up on the patio.

XI. PET POLICIES

A. Type and Number of Pets

1. No more than two dogs or cats or combination of cats and or dogs are allowed per unit.

B. Pets in Common Areas

1. All pets must display a friendly demeanor toward people as well as other pets.
2. No pet is allowed in the common areas unless it is on a leash or is being carried.
3. Pets are not allowed on the designated “pet free” elevator.
4. Pet owners shall immediately clean up common areas of all debris and pet waste from their pets.
5. Pets are not allowed in the rooftop garden area.
6. Any residents observed allowing their dogs to urinate or defecate, or failing to pick up dog feces left by their dogs on Association property or limited common space such as patios and balconies, other than in designated pet areas, face possible fines by the Association and/or the City of Madison.

C. Lawn and Shrubbery Care

1. For the common good of all Metropolitan Place residents, it is important that dog owners are respectful of their neighbors and of the cleanliness of Association property.
2. Urination and defecation by dogs at or near building entrances is unsightly and a potential health hazard.
3. Association landscaping enhances the attractiveness of our property. Landscape plants may be killed or damaged by dog urine, impacting the Association budget.
4. There is a MP pet exercise area on West Mifflin Street that provides pet waste bags and a pet waste receptacle.
5. There is also a spacious city dog park on the corner of Broom St. and John Nolen Dr.

XII. UNIT RENTALS

A. Introduction

1. Metropolitan Place is intended to be a community of resident-owners and their families. However, circumstances may arise which require owners to temporarily rent their units. This policy outlines the rules and procedures governing rental activity within the Association.

B. General Principles

1. Units may only be rented with prior written approval from the Metropolitan Place Condominium Association Board.
2. Any paid occupancy is considered a rental.
3. Owners who rent without completing the application process and receiving Board approval will be subject to fines (see [Section XII.I](#) and [Section XII.C](#)).

C. Eligibility Requirements

1. Owners must have held title to their unit for a minimum of 12 months before requesting rental approval.
2. Rentals for the sole purpose of generating income will not be approved.

D. Rental Request Process

1. Owners must obtain and complete a Rental Request Application from the Property Manager.
2. The application confirms the owner's understanding and agreement with the Association's rental policies.
3. Completed applications must be submitted to the Property Manager for Board review.
4. Approval is not automatic, and all Board decisions are final.
5. Upon approval, the Property Manager will provide the owner with written approval of the application.
6. After receiving the approved application, the owner may begin the rental process.

E. Rental Term Limits

1. Approved rentals are valid for two years from the date of rental.
2. Owners may reapply for additional two-year terms.
3. Except in unusual circumstances, rentals are limited to three consecutive two-year periods (maximum of six years).

F. Tenant Screening and Lease Requirements

1. The Property Manager will conduct a background check and screening process for all tenant applicants, including credit check, Wisconsin criminal background check, landlord reference verification, and income verification.
2. The administrative fee is \$100 per applicant, payable by the unit owner.
3. All leases must be for a minimum term of 12 months.

4. A copy of the signed lease must be submitted to the Property Manager within 15 days of signing.

G. Tenant Orientation and Compliance

1. Tenants must meet with the Property Manager for a building orientation within seven days of moving in.
2. Unit owners are responsible for ensuring tenants read and understand all Association rules and policies.
3. Tenants must comply with the Metropolitan Place Declaration, Bylaws, and Administrative Rules and Regulations.
4. The Association reserves the right to require owners to evict tenants who violate these terms, at the owner's expense including any legal fees incurred by the Association.

H. Owner Responsibilities

1. Owners must respond promptly to any tenant breach of Association rules or policies.
2. Unauthorized or after-hours move-ins/outs will result in fines to the owner (see paragraph XII.i.ii).
3. Leasing services, including unit showings and lease signings, are the sole responsibility of the owner. Metropolitan Place Condominium Association and Founders 3 will not assist with leasing activities due to conflict of interest.

I. Fines

1. Unapproved Rental Fine: A fine of \$1,000 per month will be levied against any unit rented without prior Board approval. This fine will continue until the owner receives rental approval or the lease is terminated.

XIII. ROOFTOP GARDEN

A. Access

1. The Rooftop Terrace has been designed for the enjoyment of building residents.
2. The Terrace is located on the roof of the parking structure and can be accessed from doorways on the fifth floor in Tower I and from doorways on the sixth floor in Tower II. There is a stairwell that can also be used which leads down to ground level next to the Mifflin Street garage doors.
3. All access points are controlled and available only to owners and residents.
4. No doors should be propped open at any time.

B. Hours

1. The Rooftop Terrace will be available for use daily from 7:00 a.m. until 9:00 p.m. On Friday and Saturday, it is available until 10:00 p.m.

C. Terrace Usage

1. Children under the age of 18 shall be under the immediate supervision of an adult while on the Rooftop Terrace.
2. The Terrace is constructed on the roof of the parking structure so has an expensive and sensitive waterproofing and drainage system underlying the pavers and planting areas. Residents may not cause any object to penetrate the lawn or planters at any location. That includes, but is not limited to, stakes for games or legs of lawn furniture.
3. Bikes, roller skates/blades, and skateboards are not permitted for use on the Terrace.
4. Owners may not bring portable grills or fire pits to the Terrace.
5. When using the Terrace, keep in mind that it is available for everyone and there is minimal regular cleaning by staff.

D. Winter Usage

1. Use of the Rooftop Terrace in winter months is discouraged because there will be no removal of snow and ice.
2. Shovels and deicers may not be used on the Terrace at any time.
3. A broom will be provided for owner use and stored near the Pergola. Please return the broom after use.
4. Residents entering the Terrace in the Winter do so at their own risk.

E. Firepits

1. A resident age 18 or older must be present to monitor the area when a firepit is in use.
2. The firepits have a push-button starter. Please turn off the firepit after use. There is an automatic shutoff switch that will shut the firepit off after 60 minutes and require someone to turn it back on if residents wish to continue using the firepit.
3. The firepits will automatically shut off after Rooftop Terrace hours.
4. Please notify management if you want further information about operating the firepits or if one does not operate properly.
5. To keep the firepits attractive, there is absolutely no grilling or burning of products allowed in the firepits.

6. If the firepit is covered but not signed as closed for use when you arrive, please carefully remove and stow the cover. Return to the firepit when it has completely cooled to replace and secure the cover.
7. Firepits are hot! Users are responsible for careful use. There is a fire pull and fire extinguisher at each firepit in case of emergencies.

F. Grill Island

1. An owner or resident age 18 or older must be present to monitor the area when a grill is in use.
2. The grills have knob controls.
3. Please notify management if you want further information about operating the grills or if one does not operate properly.
4. Do not rely on maintenance staff to clean up the grills and island after your usage. Clean up after yourself!

G. Pergola

1. The Pergola has an electrical outlet on a post for your use.

H. Furniture

1. Please help keep the furniture clean.
2. You can move it within paver areas for your use, but please return furniture to their usual locations when finished.
3. Please do not move the benches in the gravel sitting areas.
4. Structures, including tents or canopies, may not be erected on the terrace.

I. Noise

1. Residents shall not allow any sounds to be generated on the Terrace that is unreasonably loud and interferes with the quiet enjoyment of other residents.
2. Be aware that sound on the Terrace carries between the towers.
3. Be polite to your neighbors!

J. Trash

1. There are trash receptacles on the Terrace.
2. Trash must be disposed of properly when leaving.

K. Pets

1. Pets are not allowed on the Rooftop Terrace. There is very little soil on the rooftop - urine can damage plants and drainage system materials.

L. Smoking

1. Smoking is prohibited on the Rooftop Terrace.

XIV. MECHANICAL AND SERVICE SYSTEMS

A. Elevators

2. No pets are allowed on elevators designated pet free.
 - a. West Washington: There are three elevators across from the main entry doors. The center elevator is designated as the freight elevator.
 - b. West Mifflin: There are two passenger elevators and one freight elevator across from the passenger elevator in the main lobby.
2. The freight elevators must be used for move-ins, move-outs, deliveries of furniture and other bulky objects. Your property manager should be contacted at least 24 hours in advance of any proposed use of the freight elevator so that the wall pads can be properly installed and the elevator made available for your use.
3. Each elevator has a direct telephone line to an emergency elevator service company. The elevator telephone is a button marked with a picture of a telephone handset. There is also a button to engage a warning bell in the lobby area which is marked with a picture of a bell. If the elevator should stop between floors, press the button marked with the telephone handset to contact emergency personnel, and the button marked with the picture of the bell to sound the alarm in the lobby.

B. Heating and Cooling Systems

1. Metropolitan Place has state of the art heating and cooling systems.
 - a. Cooling is provided by a central system serving each building with individual controls within the unit to allow you to adjust temperatures to your comfort level.
 - b. Heating is provided by a central system with individual heat pumps in each unit. This assures that the heat is delivered to your unit at all times when needed. The maintenance of the heat pump within each unit is the unit owner's responsibility.
 - c. It is recommended that the cooling system drain be serviced every spring. This service can be carried out by Founders 3 maintenance or by a commercial company of your choice.
2. **It is essential that filters in the heat pumps be changed on a regular maintenance schedule.** Failure to do so can affect the overall operation of the building heating system. Founders 3 Management Company can provide this service at owner's request. Please see list of services provided for fee schedule available from the property manager.

C. Stairwells and Service Areas

1. Stairwells are located at each end of the hallways.
2. Please do not hold stairwell doors open (this disrupts the balance of the air control and defeats major fire protection systems).

D. Recycling and Trash Removal

1. Each floor has a trash chute for regular household rubbish. These chutes are located near the elevators. Containers for materials to be recycled are located in the Recycle Room located off the main lobby by the mailroom.
2. See also [Section V](#).

E. Smoke Detectors/Fire Alarm Systems

1. Metropolitan Place has many fire/life safety systems designed to minimize the chance of a life-threatening emergency.
2. The building is protected from fire destruction by an automatic sprinkler system and smoke and heat detectors.
3. Under no circumstances should anyone other than a qualified technician adjust or work with any of this equipment including the devices within the condominium units.
4. Please note: A chirping sound from a unit fire detector indicates that the backup batteries need to be replaced.

F. Cleaning Service

1. The common areas of the building are cleaned by a professional cleaning service Monday through Friday.

G. Hallways Clear

1. Condominium hallways must be kept clear of any personal items such as entry mats, shoes, etc.

XV. PARKING GARAGE

A. Access

1. The entrances/exits to the parking garage are located on West Washington and West Mifflin.
2. The garage entries are operated by the same keycard access system as the building doors.
3. Unit owners are not allowed to prop open doors to stairways, the outside or the building under any circumstances.

B. Speed Limit and Yielding Traffic

1. The speed limit in the parking garage is 10 MPH.
2. Traffic going down the ramp should yield to traffic traveling up the ramp. The right of way is given to cars traveling up the ramp.
3. Please turn your lights on while driving in the parking garage so others can clearly see your vehicle.
4. Please stay in your lane and be mindful of bicyclists/pedestrians.

C. Parking

1. Parking units are to be used only to park a single motor vehicle.
 - a. No storage of shopping carts, bicycles, tires, tools, car supplies, etc., is permitted in a parking unit.
 - b. Drivers shall ensure that no portion of the vehicle is parked in a common area or on the stripe/line demarcating one-unit space from the other.
 - c. No trailers or articulated vehicles are permitted within the portion of the building housing only Class A vehicles.
2. Only Bicycles are to be parked in bike stall areas available on the ground through 4th floors of the parking structure.
 - a. All bikes must be registered with the Property Manager and display a registration sticker.
 - b. Bikes are not to be transported through the lobbies nor the elevators (stairwells may be used).
3. Only Mopeds are to be parked in designated moped areas.
 - a. All mopeds must be registered with the property manager and display a registration sticker.

D. Maintenance

1. All motor vehicles, bicycles and mopeds must be removed from the parking garage by owners for annual and/or semi-annual power-washing of garage.

E. No Skateboarding

1. Skateboarding is NOT permitted in the parking garage.

XVI. ENFORCEMENT AND FINES

A. Rules

1. The Rules and Regulations (the "Rules") of Metropolitan Place are set forth in the Declarations of Condominium, Articles and Bylaws of the Condominium Association, and in Rules and Regulations contained in the condominium disclosure materials.
2. The rules may be amended and supplemented from time to time by the Board of Directors of the Association.
3. The Rules will be periodically collected and summarized in a single document called a "resident handbook," which will be sent by mail to each unit and to each owner who has supplied a separate mailing address to the property manager.
4. The Board has the responsibility and authority to formulate and enforce the rules and will utilize fines and other legal proceedings to enforce the rules.
5. The Board, under authority granted by the declaration and bylaws, will evaluate disputes and decide on appropriate enforcement; and the decision of the Board is final.
6. The property manager will assist the Board in enforcing the Rules. The property manager shall act as an independent third party and has authority to discuss noncompliance with any offender and attempt to resolve disputes prior to bringing them formally before the Board.
7. The rules may be enforced by fines and other legal proceedings where appropriate, including the eviction of tenants and guests.
8. Unit owners are responsible for all fines incurred by their tenants and guests.
9. In addition to fines, whenever the Board incurs legal expenses in enforcing the rules, such legal expenses shall be the responsibility of the unit owner of the affected unit.

B. Procedure

1. If a unit owner, tenant, or guest fails to comply with the Rules, the following procedures shall be followed:
 - a. A signed, written complaint may be submitted by any unit owner or the property manager.
 - b. The person charged with noncompliance and the related unit owner will be given written notice of the complaint, stating the time and place when the Board will conduct a hearing to review the complaint.
 - i. At such time, such person will have the opportunity to present his or her position in the dispute. Instead of appearing at such hearing, the owner may submit in writing his or her reasons why a breach of the rules has not occurred, or why a fine or other enforcement should not be imposed.

- ii. Provided that written notice has been sent in advance to the person and the related unit owner, the Board may proceed with its hearing whether or not the person or owner is present.
- c. The Board's findings in the hearing will be final.
- d. The results of the hearing shall be posted along with the minutes of the Board meeting.
- 2. The Board reserves the right to pursue any available legal remedies to compel enforcement of the rules. Costs and attorneys' fees may also be applied to the assessment account of the owner of the related unit.
- 3. All written communications under this section shall be deemed made when deposited in the mail, postage prepaid, to the owner of the affected unit or to such address as such owner may have previously filed with the Association.

C. Fines

- 1. Fines and charges under this Enforcement section shall be payable within ten days after written notification to the person and related unit owner of the board's decision.
- 2. If not paid within ten days, the matter may be turned over to an attorney for collection, with the unit owner to bear the cost of such collection.
- 3. First offense: \$50.00, plus cost of process, legal costs (if any), and assessed damages (if any).
- 4. Second offense: \$100.00, plus cost of process, legal costs (if any), and assessed damages (if any).
- 5. Third Offense: \$200.00, plus cost of process, legal costs (if any), and assessed damages (if any).
- 6. In the case of a tenant, a second offense may result in eviction of the tenant, in addition to the fine set forth above.
- 7. Renting without MP Board Approval - \$1000 per month until approval applied for and received or lease terminates.
- 8. Unauthorized Move In / Out - \$500
- 9. Failure to retrieve an item after the seven-day period will result in a \$500 fine per item covering the Association's cost of disposal.

XVII. MOVE-IN/MOVE-OUT PROCEDURES

A. Contact Manager

- 1. Owners must contact the property manager in advance to schedule a date and time for a move since multiple moves cannot occur at the same time.

B. Designated Elevator

1. The freight elevator must be reserved so that padding may be put up.

C. Supervision

1. Supervised moves are required.
2. There is a check list which includes checking the elevator and the walls on the floor movers are going to in order to document any damage resulting from the move.
3. Moves are to be scheduled Monday - Friday from 8:00 a.m. to 5:00 p.m.
4. Owners will be charged a fee for moves that are not completed by 5:00 p.m.
5. An unauthorized Move In / Out will incur a fine of \$500.

D. Insurance

1. All movers must provide proof of insurance and be aware that any damage to the common areas resulting from the move is the responsibility of the unit owner.

E. Use of Loading Docks

1. All move-ins/move-outs must use the loading docks.
2. The entrance to the loading docks is off West Broom just before West Mifflin.

XVIII. PAYMENT OF ASSESSMENTS

1. \$50.00 Late fee after the 10th of each month.
2. After 30 days, interest accumulation.
3. After 60 days, lien on property.
4. After 90 days, small claims court.

XIX. AMENDMENTS

1. This document may be amended at any time by the Board of Directors of the Association.

XX. EMERGENCY PROCEDURES

A. Introduction

1. The purpose of this manual is to ensure the safe and efficient evacuation of all occupants of Metropolitan Place in the event of an emergency.
2. A City of Madison requirement is that each owner has an evacuation plan to deal with potential emergencies such as fire, power outages, elevator emergencies, water leaks and

frozen pipes, natural gas leaks, tornados, and winter storms. Having an emergency plan in place is extremely valuable for saving life and property.

3. If you require additional assistance in developing an emergency plan for your condo, please contact your building manager who will gladly assist you.

B. Fire

1. Metropolitan Place Towers are protected by an automatic sprinkler system, and fire alarm system. Communication to all owners is made available by a state-of-the-art voice evacuation system. The fire detection devices and fire detection system are inspected regularly, and monitored continuously by onsite personnel and an off-site monitoring service.
2. Fire Command Centers. The fire command center contains building fire/life safety system controls. All fire alarms are received at this location through the fire detection system; the fire alarm is also received at an off-site monitoring station which notifies the Madison Fire Department.
3. Fire Evacuation Procedures. Do not use elevators. The Fire Department will have complete control of the elevators for the use of fire-fighting personnel who must take special safety precautions to prevent the elevator doors from opening on a floor with a fire.
4. Evacuate through the nearest stairwell. All residents must be familiar with the closest and next closest alternative evacuation route from their location in case you encounter heavy smoke.
5. Disabled Residents. As before mentioned, a City of Madison requirement is that each owner has an evacuation plan to deal with potential emergencies. If you require additional assistance in developing an emergency plan for your condo, please contact your building manager who will gladly assist you.
6. Staging Area. Tower I evacuees should evacuate through the parking garage to Tower II and meet in the lobby. Tower II evacuees should evacuate through the parking garage and meet in the Tower I lobby. Residents may then be accounted for and be given information about the emergency.
7. Tips to Remember in a Fire Emergency
 - a. When you hear the fire alarm, evacuate the building. If and only if you cannot evacuate, prepare to take shelter.
 - b. When encountering closed doors, first test the door for heat by placing the back of your hand on the door. If the door is hot, there is a good chance that there are flames just beyond the door.
 - c. Keep stairwell doors shut to assist in keeping smoke and flames from penetrating the safe zone. The stairwells were designed to isolate the occupants from the fire through wall and door construction.

- d. Modern construction techniques and fire safety systems reduce the chance of a fire from ever becoming large enough to be life threatening.
- e. Building smoke detectors are connected to the building fire detection system which quickly alerts the system of the possibility of fire, and the alarms will sound in the building and parking garage. Unit smoke alarms will let you know there is a problem in your individual unit; they will not set off the rest of the building alarms.
- f. Sprinkler heads are primarily concealed behind metal caps for a neat appearance; however, these caps will immediately pop off in the event of a sprinkler actuation. As soon as a sprinkler head is activated this will set off the alarms in the building and parking garage.
- g. Fire extinguishers located throughout the buildings, stairwells, and parking garage may be used to quickly extinguish small fires before they have a chance to grow. Fire extinguishers should be aimed at the base of the fire. Use a sweeping motion to cover the area surrounding the flames.
- h. Electrical fires can usually be extinguished by turning off the power to the device. If you can safely unplug the device or open the circuit breaker from a distance, you will remove the immediate cause of the fire. An electrical fire could cause a secondary fire of other combustibles so be prepared to put that fire out as well.
- i. If you cannot extinguish the fire with one fire extinguisher, call the fire department and stay clear of the area until the Fire Department arrives. Only use the fire extinguisher if you are familiar, and comfortable doing so.
- j. Key to a safe evacuation is to quickly and safely reach the nearest stairwell and proceed down to the staging area along the right side of the stairwell.

C. Building Evacuation for Mobility-Challenged Residents

- 1. A group of owners gathered, and in collaboration with the local fire department, created simple safety suggestions for those residents in the building who have difficulty navigating stairs and /or following the standard building exit protocol.
- 2. Here are their suggestions:
 - a. Have a plan. You are responsible for your safety, so it is critically important to know what to do in an emergency, particularly if you cannot follow standard protocol.
 - b. For example, establish a buddy or two of willing neighbors/friends with whom to communicate in the event of an emergency. Share your plan with them.
 - c. It may be as simple as having your buddy exit the building and telephone you to let you know, whether or not a real emergency exists. If for instance, the fire alarm is a false

alarm, nothing more needs to be done, and you can remain in your condo. If, on the other hand, the emergency is real, plan to move to the nearest stairwell for rescue.

3. Either before or immediately after moving to the stairwell, call 911 and instruct the operator of your need for rescue and your EXACT location, i.e., Floor number and whether East or West Stair.
4. Await rescue.
5. Confirm with your buddy once you are in a safe place.

D. Elevator Emergencies

1. In the event of an elevator emergency, simply press the emergency button located in each elevator. This will sound an alarm at the lobby level.
2. There is also an emergency phone in each elevator. Press the emergency phone button to alert the emergency monitoring service. You can then report the nature of your emergency.

E. Power Outages

1. In the event of a power outage, all electrical systems in the building will shut down for a few minutes until the building generator responds. The emergency generator will provide power to the exit lights, limited hallway lights and the stairwell lights. The elevators will stall but can be controlled by emergency personnel. (Refer to the “elevator emergencies” section for elevator emergency procedures.)
2. Emergency Generator. Once the emergency generator starts after a power outage, the source of the outage will immediately be located.
3. Notify Utility Company: Madison Gas & Electric at 608-252-7111
4. Personal Electrical Equipment
 - a. Building occupants should turn off all electrical equipment in their condo to prevent equipment damage from an electrical surge when power is restored.
 - b. It is recommended that you have a back-up power system for your computers to maintain an uninterrupted power supply. A battery backup power system keeps computers from being affected by power surges. Depending on the product, the backup system can provide constant power from three minutes to several hours. These products can be purchased from a local computer supplier.

F. Restoring Power

1. When full power is restored, all emergency electrical systems will go off for a few minutes, and will then draw full power from the utility source.
2. The amount of power passing through the building when power is restored may trip some circuit breakers.

3. If your total electrical supply is not restored please notify the Founders 3 Emergency on Call Service at 1-800-708-7462.
4. Care must be taken to restore power systematically and not cause additional damage.

G. Water Leaks/Frozen Pipes

1. Water leaks may result from a number of issues such as ruptured pipes, malfunctioning valves, broken plumbing seals, HVAC units that have not been properly maintained, windows, toilet overflows, etc. The potential for damage will depend on the source and the extent of the leak.
2. Plumbing may also fail in extreme cold conditions because of water freezing inside the pipes. Water expands as it freezes and can rupture plumbing pipes and/or connections. If you are away from your condo during cold temperatures, please make sure that your thermostat is set at least at 55 degrees.
3. Water leaks are not always easily detected. There may be a presence of water but no clear indication of where it originated. Contact Founders 3 for help determining where an identified leak may be coming from.
4. Turning Off the Water Supply. When a leak is encountered, it may be necessary to turn off the water supply and possibly shut off electricity, depending on the location of the leak.
 - a. If you are unsure as to where your shut-offs are, please contact your manager for assistance.
 - b. Water shut-offs should be located near washing machines, sinks, showers, and toilet hook ups.
 - i. The water shut- off is usually positioned under the tank for toilets.
 - ii. The water supply that leads to a kitchen or bathroom sink is usually controlled by a shutoff located underneath the sink.
 - c. Shutting off a valve will only stop the water from flowing to the areas beyond the shut off point.
 - d. It is important to locate the valve that will stop the flow to the area of the leak. When in doubt, or if it is difficult to locate the proper shut off, the main valve should be closed.
 - e. The main valves are located outside of each condo in the ceiling.
 - f. Please feel free to contact a Founders 3 representative for assistance.
5. Restoring Water Service. When water service is restored to your condo or the building in the case of a building wide outage, it may be advisable to turn on faucets and let the water flow for a period to clear out any sediment that may have settled in the pipes while the water was off.

6. Cleaning Up after a Water Leak. Sometimes a leak will introduce water where it does not belong.
 - a. A leak that has gone undetected for a period of time may have introduced water between the walls or under flooring. Even a small leak or breach can release a large amount of water over a period of time.
 - b. Once a leak has been repaired, it is important to clean up the water. Contacting and using a water mitigation company is recommended to ensure that the area is dried out completely to avoid the potential of mold.

H. Natural Gas Leaks

1. Natural gas is used for cooking, fire places, clothes drying, and heating.
2. The optimum air-gas mixture is 85-95 percent to 5-15 percent gas. Because natural gas is odorless, an odorant – the typical rotten egg smell – is added to it.
3. Responding to a Natural Gas Leak. Natural gas leaks are potential fire and explosion hazards. Indoor leaks are recognizable by the smell and/or a hissing sound. A faint odor may be an indication that a pilot light is out, and relighting the pilot may solve the problem. However strong, persistent odor requires immediate action including evacuation of the building. Gas utilities recommend the following to prevent injuries.
 - a. Use a cell phone or other telephone outside of the building to report the leak to the Madison Gas & Electric Company. 608-252-7111
 - b. Use a cell phone or other telephone outside of the building to contact the emergency on-call service at 1-800-708- 7462.
 - c. Do not operate appliance controls, electrical switches, or remove any plugs from electrical outlets. This could cause a spark and ignite the gas.
 - d. If leaking gas catches fire, the area should be evacuated. Notify the Fire Department immediately (911).
4. Preventative Measures.
 - a. Gas operated appliances and equipment should be inspected periodically to ensure that they are operating properly and not releasing carbon monoxide. Carbon monoxide is created when natural gas is burned without sufficient air. It can be produced when gas appliances are not properly installed, vented, maintained, or used, or when vent pipes have gaps or leaks or are plugged with debris.
 - b. The local gas utility may conduct inspections of the gas piping, valves, and connections upon request. Alternatively, a private contractor may be hired to conduct such inspections as part of a preventative maintenance program.

- c. It is recommended that a carbon monoxide detector is installed.

I. Tornadoes.

1. Tornadoes are nature's most concentrated and violent weather phenomena. Spawned from powerful thunderstorm conditions, tornados are gray or black rotating funnel shaped clouds that extend from bases of thunderclouds to the ground.
2. During a Tornado:
 - a. Listen to the radio or television for weather updates.
 - b. Stay away from windows, doors and outside walls.
 - c. Evacuate to the nearest stairwell, storage locker room, or inside a corridor without windows. If you are unsure as to where to go, contact your Manager for assistance.

J. Winter Storms

1. Severe snowstorms or blizzards bring heavy snow, ice, strong winds, and freezing rain. Below are some tips to remember during a winter storm.
2. If at all possible, try not to leave the building. If you must leave, wear appropriate clothing so that frostbite does not occur
3. Be cautious of snow and ice on sidewalks around the building. Metropolitan Place's snow crew works to keep the walks clear, but, during severe snowstorms or a blizzard, clearing is hindered by continued snow and/or freezing rain.
4. If you lose heat due to a storm, close off any unused rooms and use blankets to keep warm until the heating system can be fixed.

K. Crime

1. Crime not only endangers residents and potentially damages physical premises; it also threatens a property's value and reputation. Metropolitan Place features locked entrances, video coverage in select areas, and an intercom system to help to secure the building from outside crime.
2. Below are a few tips to help to keep yourself, your building and your neighbors safe.
 - a. If you receive a call from the intercom and are unsure who it is, do not buzz them in.
 - b. Do not allow people to follow you into the building or garage entrances. They must be appropriately let in by the person whom they are visiting or have a key card to gain access on their own if they are a resident of Metropolitan Place.
 - c. Do not prop open any doors and do not leave open doors unattended.

- d. Do not allow delivery drivers, contractors or guests to prop the loading dock doors open and leave them unattended. Please remember that you are responsible for these people as well as their actions resulting in potential security breaches.
- 3. During a Crime. If you are a victim of a crime or witness a crime, the following are some suggested guidelines:
 - a. Call 911 or (non-emergency) 608-266-4275 to report the crime
 - b. Stay calm
 - c. State the problem
 - d. Give the property's address along with the nearest main cross streets
 - e. Give your name, condo number, and telephone number
 - f. Let the 911 operator, who is trained to take information about the crime, take control of the conversation. Answer the operator's questions and stay on the phone until the operator says that it is alright to hang up.

L. Metropolitan Place Emergency Telephone Numbers

- 1. Emergency/Police
 - a. Madison Police 911
 - b. Madison Police – Non-Emergency 608-266-4275
 - c. Madison Fire Department 911
- 2. Emergency/Medical
 - a. Medical Emergency 911
 - b. Poison Control 911
- 3. Founders 3 Maintenance Emergency On-Call Number 1-800-708-7462
- 4. Madison Gas & Electric (Gas Leaks) 608-252-7111

M. Conclusion

- 1. The Metropolitan Place Condominium Association Board of Directors and Founders 3 Real Estate Services have taken all reasonable measures to ensure that residents are safe and secure.
- 2. This document may be amended at any time by the Board of Directors of the Association.