



# Riverfront Lofts

*Welcome Guide*

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730 N. Plankinton Ave  
COMPLETED 2026

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# About Us

## Welcome and History

We're happy to have you as part of the RFL community! This guide is meant to help you get settled and familiar with the building, offering a helpful overview of shared spaces, amenities, and everyday guidelines. We hope it helps make your transition to Riverfront Lofts easy and enjoyable.

Now home to the Riverfront Lofts, the building at 730 N. Plankinton Ave was designed by Armand Koch, son of the late Henry C. Koch. It was built in 1915-16 for Waldheim's Furniture, founded by Victor Waldheim in 1892. In 1946, Nelson Brothers Furniture moved in from just up the street at 826 N. Plankinton, and Waldheim's continued to operate at other locations including the southwest corner of Kilbourn and Plankinton. From certain viewpoints you can still see both Waldheim's and *Nelson Brothers* painted near the roofline on the building's south wall. It remained in business until the closure in 1982.

In January 1998 the building was converted into 36 luxury condominiums. During the conversion they were able to retain charm and character preserving the brick and terra cotta façade, cream city brick interior walls and original wood flooring and trim.



## The Riverfront Lofts Condominium Association Overview

This guide is designed to help Unit Owners get familiar with day-to-day living at RFL. It's a condensed reference and does not replace the Association's official governing documents.

Our community is guided by the following documents, which provide full details on how Riverfront Lofts is managed:

- **Articles of Incorporation** – Establish the Association and its purpose.
- **Declaration (CC&Rs)** – Outline ownership rights, responsibilities, and use guidelines.
- **Bylaws** – Describe how the Association operates and is governed.
- **Rules and Regulations** – Cover everyday guidelines for living in the community.

## Essential Resident Information

### Online Portal

All governing documents are available on the **Association's Online Portal**. For more detail on any topic mentioned here—or information not included in this guide—please refer to those documents, which serve as the final authority for the Association.

**Link to the Riverfront Lofts Portal: [RFLcondos.org](https://rflcondos.org)**

**Link to website for our management company: [founders3.com](https://founders3.com)**

The portal has emergency contact information, directory, FAQ, Board and Committee membership, maintenance request form, key documents such as minutes, budget and archives.

### Emergency Contacts

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**Please note: Emergency contacts for Police, Fire or Medical Emergencies: dial 911.**

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For maintenance emergencies please call Founders 3 at 800.708.7462. Examples of Emergencies are malfunctioning passenger/freight elevator, garage doors or main/back entrance to building, broken windows, dangerous spills or other safety concerns.

For other maintenance (non-emergency) please fill out the attached form located on the RFL Portal: <https://www.rflcondos.org/p/MAINTENANCE-REQUEST> This form goes to our Property Manager, at Founders 3. You can attach up to three photos to this form.

## Property Management

Who: Founders 3

Contact: Patty Lux

Phone: 414-249-2132

Email: [plux@founders3.com](mailto:plux@founders3.com)

Address: 13400 Bishops Lane Suite 190, Brookfield, WI 53005

## Board Members and Contact Details

President: Philip Backe, email: [pbacke@gmail.com](mailto:pbacke@gmail.com)

Vice President: Barry Charles, email: [bcharles123@me.com](mailto:bcharles123@me.com)

Secretary: Claude Krawczyk, email: [claudio.krawczyk@wilaw.com](mailto:claudio.krawczyk@wilaw.com)

Treasurer: Scott Williams, email: [williams.scott@hotmail.com](mailto:williams.scott@hotmail.com)

Member at Large: Marsi Black, email: [marsinoir@aol.com](mailto:marsinoir@aol.com)

The board normally meets once a month on the first Tuesday of each month. Email notification is sent out prior with the location, time and agenda. Any day/time changes will be passed on to all residents

RFL Committees are Design, Welcome and Social. If you are interested in joining, please feel free to reach out to a committee member or the board for more information. Or you can find more information about our committees as well as members and terms on the RFL Portal.

## Homeowners Provide Key to Property Management

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**Please note: Residents are required to provide a key to Property Management (Founders 3) in the event that emergency entry is needed.**

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# Moving In / Moving Out and Living Logistics

We know moving can be stressful, so to ensure a safe and orderly moving process for all residents, please review and follow the instructions below.

## Scheduling Your Move

- All moves must be scheduled with the Management Office at least 5 business days in advance to prevent conflicts with other residents or Riverside Theater productions.
- Theater productions may restrict alley access for several days, so please plan ahead.
- Scheduling is coordinated through the Association's Property Manager.
- Moves are first-come, first-served, and only one move is allowed at a time.

## Permitted Move Days and Hours

- Moves are allowed Monday–Friday, 9:00 a.m. to 5:00 p.m.
- Moves are not permitted on weekends or legal holidays.
- Any exceptions require Board approval.

## Moving Fee and On-Site Staffing

- Each unit owner must pay a **\$300 fee per day**. Moves lasting more than 5 hours are subject to additional hourly charges.
- All moves must use the freight elevator. The passenger elevator may not be used for transporting furniture or boxes.
- A Riverfront Lofts Representative will be on-site throughout the move to:
  - Coordinate moving truck access and resident vehicle entry in the alley
  - Demonstrate proper freight elevator operation
  - Monitor the garage door to prevent unauthorized entry
  - Inspect common areas for cleanliness before and after the move
  - Assist movers to ensure minimal disruption to other residents
- Any damage to the building or elevator caused during the move is the owner's responsibility.

## Loading and Parking

- All moves must take place from the alley on the south side of the building, accessed via the first mezzanine-level parking ramp.
- Moving trucks must park next to the Empire Building, staying clear of the yellow line in the alley's center.
- Trucks may not block the main lobby, fire lanes, or traffic flow.

## Freight Elevator Reservations and Use

- Reserve the freight elevator through the property manager in advance.
- The elevator is for residents, guests, and contractors; owners are responsible for their actions.

- Follow all Freight Elevator Guidelines and Operating Instructions provided.
- Maximum capacity: **3,000 pounds**. Distribute weight evenly, keeping heavy items centered.
- Damage caused by improper elevator use is the owner’s responsibility.
- Contact the property manager before you move with any questions or arrange an elevator orientation.

## Unit and Common Area Protection

- Movers must protect floors, doorways, and hallways during the move.
- Walls, corners, and common areas must remain undamaged.
- Any damage will be repaired at the owner’s or resident’s expense.

## Conduct During Moves

- Security doors may not be propped open or left unattended.
- Smoking, alcohol, and disruptive behavior are prohibited on the property.
- Residents—or an individual authorized by the resident—must always supervise movers.

## Trash and Debris

- All packing materials and debris must be removed by the movers.
- Building trash chutes and dumpsters may not be used for moving-related waste.

## Building Access & Security

Security is especially important during move-in, when doors and garages are used more frequently. New residents—and those assisting with a move—are asked to take extra care to ensure the building remains secure. These practices are important during move-in and should always be followed.

## ButterflyMX Entry System

Riverfront Lofts uses the ButterflyMX front door entry system to manage Building access. Unit Owners can see and speak with visitors and grant entry using the ButterflyMX smartphone app. Access is provided through the Association—new Unit Owners should submit an email address to the property manager to receive a registration invitation. More information is available at:

<https://butterflymx.com/resources/resident/>

## Access Fobs

Each Unit may have up to three access fobs for the front door and Riverwalk door, with one additional fob available, if applicable, for a fee. Unit Owners are responsible for all issued fobs and must promptly report lost or stolen fobs so they can be deactivated. Fobs issued to former owners or residents will be deactivated after moving out.

## Garage Entry

Garage remote controls may be transferred by the prior owner or resident. For security, garage access codes may be changed periodically by the Board, with advance notice provided.

## Unauthorized Entry

Please ensure that building doors and garage doors are not propped open or left unattended. Residents must wait for garage doors to fully close before leaving. Unit Owners are responsible for the conduct of their residents, guests, movers and service providers.

## GFL Recycling and disposal of large items

Please separate trash and recycling and use the designated containers provided by the Association. All trash must be placed in secure plastic bags before using the trash chute. Cardboard boxes must be flattened before recycling.

Unit Owners are responsible for the private disposal of Christmas trees and all large items, including furniture, appliances and construction materials. These items may not be left in Common Areas, Limited Common Areas, or Garages at any time.

- **Recycling:** Our recycling bins are located on the first level near the Fitness Center.
- **Garbage:** Our garbage bins are located next to the freight elevator near the Fitness Center.
- **Large Items:** The Board will periodically coordinate with Owners to have a large item drop space for a coordinated collection. All other one-off removal of large items is up to the Owner to coordinate.
- Please note that GFL Recycling rules differ from the City of Milwaukee's rules. You can find GFL rules and information at: [GFL Environmental Inc.](#)

## HOA Fees & Payments

Currently, HOA balances and payments are handled outside of the RFL Portal. Unit Owners may choose from the following payment options:

- **RentCafe (Online Payments)**  
View your balance and make online payments at:  
<https://www.rentcafe.com/residentservices/apartmentsforrent/userlogin.aspx>  
*RentCafe is a third-party service, and fees may apply depending on how you pay.*  
If you have trouble accessing RentCafe, please contact Founders 3.
- **ACH Payments (No Fee)**  
For a fee-free option, download the ACH form from the RFL Portal and send the completed form to Founders 3.

A check payable to *Riverfront Lofts* should be mailed to:

**Founders 3**

13400 Bishops Lane, Suite 190

Brookfield, WI 53005

*ACH payments are automatically drafted by the accounting team at no charge.*

- **Special Assessments**

Special assessments may be paid using any of the options listed above.

## **Cable and Internet**

Spectrum and AT&T Fiber are both available to RFL residents. \*Riverfront Lofts is part of the AT&T Connected Communities Program. When any of our residents subscribe to AT&T Internet Access, U-verse TV and Landline Voice Services, RFL receives a portion of the monthly fees. These funds go into the general assessment fund for the association.

## **Neighbor Expectations and Grievances**

### **Disturbances and Nuisances:**

To help everyone enjoy their home, residents are asked to avoid excessive noise, odors, or other activities that may disturb neighbors. This includes loud behavior, barking dogs, high-volume music or televisions, intrusive balcony items, and strong or unpleasant odors. Unit Owners are responsible for the conduct of their residents, guests, contractors and pets.

### **Smoking:**

Smoking is permitted only inside a Unit with proper ventilation or on the balcony or rooftop deck appurtenant to the Unit. Residents are asked to be mindful that smoke does not drift into other Units or Common Areas. Unit Owners are responsible for ensuring this policy is followed.

### **Contain Your Pets:**

There are a variety of rules governing pets in condo buildings, but the most important to note is that pets must not make excessive noise, nor should they be allowed to run free in common areas. Some of your neighbors might like your pet, but they still expect that it remains leashed in common areas in compliance with condo rules. And of course, all pet waste must be disposed of, so it does not become a nuisance for your neighbors.

### **Respect Garbage and Recycling Rules:**

Proper garbage and recycling disposal is important to keep our Building clean, well-maintained, and running efficiently. Please follow the Association's guidelines for trash, recycling, garbage chutes, and disposal of large items. Failure to follow these rules can lead to additional cleanup, pest control, or hauling costs—which ultimately affect the community.

## **Be Respectful when Parking:**

Parking spaces in the RFL are all deeded spaces belonging to individual Condo units. Please do not park in another resident's space, unless by express permission from that resident. RFL does not have any guest or visitor parking spaces in its garage.

## **Treat Common Areas with Care:**

Shared spaces and amenities, such as gym equipment and the rooftop deck, as well as other resources that the building provides for the community, should be respected as common areas. Please don't leave personal items in these areas. Wipe down gym equipment after each use. Be respectful of noise levels as well as the hours of use that are allowed for each amenity.

## **Observe Security Measures:**

Safety and building security must be a priority for all residents in our condo community. Make sure that all doors, including parking lot entrances, remain properly closed and locked. Don't let strangers enter the building. People unknown to you should contact the residents they are visiting for admittance. Never tamper with security cameras or motion sensors located in any common areas of the property.

## **If you witness any suspicious activity:**

Report any suspicious activity immediately to the police as well as to the condo association.

## **Neighbor Grievances:**

We strongly encourage Owners to reach out to their neighbors to handle any concerns. If this does not work, then the next step would be to contact the Property Manager to discuss next steps. The RFL Board is always happy to step in when problems need additional attention.

# **Maintenance and Building Operations**

## **Building Maintenance Technician**

Craig Romel: Craig's schedule changes slightly during the month but he is typically on-site Tuesday and Thursday mornings. If you notice an item that needs attention, please fill out the maintenance request form on the RFL portal ([rflcondos.org](http://rflcondos.org)). For maintenance emergencies please call Founders 3 @ 800.708.7462

## General Building Maintenance Services and Schedules:

Resident Services	Frequency	Resident Impact
Common area mat exchange	Weekly (1x)	Scheduled every Tuesday; minimal disruption to residents
Common area cleaning	Weekly (2x)	Scheduled every Monday and Friday; minimal disruption to residents
Trash pick-up	Weekly (2x)	Scheduled for Tuesday and Friday (Riverside events may affect the schedule); truck in alley for 5–10 minutes
Recycling pick-up	Weekly (2x)	Scheduled for Monday and Thursday (Riverside events may affect the schedule); truck in alley for 5–10 minutes
Common area extermination	Monthly	No disruption to residents
Passenger elevator monthly maintenance	Monthly	Passenger elevator out of service for 1–2 hours
Freight elevator monthly maintenance	Monthly	Freight elevator out of service for 1–2 hours
Sprinkler system inspection	Quarterly	Testing may cause alarms to activate intermittently; typically lasts 2–3 hours
Entryway seasonal planters	Quarterly	Flowers and displays change with the season; minimal disruption to residents
Exterior window washing	Semiannual	Spring and fall; residents must remove window screens; shades should be closed for privacy
Interior window washing	Semiannual	Opt-in at residents' expense: spring/fall service; property manager communicates costs and timing
Balcony spider spraying	Semiannual	Opt-in service included: spring/fall service; property manager communicates details
Fire Alarms Extinguishers Emergency Lighting	Annually	Alarms will be activated multiple times during the testing; typically lasts 2–3 hours
Air conditioning tune-up	Annually	Opt-in at residents' expense; spring service; property manager communicates costs and timing
Passenger elevator annual inspection/testing	Annually	Elevator out of service for up to 6 hours
Freight elevator annual inspection/testing	Annually	Elevator out of service for up to 6 hours
Garage floor power washing	Annually	Spring; 2 days to clean both upper/lower parking; cars must be removed during cleaning of your parking level
Hallway carpet cleaning	Annually	Spring; scheduled after garage floor power washing
Bulk (large item) pick-up	Annually	Collection of items is typically scheduled for Spring

Lobby marble cleaning/polishing	Occasional	Performed every three years; lobby unavailable for part of the day
Dryer vent cleaning	Occasional	Hallway common vents cleaned every two years; in-unit dryer vents cleaned every four years
Garage door service/repair	As needed	Advance notice provided for service calls and emergency repairs
Snow removal	As needed	Front sidewalk cleared by 7:00 AM; Riverwalk sidewalk cleared by end of day

## Individual Unit Maintenance

Owners are responsible for individual Unit Maintenance

## Steam Heat

Our building uses steam heat throughout the building. The main steam is turned on when temperatures drop in Fall and turned off in Spring when temperatures rise. Please note:

- Communication for turning the steam on/off is given to residents prior to activation.
- It is important that you can properly regulate heat within your residence. If your residence requires emergency maintenance while steam is on, please contact Founders 3 with advance notice as the entire building's steam will have to be turned off during maintenance.
- Maintaining your steam is key to keeping costs down and temperatures balanced.
- Check to see if your valves adjust properly and control steam within your unit.
- Be sure to keep traps clean and maintained to optimize heat transfer and protect equipment.
- Residents are encouraged to switch to thermostat control when the opportunity arises.
- Please do not adjust Hallways and Common Area radiators; they are monitored by the groundskeeper.

To keep costs balanced, RFL pays steam from the HOA fees. A significant percentage of the fees goes toward residential steam heat; thus, maintenance of each unit is important. For more information regarding steam, please contact a board member.

## Water Shut Off Valve Locations:

- Valves for 2<sup>nd</sup> and 3<sup>rd</sup> floor units are located above drop ceiling in center corridor of 2<sup>nd</sup> floor.
- Valves for 4<sup>th</sup> and 5<sup>th</sup> floor units are located above drop ceiling in center corridor of 4<sup>th</sup> floor.
- Valves for 6<sup>th</sup> and 7<sup>th</sup> floor units are located above drop ceiling in center corridor of 6<sup>th</sup> floor.
- Valves for 8<sup>th</sup> and 9<sup>th</sup> floor units are located in center hall ceiling of unit 8D.
- Additional valve for units 9C and 9D is located inside the hall closet of unit 9D.
- Valves for floor units 10A and 10B are located in the back closet ceiling of unit 10D.
- Valves for floor units 10C and 10D are located under the stairs of unit 10D.
- Additional valve for unit 10C is located inside the utility room in unit 10C.

**PLEASE NOTE:** There may be other valves added by individual unit owners

## Contractor Rules & Responsibilities:

Below are the established requirements for contractors performing work within individual units to ensure safety, minimize disruption and protect common property. **PLEASE NOTE: All unit owners are responsible for ensuring their contractors fully comply with these rules.**

### General Requirements

- Contractors must be properly licensed, bonded, and insured in accordance with state and local laws.
- Contractors must comply with all applicable building codes, condominium governing documents, and directives from the Riverfront Lofts Board and the Property Manager.

### Permitted Workdays and Hours

- Work hours are Monday–Friday, 8:00 a.m. to 5:00 p.m.
- Work is prohibited on weekends and holidays.
- Any exceptions require prior approval from the Board.

### Access and Parking

- Contractors must use the freight elevator for transporting large amounts of materials and tools. The passenger elevator should primarily be used for transporting people.
- The south alley may only be used for active loading/unloading of tools and materials, and not when the Riverside Theater is holding a performance.
- Under no circumstances may the alley be used for contractor parking; vehicles must not be left unattended.
- Contractor vehicles may not block fire lanes, garbage coral, driveways, or resident parking spaces.

### Use of Common Areas

- Tools, equipment, and materials may not be stored in hallways, lobbies, or other common areas.
- Protective coverings must be installed in hallways and common areas when transporting materials that may cause damage.
- Contractors are responsible for daily cleanup of work areas and must remove all debris from the property.

### Noise, Dust and Nuisance Control

- Work must be performed with minimal disturbance to other residents.
- Noise-producing activities (hammering, drilling, sawing) are limited to approved work hours.
- Dust barriers, floor protection, and adequate ventilation must be used where appropriate.
- Residents should notify neighbors if noisy work occurs. Noise can travel to adjacent units as well as units above and below.

## Waste Disposal

- Construction debris may not be disposed of in building trash rooms or dumpsters without the Board's consent.
- Contractors must arrange for off-site disposal of all construction waste unless otherwise authorized.

## Safety and Conduct

- Contractors must maintain safe working conditions and comply with OSHA standards.
- Smoking, vaping, alcohol and illegal substances are strictly prohibited on condominium property.
- Workers must always behave professionally; loud music, offensive language, or inappropriate conduct is not permitted.

## Owner Responsibility

- Unit owners are fully responsible for the actions of their contractors.
- Any damage to common elements or other units caused by contractors will be repaired at the unit owner's expense.

## Inspections and Compliance

- The Association reserves the right to inspect work areas for compliance with these rules.
- Work may be suspended immediately if contractors fail to comply.
- Repeat violations may result in contractors being barred from working on the property.

## Pet Community and Etiquette

All RFL pet owners need to familiarize themselves with the RFL Rules for Pets and follow them. Beyond those rules that are posted, there are also rules like:

- Leash your pet
- Don't let your pet jump on other residents
- Keep your dog from engaging with other pets unless explicitly invited to do so
- Don't bring a sick animal onto an elevator

No matter what your pet's size, they should be well behaved. When on an elevator, it's necessary for all pets to be well-trained and if not, owners should pick them up. If your dog is not a great rider in the elevator, be sure to position them so they don't disturb others.

## Common Spaces and Elevator Etiquette

Elevators are small, be sure to pay close attention. From a machine safety perspective, elevator doors don't always register movement or something blocking its way. In those cases, the doors could close on your pet or their leash.

When it comes to other pets in the elevator, be sure to keep your pet close to ensure their safety, especially if it's an unfamiliar dog, you're sharing space with. Some tenants may not want your dog near, so leash up

(no retractable leashes, please), and have your dog sit at your feet for everyone's comfort and safety. When in doubt, wait for another elevator or use the stairs

Keeping your pet calm is a virtue, especially in small spaces. Practice getting them acquainted (on/off, adjusting to movement, etc.) during off-peak times. Using elevators with a pet doesn't have to be scary, all it requires is extra vigilance and consideration.

## **Pet Waste Disposal**

Owners are responsible for properly disposing of all pet waste. Pets have accidents, and sometimes that simply can't be helped. If your pet has an accident in the elevator or any other common areas it's your job to clean it up promptly. Owners are also responsible for waste disposal in outside areas adjacent to the building.

## **Pet Community**

- There are a group of cat owners in the building that watch each other's cats while on vacation
- There is a Vet Tech that comes to the building approx. every 5 weeks to cut dog and cat nails
- There are dog owners who volunteer to check on your dog if something unexpected comes up. Please speak to a board member if you are interested, and they can get you in touch with a responsible contact

## **Freight Elevator Operating Instructions and Information**

The freight elevator is for use by Riverfront Lofts residents, their guests and contractors. Owners are responsible for the actions of their guests and contractors. Repairs are costly—please operate the elevator with care.

### **Operating Instructions**

#### **Locate the elevator.**

- Look into the elevator shaft to confirm the elevator's position.

#### **Call the elevator to your floor.**

- Pull out the handle on the control switch and select *Up* or *Down* based on the elevator's current location.
- Stop the elevator within 1–2 inches of your floor to allow the gates to open.

#### **Open the wooden outer gate.**

- Use both hands (one on each side) to lift the wooden gate evenly. Do not use excessive force.

#### **Load the elevator.**

- Maximum weight capacity: **3,000 pounds**.
- Distribute weight evenly, placing heavier items in the center for balance.
- Do not overload or exceed the stated capacity.

#### **Open the metal inner gate.**

- Use both hands to raise it gently. Avoid using excessive force.

### **Ensure gates remain on their tracks.**

- Both the wooden outer gate and the metal inner gate must be fully closed before the elevator operates.

### **Operate the elevator.**

- Push the switch toward the door to go down or away from the door to go up.

### **Stop at your destination floor.**

- Level the elevator within 1–2 inches of the floor. If the gates don't open, adjust slightly up or down to level.

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**Please Note: after unloading, close both gates completely. The elevator will not operate for others until both the metal mesh and wooden gates are fully closed.**

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## **Reserving the freight elevator**

Contact the property manager at Founders 3 to make reservations.

## **Who to call if either elevator is down**

Contact the emergency number at Founders 3: 800-708-7462.

## **Common Areas and Access Ways**

Hallways, stairs, entrances, sidewalks and other walkways are intended for safe access in and out of the building and must be kept clear at all times. Common Areas may not be used for storage or personal décor.

Decorative items in Common Areas on floors 2–10 are permitted only with approval from at least three of the four Unit Owners on that floor, or as otherwise approved by the Board of Directors for the lobby, stairwells, or other Common Areas. All Common Areas must remain free of obstructions to always allow full access.

To maintain a clean and well-kept appearance, personal items such as shoes, boots, or other belongings may not be left in common hallways.

## **Balcony/Exterior**

**Grills:** Use a non-flammable grill mat and keep a working fire extinguisher nearby. Grill safely and store propane tanks only on your balcony.

**Signs:** Exterior signs are limited to short-term Open House signs, one American flag, and temporary political signs. All must be securely attached.

**Wiring & Antennas:** Exterior antennas, dishes, and wiring are not permitted. Shared access lines for Spectrum and AT&T Fiber are provided.

**Wash Lines:** Wash lines and hanging items are not permitted on balconies or railings.

**Window Coverings:** Temporary window coverings are not allowed; only standard, permanent coverings may be used.

**Bird Feeding:** Please do not feed birds or use bird feeders on balconies or windows, as this can attract pests and create maintenance issues.

**Balcony Plants:** Please be mindful when watering plants on your balcony, your neighbors below will appreciate not getting an unexpected shower.

## Amenities

### Rooftop:

- Hours: 6:00AM -11:00PM Sun-Thurs
- Hours: 6:00AM -12:00AM Fri and Sat
- No pets or unsupervised children allowed
- Max Capacity of 8 People
- Grill must be cleaned after use
- All seat cushions must be returned to their shelves to prevent loss or saturation

### Gym:

- Entry Code: 0415
- Hours: 24-7
- No pets or unsupervised children allowed
- All equipment shall be wiped down after use
- All equipment moved needs to be returned
- All lights and TV turned off and windows locked

### Package Room and Lobby

- The package room is unlocked and available for all deliveries and dry cleaning. Please turn the light off and close door when exiting.
- The Book Nook in the Lobby is available to all Unit Owners for use.
- The Chalkboard in the Lobby is available to all Unit Owners for use.
- Reminder: Communications are also shared via email, Butterfly, board meetings and the RFL Portal.

## Dry Cleaning:

- Dry cleaning is serviced several times per week by Sam at Redi Quick Dry Cleaners.
- Dry cleaning bags are left in the package room for pickup. Return is generally within 48-72 hours of pickup.
- Reach out to Sam at 414-771-1280 or [redi-quick@att.net](mailto:redi-quick@att.net) to set up an account and obtain a dry-cleaning bag.

## Parking:

- All parking spaces in the garage are assigned.
- A cabinet for storage is allowed if it does not cause the vehicle parked there to protrude.
- Owners cannot store things such as sporting equipment, baby seats, building materials, holiday decorations, boxes, bags, containers etc. in the garage, except in storage cabinets.
- There are two bike racks available for bicycles in the garage.
- If you need additional garage door openers, please contact the property manager at Founders3.
- There is a parking spot outside the front of the building designated for loading purposes.
- You can also have guests park on the street in one of the surface lots or parking structure across the street.
- Milwaukee also has a parking application available: [MKE Park App - App Store](#)
- **Parking Enforcement can be contacted at 414-286-8350**

## Security Suggestions

- *Lock Your Doors and Windows:* Always keep your doors and windows locked, especially when you are not home.
- *Know Your Neighbors:* get to know your neighbors and build a community that can help watch over each other.
- *Use Security Systems:* Consider installing alarm systems, ring cameras, etc.
- *Engage with the HOA:* Engage with your homeowner's association to ensure they are implementing necessary security measures.
- *Stay Informed:* Keep informed about local crime trends and community safety initiatives to stay proactive in your security measures
- To avoid theft in public spaces such as lobbies or gyms, always keep your belongings with you.
- *Be Mindful of Strangers in the Building:* Controlling access to shared spaces is the first step toward security. Even if they say they're visiting someone, don't let strangers into the building
- If your condo unit has keypad systems, make sure the access codes are updated on a regular basis, especially if you share them with someone who no longer needs access. Similarly, if you've misplaced a key or believe it's compromised, don't hesitate to replace it.

## Neighborhood Resources:

- Link to City Hall: [City of Milwaukee | Home](#)
- RFL Alderman: Bob Bauman: [4<sup>th</sup> District – Robert Bauman](#)
- Voting District [Election Commission](#)

## Neighborhood Associations:

- [Westtown Association](#)
- [Downtown Neighbors Association of Milwaukee](#)

## Pet Resources:

- Dog Park: [Who We Are – MKE Dog Park](#)
- Dog License: [Animal Fees](#)

## Explore Milwaukee:

A few popular city destinations to explore once you are settled

- [Fiserv Forum](#)
- [Edelweiss Cruises Milwaukee | Boat Tours, Rentals, & Private Charters](#)
- [Welcome to Mo's Irish Pub | Mo's Irish Pub - Downtown Milwaukee](#)
- [Mo's...A Place For Steaks](#)
- [Milwaukee Public Market - Fresh Food. Local Vendors.](#)
- [3rd St. Market Hall - The Best Food Hall in Downtown Milwaukee](#)
- [Milwaukee Symphony Orchestra](#)
- [The Riverside Theater | The Pabst Theater Group](#)



# Riverfront Lofts – Quick Start Guide

## Everything you need for your first days at a glance

### **Emergencies**

- Police, Fire, Medical: Call 911
- Building / Maintenance Emergency: Founders 3 – 800-708-7462

### **Property Management**

Founders 3

Contact: Patty Lux

Phone: 414-249-2132

Email: [plux@founders3.com](mailto:plux@founders3.com)

### **Access & Entry**

- Front Door System: Butterfly
- Extra Key FOBs: Email Founders 3
- Please provide an emergency key to management

### **Moving & Large Deliveries**

- Schedule moves at least 5 business days in advance
- Moves: Mon–Fri, 9:00 AM–5:00 PM
- Freight elevator required

### **Parking**

- All garage spaces are assigned and deeded
- No guest parking in garage
- Street and nearby public parking is available.

### **Portal & Payments**

- Portal: [rflcondos.org](http://rflcondos.org)
- HOA payments & balances: RentCafe
- ACH setup form available on the portal

### **Stay Informed**

- Watch for emails from the Board and Founders 3
- Notices via Butterfly, lobby board, and elevator postings