

# **Management Plan**

**621 Mendota Court  
Madison, WI 53703**

**January 15, 2009**

The proposed building at 621 Mendota Court will be managed by Patrick Properties. Patrick Properties is owned and managed by Patrick Corcoran. The Corcoran family has been involved residential income property in downtown Madison for more than forty years. Patrick has more than 20 years of personal experience in the downtown/student housing market as well as commercial real estate. Patrick Properties currently owns/manages 16 buildings in downtown and near west side of Madison. These buildings include the 45 unit Ambassador by the Lake.

### **621 Mendota Ct Management Plan**

621 Mendota Ct doors and locks will be on a “keyless” card system. This will provide management a higher level of security regarding lost “keys” and a change of tenants.

A resident manager will be on site for tenants to contact regarding, maintenance problems, noise complaints, lock outs, emergencies, etc. If the resident manager is unable to resolve a problem he/she will contact Patrick Properties or authorized maintenance/repair services to remedy the problem. A listing of authorized maintenance personal and repair services will be provided to the resident manager.

Brodeur Enterprises LLC, our maintenance contractor’s, office is located at 619 Langdon St. (Approx 175 feet from 621 Mendota Ct)

The resident manager OR Brodeur Enterprises LLC will be responsible for the following on a weekly basis (more frequently if needed):

Keep grounds picked up and free of debris

Vacuum/sweep hallways

Keep common areas free of trash and debris

Maintain trash room

Maintain laundry room-sweep floor, empty trash cans, wipe down laundry machines

Changed burned out light bulbs in common areas

Maintain lobby/entrance

Maintenance staff will inspect all common areas 3 times per week Repairs to common areas will be done immediately upon learning of need.

The building will provide trash chutes and an INTERIOR trash room. The trash room will be equipped with trash a compactor in order to minimize waste pick ups. Pellitteri Waste Systems will pick-up three times per week for trash and twice a week for recyclables.

Trash pick-up vehicles and maintenance staff parking will be handled with a 10' x 32' loading area located on the west side of the property

Snow will be removed from sidewalk, loading zone and exterior bike/moped parking area by noon the day after a snowfall. Snow will be deposited in the west side of the rear yard. Excessive snow will be hauled off site. Ice melt will be applied to these areas as needed.

The residential lease for 621 Mendota Ct will prohibit tenants from:

Loitering/partying in common areas

Having an excessive number of guests in one unit (no more than one guest/tenant)

Hanging clothes, signs or banners from balconies

Placing interior furniture (ie. upholstered chairs, couches, etc.) on balconies

Grilling on balconies

Bicycles on balconies

The outdoor grill area will have a precast concrete receptacle for used coals. This receptacle will be checked during the weekly maintenance inspections. It will be emptied as needed.

Policy and general announcements for residents will posted in both the Main Lobby and East Lobby.

All interior and exterior common areas and entrances will be monitored by security cameras. Video from these cameras will be reviewed on a regular basis. This will further our ability to provide a safe and secure living environment.

During the move out period a minimum of two maintenance staff will be on site to facilitate with proper trash removal, keeping hallways clear and exterior grounds free of trash and debris. At a scheduled time, office staff will begin the check out process unit by unit and will be immediately followed by maintenance, painting and cleaning. There will be a minimum of 6-8 cleaning staff and 4-6 painters. The maintenance crew will be determined by the repairs needed within the building.

During the move in period a minimum of three office staff, including Patrick Corcoran, will be on site to facilitate incoming tenants. Move in times will be staggered by floor, in order to minimize congestion on Mendota Ct.