

Cherokee Gardens Condominium (CGCH) New Owner Move-In Checklist

I. **Essential documents that must be returned to CGCH:**

- ☐ Review/sign the CGCH New Purchaser Agreement, **see attached**.
- ☐ Review/sign the CGCH Authorization for Direct Payment (ACH), **see attached**.
- ☐ Review/sign the CGCH Contact Information, **see attached**.
- ☐ Review/complete the CGCH Verification of Parking Spaces & Pool Tag #'s, **see attached**.
- ☐ Provide a copy of your Unit key to CGCH Maintenance. (Not required, however encouraged; e.g. you lock yourself out of your Unit).

II. Cherokee Gardens Condominium Welcome:

☐ **Key Resources:**

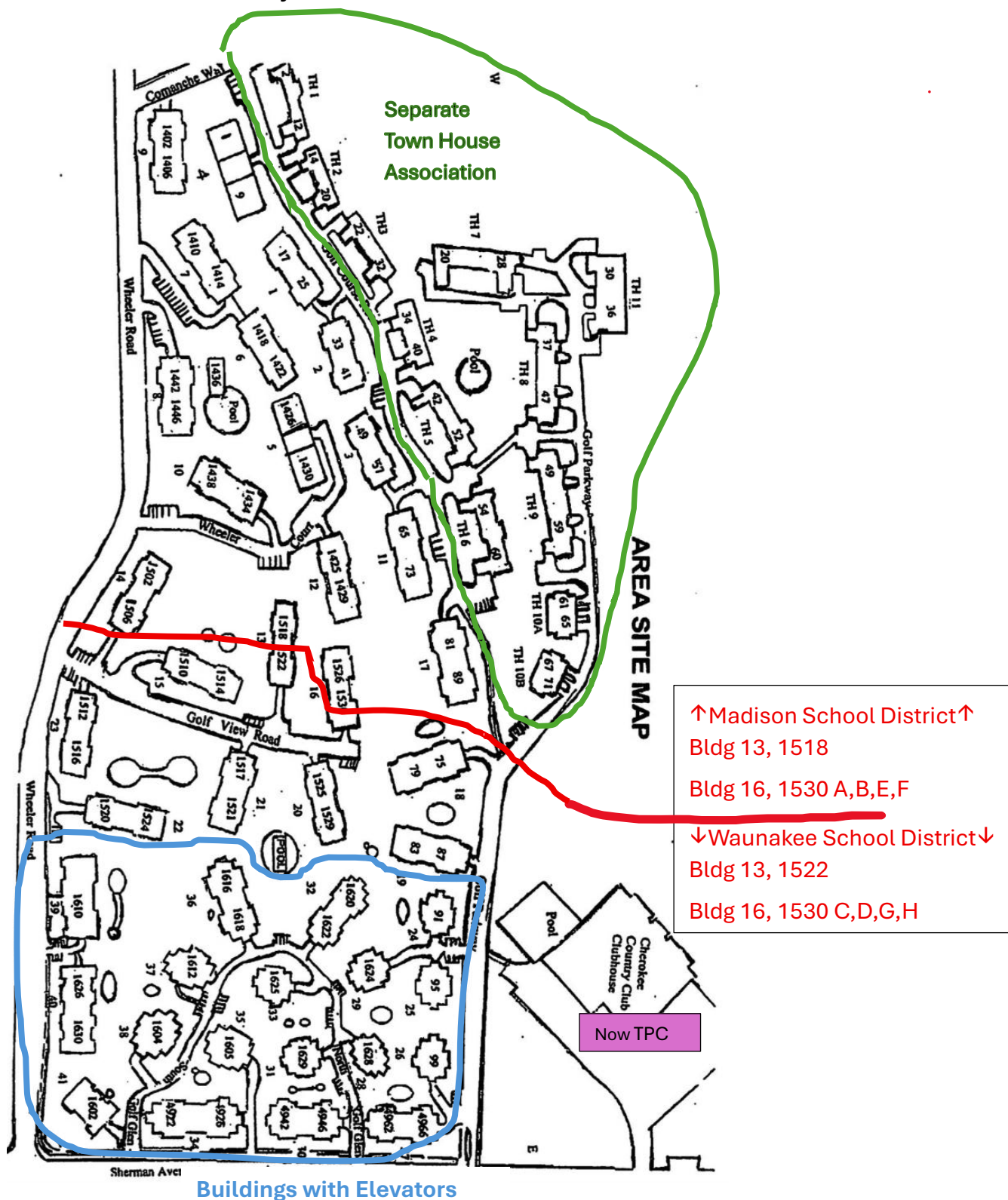
- o The CGCH website: www.cherokeegardencondos.com
 - o Your Unit neighbors
- ☐ Governing documents (rules, bylaws) ([link](#))
- ☐ Key contact information
 - o Owner Directory (CGCH Board Members & Facilities staff), **see attached** ([link](#))
 - o CGCH Committees ([link](#))
- ☐ Amenities ([link](#))
 - o Pool etiquette and hours, **see attached** ([link](#)); Clubhouse policy ([link](#))
- ☐ Trash and Waste Removal etiquette, **see attached** ([link](#))
 - o Trash/Recycling schedule ([link](#)); Cardboard & Styrofoam Recycling ([link](#)); Special item removal ([link](#)); Recycling guide from City of Madison has more detail ([link](#))
 - o General Waste - weekly. Bag color - any; Recycling - bi-weekly. Bag color- clear/see through.
 - o All Waste/Recycling bags need to be securely tied to not leak/tear (gooseneck tie, tape, etc.).
- ☐ Utilities and Services
 - o There are a variety of building types and features. See attached summary.
 - o The cost of Water, Trash/Recycling, Electricity of common spaces, Hot Water are part of the monthly Condo Fees. Depending on building heat, the fees may also include heat. (CGCH Bylaws Article VII Section 3; [Link](#), Pg 59)
 - o Internet/TV/Phone regarding Spectrum option, **see attached**
- ☐ Knox Box. If a Knox Box is in your building, the Fire Dept has access to this, and it contains Keys from all Units that are participating. If your Unit key is changed, get a copy to Madison Fire Department, Station # 10 (1517 Troy Dr; 608-266-4420) so it can be added to the Knox Box.
- ☐ Smoking vs non-smoking buildings.
 - o Buildings designated as “non-smoking” had the approval of all unit owners when the building was initially designated and will remain non-smoking moving forward.
- ☐ CGCH Condo Comments are produced monthly **see attached** ([link](#)).
- ☐ Attend monthly CGCH Board Meetings to stay informed and engaged.
- ☐ The annual CGCH Owner’s meeting occurs each June and requires a Quorum for any voting/work to be done as well as a great way to ask questions and get updates. Please mark this date in your calendar.

III. Insurance, Remodel & Maintenance

- ☐ Review with your personal property insurance carrier for:
 - o Proper coverage related to your condo unit and personal belongings.
 - o **Loss Assessment Coverage.** Should a CGCH property insurance claim be filed that has a high deductible or exceeds the policy limit, the Loss Assessment Coverage helps protect individual unit owners from financial responsibility for their proportional share of costs.
- ☐ Remodeling and Maintenance
 - o To minimize problems, notify GCGH Maintenance if you remodel, e.g. upper floors need to meet sound proofing requirements. (CGCH By-Laws House Rules & Regulations Article II Section 8.3).
 - o Main shutoffs (Gas, Electric, Water), typically located in the basement, are managed by CGCH Maintenance. Contact CGCH Maintenance if contractor work requires these mains to be shut off.
 - o Attic access is usually locked, contact CGCH Maintenance if contractor access is necessary.

- Thebco must be used for window replacement.
- CGCH has no other required contractors, however GCG Maintenance can let you know who they frequently see on site.

IV. Which School District do you live in? See Below



Building #	Building Address	School District	Non-Smoking	Elevator in bldg	Unit Heat System	Knox Box in bldg
1	17 & 25 Golf Course Rd	Madison				
2	33 & 41 Golf Course Rd	Madison				
3	49 & 57 Golf Course Rd	Madison				
4	1 & 9 Golf Course Rd	Madison				
5	1426 & 1430 Wheeler Ct	Madison				
6	1418 & 1422 Wheeler Rd	Madison				
7	1410 & 1414 Wheeler Rd	Madison				
8	1442 & 1446 Wheeler Rd	Madison				
9	1402 & 1406 Wheeler Rd	Madison				1406 only
10	1434 & 1438 Wheeler Ct	Madison	1438 only			
11	65 & 73 Golf Course Rd	Madison				
12	1425 & 1429 Wheeler Ct	Madison				
13	1518 & 1522 Golf View Rd	1518: Madison 1522: Waunakee				
14	1502 & 1506 Wheeler Rd	Madison				
15	1510 & 1514 Golf View Rd	Waunakee	entire bldg			
16	1526 & 1530 Golf View Rd	Madison, except 1530 C,D,G,H is in Waunakee				
17	81 & 89 Golf Course Rd	Madison				
18	75 & 79 Golf Pkwy	Waunakee				75 only
19	83 & 87 Golf Pkwy	Waunakee				
20	1525 & 1529 Golf View Rd	Waunakee				
21	1517 & 1521 Golf View Rd	Waunakee				
22	1520 & 1524 Wheeler Rd	Waunakee				
23	1512 & 1516 Wheeler Rd	Waunakee	1516 only			
24	91 Golf Pkwy	Waunakee		Yes		
25	95 Golf Pkwy	Waunakee		Yes		
26	99 Golf Pkwy	Waunakee	entire bldg	Yes		entire bldg
27	4962 & 4966 N Sherman	Waunakee		Yes		4966 only
28	1628 N Golf Glen	Waunakee		Yes		
29	1624 N Golf Glen	Waunakee	entire bldg	Yes		1624 only
30	4942 & 4946 N Sherman	Waunakee		Yes		
31	1629 N Golf Glen	Waunakee	entire bldg	Yes		entire bldg
32	1620 & 1622 N Golf Glen	Waunakee		Yes		
33	1625 N Golf Glen	Waunakee	entire bldg	Yes		
34	4922 & 4926 N Sherman	Waunakee		Yes		4922 & 4926
35	1605 S Golf Glen	Waunakee		Yes		
36	1616 & 1618 S Golf Glen	Waunakee	1618 only	Yes		
37	1612 S Golf Glen	Waunakee		Yes		
38	1604 S Golf Glen	Waunakee		Yes		
39	1610 Wheeler Rd	Waunakee		Yes	Yes	
40	1626 & 1630 Wheeler Rd	Waunakee		Yes	Yes	
41	1602 S Golf Glen	Waunakee		Yes	Yes	