

## MHCA Glossary

- Annual Meeting: Takes place the 3rd Tuesday in March in the Party Room. Election of officers takes place at this time.
- Board of Directors: Consists of three elected members from the MHCA owners, a president, treasurer, and secretary. All are elected to three year terms. One office is up for election every year. Meetings are open and held every other month. Date will be posted, usually on the 3rd Tuesday of the month.
- By Laws: The initial rules set up when the condominium was established in 1983.
- Common Elements: All portions of the MHCA property other than the units. The short, non-legal explanation of this is: Everything inside your unit is yours, everything else (atrium, party room, sun deck, lobby, roof, trash room, etc.) is a common element. This gets a lot more complex, with Limited Common Elements also popping up. This is important because it determines who gets the bill for repairs. See the Declaration for legal definition of Common and Limited Common Elements.
- CRC: Capitol River Council: Association of Downtown (District 17) residents and business owners. Meetings open to Lowertown residents and often provide info on upcoming projects and policies. Good place to find out what the City has in mind for our neighborhood.
- Declaration: Original 24 page legal document written in Dec of 1982 setting up MHCA and defining rules and responsibilities.
- District Energy: The source of our heating and cooling. The main power plant is on the riverfront, next to the Science Museum. Supplies most of the heating and cooling for downtown St Paul. One of the more efficient Utility Cos in the nation.
- Elevator
- Furnace Filters: Supplied by MHCA on a regular basis as a courtesy to unit owners. They go in the louvered vent in your hallway. Changing them on a regular basis is a good idea.
- HPC: Historic Preservation Commission. The volunteer organization that has the ultimate say on what we may do to the outside of the building. Most of the Lowertown buildings come under their control. Meets at regular intervals in the St Paul Central Library, 4th floor Comprised of historians, architects, engineers, artists and policy people. May be volunteer, but they have *lots* of clout.
- HVAC: Heating/Ventilating & Air Conditioning. This is the unit lurking above the trapdoor in your hallway. In the winter it receives hot water from District Energy, which is used to warm air that then heats your unit. In summer months (April-Oct) district energy sends us cooled water to cool your units. Once it is changed over, there is no returning to the other

system until the appropriate season. The incoming hot or cold water and associated plumbing is the MHCA's responsibility. Maintenance and repair of the individual HVAC units is the responsibility of the individual unit owner. Think of it as your home furnace/AC unit.

- Keys: The fob will let you in the two outer doors and the lobby door.. it also works on the door on the 5th street side. To enter the doors from the fire stairwells you will need a Medeco key (an actual key) to enter from the stairwells. The medeco key will also turn the bolt at times when the power is out or the door bolt is sticky.
- Management Association: The company hired by MHCA to take care of common area maintenance, billing and other issues as required. At present, our management company is Paradise & Associates. For emergencies and non-emergencies alike their number is 651-699-5300
- MHCA: Market House Condominium Association. The residential part of Market House, (floors 3-6)
- MHCC: MarketHouse Commercial Condominiums. The downstairs commercial side...floors 1 and 2, and the lower level. Some areas are shared, such as the entrance area, and the trash/recycling area, We have an easement to use these common areas. Maintenance and utility expenses for the building are also apportioned by the Operating Agreement.
- McKibbin Dorsey Driscoll: The original manufacturing company (hats, caps gloves and fur coats) that built the building in 1902 and remained here until the late 1920s. The building was used as a furniture warehouse for Cardozo Co. after that. In the early 80s the building was converted to its present condo/commercial status.
- Operating Agreement: Initial rules set up in 1983. These refer to the agreements between the commercial and residential areas of Market House for sharing expenses. These were reworked in 2017 between MHCA and MHCC after they had expired.
- Parking Lot: Alas, our late lamented lot is now part of the CNS ballpark 3rd base line, lost to Eminent Domain. Residents may look for monthly parking at nearby lots. Union Depot lot is probably the most popular.
- Party Room: The common area for MHCA residents on the 6th floor. Your door fob is necessary to get in. Official Board meetings are held downstairs here, . It may be reserved for private parties.. See Party Room regulations for more detail. Hours of operation are restricted.
- Renovation and Construction Policy: Rules & regulations regarding remodeling and renovation of individual units. Includes information on damage deposits, plans, hours of operation, MHCA notification and other pertinent items.
- Pet Policy: Pets are allowed in MarketHouse. Complete pet policy is in the website.
- Proxy: If you cannot attend the Annual Meeting, a proxy may be sent in, authorizing another member to vote in your place. Proxies will be sent out with the annual meeting notices. It is quite important to either attend or send in the proxy, as a quorum is necessary.

- Plumbing: We will try to give notice of water shut-offs in advance, if it is possible. Notify Paradise if you plan to do repairs which require a water shutoff of a common line so we can warn residents. All toilets in Markethouse are side flush types, which means there are at least two or three right angle turns of the sewer line before it reaches a main. In addition, the system was designed for at least a 3 gallon dluah tank, whereas all are now 1.6 gallons. What this means is it is prudent to not flush wipes (they may say they're flushable, they aren't) and diapers are a boon to the plumber retirement fund..
- Quiet Hours: After 10:00PM
- Quorum: Percentage of owners necessary to officially elect officers. At present it is 75%, which is why it is important to either attend or send in your proxy.
- Security System: The system of cameras, recorders and passcard entries set up throughout the residential and commercial parts of the building .The most important facet of the security system is MHCA residents reporting suspicious events to the management or police. Don't allow people you don't recognize to follow you into the lobby area. If they are authentic visitors they can use the call box to announce their arrival and be buzzed in.
- Sun Deck: The common area above the Party Room, open in the summer.(and the winter). Open to all residents. Guests are weelcome, but must be accompanied by a resident.
- Trash Removal: Bagged household trash may be placed in the trash chute on each floor. Caveat: The chute will not accept trash bags larger than grocery bag size. Nothing larger, and secured plastic bags should be used. Anything larger, or liable to spill (1/2 full bottles) should be carried to the trash room in the basement. All those warning notices inside the door are there for a good reason.
- Volunteerism: The driving force behind our association. There are no paid positions for helping at parties,serving on our board ,planting flowers, or any of the other myriad things that get done to make this a nice place to live. But you will get reimbursed for your expenses ,make new friends and feel good about yourself. End of pledge drive message.
- Website: **Markethousecondoassociation.com** The place to check for minutes of the last meeting,upcoming meetings, regulations, stuff for sale, volunteer opportunities, retail news, parking, building history,local contractors, plumbers, good restaurants, neighborhood warnings, jobs...you get the idea.