

Park Tower Condo

2018 Employee Holiday Fund

November 16, 2018

Fellow Park Tower Owners and Residents,

SEASON'S GREETINGS! As is customary for many Chicago high-rise communities, Owners and Residents are invited to contribute to an annual Holiday Fund for distribution to the building's staff as a way of showing thanks and appreciation for their service throughout the year. Park Tower has a loyal team of 32 employees working shifts around the clock managing and maintaining the Lobby, Front Desk, Office, Garage, and Health Club. Their efforts help keep our common areas comfortable and presentable, and keep the business of the Condo Association running smoothly and efficiently.

We have extra thanks to show this year – on top of their routine activities, our staff provided a big assist on a number of major projects such as the Riser Replacements, large and small Heating and Air Conditioning and Plumbing Repair Projects, the Package Room Project underway now, and a host of other small to medium size projects. We are particularly lucky to have a staff skilled enough to complete much of what we do in house, rather than having to call a contractor every time repairs or maintenance is needed.

There are important changes to the Holiday Fund this year. First, the Board of Directors closed the separate account where the fund has been managed in the past. Your donation will now be paid to the Condo Association, and distributed through Payroll. Taxes will be withheld. HOWEVER, this now means Owners may contribute via a charge on their account. To do so, just let the management office know in writing or complete the bottom of this announcement and either return it to the office, drop it in the front desk drop box or mail it to Park Tower Condo, Attn: Management Office, 5415 N. Sheridan Rd. #107, Chicago, IL, 60640. Renters and other residents, and owners who prefer can still donate via a check or money order made out to "Park Tower Condo Association", via the front desk drop box, management office or US Mail.

In order for our staff to receive their Holiday Fund gifts in time for the holidays, due to the timing of Payroll, please contribute by Friday December 14th.

Thank you for your consideration and helping us reward and support our staff. We wish you, your family, friends, neighbors and loved ones peace, good health, joyful times and safe travels this season, and all the best in 2019!

Sincerely, The Park Tower Board,

*Kenneth Anderson, Monique Fouant,
Paul Heck, Michael Parrie,
and Jean Shamo*

YES! I'd like to contribute! Please add my Park Tower Holiday Fund donation of \$_____ to my assessment account. I agree to pay this amount when it appears on my statement.

UNIT # _____

OWNER(print): _____

SIGNATURE: _____