



Park Tower CONDOMINIUM ASSOCIATION

5415 N. SHERIDAN ROAD • CHICAGO, IL 60640 • (773) 769-3250 • FAX (773) 769-0047 • www.ptcondo.com

December 21, 2020

NOTICE OF SPECIAL MEETING OF THE UNIT OWNERS TO DISCUSS PROPOSED BUDGET FOR 2021-2022

To be held Monday, January 11, 2021, 7:30 p.m., via Zoom

Meeting ID# 857 8916 2946

Invite Link: <https://us02web.zoom.us/j/85789162946>

Adoption of budget to be considered at Board Meeting to follow Special Meeting (Monday, January 11)

Dear Owner,

Please find enclosed for your review the proposed annual budget for the fiscal year March 1, 2021 to February 28, 2022, as presented by our Management team and reviewed and edited by the Budget and Finance Committee and the Board of Directors. An initial draft was reviewed line item by line item, on three consecutive Saturdays in November. **Under consideration is a planned increase of 3.4% in assessments.** We understand that this is difficult to accept considering the pandemic and struggling economy. However, we must also be fiscally responsible to our building that is 46 years old and recognize there are rising costs the Association has very little power to directly control. If we did not carefully consider all planned expenses, then we would have been looking at almost a 7% assessment increase.

In particular, this budget has been seriously impacted by three factors:

1. A huge increase in property, liability, and umbrella insurance premiums in the amount of \$95,400. This represents 1.76% of our assessment increase alone. Our insurance representative shared at the November board meeting that we are entering a "hard market" that affects all US high-rises over 50 stories tall and are non-sprinkler. Furthermore, fires, weather events, and other realities outside our control are a huge factor. And, there are few to no insurance companies to competitively bid lower.
2. Another increase in city of Chicago water expense. The higher rate, coupled with more residents working from home and consuming more water, represents 1.53% of our assessment increase alone.
3. A loss of income due to the pandemic. In particular, the reduction in health club memberships and commercial parking spaces comes to \$184,231.

Combined, these two percentages are 3.29%, and with the loss of income demonstrates how much work was done in other areas of the budget to help offset the increase and loss. The result was a lessening of the possible assessment increase. Had all else remained equal, if you go by these three factors, it would have required almost a 7% increase.

Besides assessments, the other area targeted for increase is parking. This is the second year in a row we are raising parking rates over several years. We have found our parking charges to be in the middle range of other area garages, neither being excessively high nor too low. In addition, we have lost about 60 commercial parkers with less workers on site in our mall offices. Overall, the Board does not intend assessments to cover all the expenses of the garage, and therefore the proposed parking charges are as follows:

Valet Parking	Increase \$5 (from \$135 to \$140)
Self-Parking	Increase \$5 (from \$135 to \$140)
Premium Parking	Increase \$5 (from \$150 to \$155)
Guest Parking	Increase \$1 (or \$5 for booklet of 5 stickers)
Tandem Parking	Increase \$5 per vehicle (or \$10 for the one spot, from \$220 to \$230)
Commercial Day Parking	Increase \$5 (from \$180 to \$185)
Hourly Parking	Increases \$2 for each category (1 hour \$12 to \$14, 1-3 hours \$14 to \$16, 3-6 hours \$18 to \$20, 6 to 8 hours \$22 to \$24, 8 to 24 hours \$36 to \$38)

In addition, while we considered increasing laundry room rates due to the higher cost of water, we decided to keep them the same for this upcoming year. Next month, we celebrate our one-year anniversary with The Habitat Company serving as managing agent. Thus, everyone should now be familiar with how to access their monthly assessment statements electronically. To cover the cost of owners who still receive paper statements, the Association will be adding a \$1 monthly charge for the printing and mailing to those owners. In order to avoid this charge, please sign up for electronic statements.

Overall, the budget represents our best effort to responsibly maintain and protect owners' collective investment in Park Tower while providing a positive and reasonably comfortable living experience for all our residents during these difficult times. We continue our excellent reputation of NEVER HAVING A SPECIAL ASSESSMENT. We prepare for the coming year by closely following guidance from Management and the 2020 Reserve Study. Reserve Advisors proposed an increased minimum annual contribution in 2021-2022 of \$1,791,100 gradually increasing annually to \$2,094,100 through 2024. We stay reasonably close to these recommendations.

Major projects over \$50,000 in 2021-2022 and their projected costs include:

Pool Walkway Roof and Gutters	\$60,000
Pool Area Roof and Skylight	\$272,600
Northeast Bike Room / Garage Masonry	\$150,000
Garage Concrete / Membrane (phases 5 thru 9)	\$436,800
'06 Pantry Riser Insulation	\$90,000
Riser Projects	\$525,000
North Driveway Resurfacing (our portion cost separate from 5445)	\$51,200
Heat Exchangers	\$100,500
Hallway Return Air Handler	\$78,000
Boiler Refractory	\$54,000

This proposed budget includes an increase in projected annual income of \$189,400 for total income of \$7,597,000. Approximately \$184,200 of that increase is accounted for by the adjustment in assessments. Total proposed non-reserve operating expenses are \$7,597,000. The proposed annual reserve contribution is decreased to \$1,758,100. We presently expect total reserve expenses for the year of approximately \$1,921,700. Overall, we are keeping a healthy and responsible reserve fund balance.

Management, the Budget and Finance Committee, and the Board reviewed the proposed budget and worked together to consider general expenses for the coming year, and future needs for effective and efficient operations and responsible maintenance of the building. All our anticipated reserve projects are listed under the section "RESERVES" on the proposed budget page 3. We have continued our focus on increasing our annual budgeted contribution to the reserve, with the goal of meeting forecasted physical and structural needs for the building.

Please join us at a Special Meeting to discuss the proposed budget on Monday, January 11, 2021, at 7:30 p.m. via Zoom. After hearing from fellow owners, the Board will consider the enclosed proposed budget for adoption at the Board meeting to immediately follow. All owners are welcome and strongly encouraged to attend and participate in the discussion.

Sincerely,



Michael Parrie
Board President
Park Tower Condominium Association

Park Tower Condo Association 2021/2022 Budget Summary

Code	Category and Account Titles	2022	2021	2021	2021	2022 Budget vs 2021	
		Budget	Forecast	Budget	Variance	Inc (Dec)	%
51100000	Residential assessments	5,607,700	5,423,506	5,423,500	6	184,200	3.40%
	TOTAL CONDOMINIUM ASSESSMENT REVENUE	5,607,700	5,423,506	5,423,500	6	184,200	3.40%
	Other Revenue						
51150000	Cable assessments	445,200	426,453	412,400	14,053	32,800	7.95%
51200000	Apartment rent	48,600	21,600	21,600	0	27,000	125.00%
51400000	Commercial base rent	80,800	76,404	76,600	(196)	4,200	5.48%
54100000	Interest income-project operations	6,500	6,311	7,000	(689)	(500)	-7.14%
59100000	Laundry income	89,000	88,865	95,000	(6,135)	(6,000)	-6.32%
59220000	Late fees	27,000	30,235	25,200	5,035	1,800	7.14%
59340000	Misc service income	113,300	96,848	103,700	(6,852)	9,600	9.26%
59740001	H/C resident membership	74,400	35,746	114,600	(78,854)	(40,200)	-35.08%
59770000	Transfer fees	63,500	36,300	63,500	(27,200)	0	0.00%
59790000	Lock out fees	6,000	4,850	6,000	(1,150)	0	0.00%
59850000	Bike room fees	9,900	11,920	12,300	(380)	(2,400)	-19.51%
59870000	Fines	28,800	37,540	17,000	20,540	11,800	69.41%
59900000	Misc other income	24,000	28,940	24,000	4,940	0	0.00%
59910000	Rooftop antenna fees	98,600	91,492	95,900	(4,408)	2,700	2.82%
59920000	Party room	100	0	4,500	(4,500)	(4,400)	-97.78%
59930002	Security reimbursed	2,400	1,493	5,400	(3,907)	(3,000)	-55.56%
	TOTAL NONASSESSMENT REVENUE	1,118,100	994,997	1,084,700	(89,703)	33,400	3.08%
	TOTAL REVENUE	6,725,800	6,418,503	6,508,200	(89,697)	217,600	3.34%
	Administrative Expenses						
63110000	Office supplies/expenses	5,200	5,225	5,500	275	(300)	-5.45%
63110002	Copier Expenses	10,000	10,477	11,500	1,023	(1,500)	-13.04%
63120000	Office/Computer Equipment	7,200	9,177	9,500	323	(2,300)	-24.21%
63200000	Management fee	127,200	127,200	127,200	0	0	0.00%
63400000	Legal	20,800	15,132	20,800	5,668	0	0.00%
63410000	Legal collections	100	489	0	(489)	100	100.00%
63500000	Audit expense	5,500	5,500	5,500	0	0	0.00%
63600000	Telephone and answering service	10,400	9,736	10,400	665	0	0.00%
63700000	Bad debts	27,000	0	15,000	15,000	12,000	80.00%
63800000	Consulting/professional costs	22,100	9,443	9,500	57	12,600	132.63%
63880000	Assmnt - Assn owned commercial unit	40,900	39,494	39,500	6	1,400	3.54%
63880001	Assmnt - Assn owned mgmt office	6,200	5,953	6,000	47	200	3.33%
63900000	Misc administrative expenses	10,000	16,531	10,000	(6,531)	0	0.00%
64250000	Postage & delivery service	8,700	8,650	7,100	(1,550)	1,600	22.54%
67100000	Real estate taxes	19,900	18,673	20,700	2,027	(800)	-3.86%
67150002	Education/Training	7,100	3,552	5,600	2,048	1,500	26.79%
67190000	Miscellaneous taxes	600	100	600	500	0	0.00%
67200000	Property and liability insurance	304,300	188,925	208,900	19,975	95,400	45.67%
	TOTAL ADMINISTRATIVE EXPENSES	633,200	474,258	513,300	39,042	119,900	23.36%
	Payroll Expenses						
63100000	Office salaries	269,600	274,069	265,300	(8,769)	4,300	1.62%
65100000	Janitor and cleaning payroll	841,700	815,710	845,600	29,890	(3,900)	-0.46%
65330000	Doormans payroll	203,400	179,639	187,200	7,561	16,200	8.65%
65430000	Healthclub/pool payroll	72,900	42,221	69,800	27,579	3,100	4.44%
67110000	Fed unemployment tax	1,200	1,119	0	(1,119)	1,200	100.00%
67120000	State unemployment tax	12,800	12,330	0	(12,330)	12,800	100.00%
67130000	FICA	111,800	103,627	117,800	14,173	(6,000)	-5.09%
67220000	Workers compensation	33,800	30,696	33,000	2,304	800	2.42%
67260001	Other employee benefits - maint	277,600	266,542	263,400	(3,142)	14,200	5.39%
67260002	Other Employee Benefits - Admin	38,100	38,090	37,100	(990)	1,000	2.70%
67260004	other employee benefits- doorman	52,000	51,927	51,200	(727)	800	1.56%

	TOTAL PAYROLL EXPENSES	1,914,900	1,815,971	1,870,400	54,429	44,500	2.38%
	Utility Expenses						
64500000	Electricity	375,500	362,969	385,900	22,931	(10,400)	-2.69%
64510000	Water & Sewer	528,000	555,876	445,000	(110,876)	83,000	18.65%
64520000	Gas	423,000	391,810	433,100	41,290	(10,100)	-2.33%
	TOTAL UTILITY EXPENSES	1,326,500	1,310,655	1,264,000	(46,655)	62,500	4.94%
	Operating Expenses						
62120000	Licenses/fees/permits	7,400	7,282	7,300	18	100	1.37%
63880002	Assmnt - Assn owned engineer's unit	19,100	18,469	18,500	31	600	3.24%
64610000	Exterminating	45,000	44,645	43,200	(1,445)	1,800	4.17%
65140000	Lamps and bulbs	9,500	7,692	9,500	1,808	0	0.00%
65150000	Janitors and cleaning supplies	18,100	20,734	14,700	(6,034)	3,400	23.13%
65600001	Maintenance supplies	10,300	15,640	9,800	(5,840)	500	5.10%
65650066	Extraordinary Items	5,000	8,594	0	(8,594)	5,000	100.00%
	TOTAL OPERATING EXPENSES	114,400	123,057	103,000	(20,057)	11,400	11.07%
	Contract Expenses						
64150000	Cable TV expense	445,200	428,516	412,400	(16,116)	32,800	7.95%
65180000	Uniforms	13,100	12,039	11,000	(1,039)	2,100	19.09%
65250000	Rubbish removal	34,500	30,372	33,400	3,028	1,100	3.29%
65300000	Security payroll/contract	149,000	146,544	139,600	(6,944)	9,400	6.73%
65360000	Landscaping\ground maintenance	35,400	36,698	34,500	(2,198)	900	2.61%
65450000	Elevator contract	106,900	105,941	104,000	(1,941)	2,900	2.79%
65460000	Heating/cooling R&M/Contract	30,800	24,096	32,600	8,504	(1,800)	-5.52%
65660000	Metal maintenance	16,500	15,587	20,900	5,313	(4,400)	-21.05%
65680000	Plant maintenance/rental	6,000	4,683	6,000	1,317	0	0.00%
65810000	Window washing	26,000	27,665	25,700	(1,965)	300	1.17%
	TOTAL CONTRACTS	863,400	832,141	820,100	(12,041)	43,300	5.28%
	Maintenance & Repair Expenses						
65220000	Plumbing\HVAC supplies	19,000	21,994	22,000	6	(3,000)	-13.64%
65300001	Security-move ins/outs	17,500	8,922	16,800	7,878	700	4.17%
65310000	Security equipment	10,900	9,282	12,500	3,218	(1,600)	-12.80%
65380000	Snow removal	4,600	4,648	4,600	(48)	0	0.00%
65490000	HVAC materials	58,400	58,355	65,900	7,545	(7,500)	-11.38%
65650000	Equipment maintenance	8,000	4,415	5,000	585	3,000	60.00%
65690000	Keys and lock service	21,800	35,903	36,000	97	(14,200)	-39.44%
65700190	Building repairs	72,000	76,309	74,000	(2,309)	(2,000)	-2.70%
65820000	Fire safety equipment	28,500	26,227	28,500	2,273	0	0.00%
65830000	Roof repairs	10,000	9,318	9,500	182	500	5.26%
65900002	Filters	3,400	3,338	3,400	62	0	0.00%
65910000	Electrical repairs	12,500	22,300	23,500	1,200	(11,000)	-46.81%
65950000	Plumbing/sewer repairs	30,000	34,149	30,000	(4,149)	0	0.00%
65960000	Floor repairs/cleaning	3,600	10,800	7,500	(3,300)	(3,900)	-52.00%
65990000	Window repairs	4,200	4,220	4,200	(20)	0	0.00%
66830000	Resident reimbursed repairs	66,000	84,851	65,000	(19,851)	1,000	1.54%
	TOTAL MAINTENANCE & REPAIR EXPENSES	370,400	415,032	408,400	(6,632)	(38,000)	-9.30%
	Social & Recreational Expenses						
63130000	Social activities/events	2,400	968	11,400	10,432	(9,000)	-78.95%
65470002	Health club repairs/maintenance	7,400	2,100	7,400	5,300	0	0.00%
65470008	Healthclub expenses	10,600	10,343	10,500	157	100	0.95%
65471111	Pool supplies/expenses	7,200	8,719	6,800	(1,919)	400	5.88%
	TOTAL RECREATIONAL	27,600	22,131	36,100	13,969	(8,500)	-23.55%
	TOTAL EXPENSES	5,250,400	4,993,245	5,015,300	22,055	235,100	4.69%
	GARAGE OPERATIONS						
	Garage Income						
51110001	Guest parking	15,600	14,762	39,000	(24,238)	(23,400)	-60.00%
51110002	Valet parking	201,600	195,925	186,300	9,625	15,300	8.21%
51110003	Motorcycle parking	2,900	2,080	3,400	(1,320)	(500)	-14.71%
51110004	Tandem parking	88,300	74,620	87,100	(12,480)	1,200	1.38%
51110005	Reserved parking	72,500	170,390	70,200	100,190	2,300	3.28%

51110006	Commercial parking	51,000	54,023	159,400	(105,377)	(108,400)	-68.01%
51110007	Garage cash sales	6,900	6,770	14,600	(7,830)	(7,700)	-52.74%
51110008	Garage late fee	3,300	3,760	2,600	1,160	700	26.92%
51110009	Miscellaneous garage income	88,100	3,983	8,000	(4,017)	80,100	1001.25%
51700000	Garage and parking lot income	341,000	210,885	328,800	(117,915)	12,200	3.71%
	TOTAL GARAGE INCOME	871,200	737,198	899,400	(162,202)	(28,200)	-3.14%
	Garage Expenses						
63900004	Garage - misc admin expenses/License	9,000	2,362	2,500	138	6,500	260.00%
64900002	Garage - misc operating expenses	8,800	2,744	8,500	5,756	300	3.53%
65180001	Garage uniforms	2,100	1,144	2,100	956	0	0.00%
65390000	Garage/parking expenses	4,000	3,254	4,000	746	0	0.00%
65390003	Garage/Parking Tax	18,000	25,279	50,800	25,521	(32,800)	-64.57%
65390924	Garage payroll and expenses	323,300	281,299	320,900	39,601	2,400	0.75%
65870001	Garage repairs	19,000	16,538	20,900	4,362	(1,900)	-9.09%
65900003	Garage - maintenance expenses	5,800	4,800	5,000	200	800	16.00%
65950001	Plumbing\sewer repairs	3,500	2,743	5,000	2,257	(1,500)	-30.00%
67110001	Fed unemployment tax	600	562	0	(562)	600	100.00%
67120001	State unemployment tax	3,600	3,335	0	(3,335)	3,600	100.00%
67130001	FICA	25,000	21,704	28,000	6,296	(3,000)	-10.71%
67220002	Garage - workers' compensation insurance	9,200	8,024	9,000	976	200	2.22%
67260005	Garage-other employee benefits	156,600	149,713	144,500	(5,213)	12,100	8.37%
	TOTAL GARAGE EXPENSES	588,500	513,997	601,200	87,203	(12,700)	-2.11%
	TOTAL GARAGE SURPLUS/DEFICIT	282,700	223,200	298,200	(75,000)	(15,500)	-5.20%
	NET OPERATING INCOME/(LOSS)	1,758,100	1,648,458	1,791,100	(142,642)	(33,000)	-1.84%
68880000	Replacement reserve	1,758,100	1,791,100	1,791,100	0	(33,000)	-1.84%
	TOTAL RESERVE FUNDING ACTIVITY	1,758,100	1,791,100	1,791,100	0	(33,000)	-1.84%
	NET INCOME/(LOSS)	0	(142,642)	0	0	0	

	RESERVE PROJECTS						
8126-0000	Irrigation Improvements			20,000			
8100-0000	Pool Walkway Roof & Gutters			60,000			
8100-0000	Pool Area Roof & Skylight			272,600			
8112-0000	NE Bike Room/Garage Masonry			150,000			
8108-0000	Garage Project			436,800			
8101-0000	06 Tier Pantry Riser Insulation			90,000			
8102-0000	Riser Projects			525,000			
8165-0000	Domestic Cold Water Pump #3			35,000			
8140-0011	Driveway Resurfacing			51,200			
8127-0000	Sidewalk & Curb Repairs			18,600			
8101-0000	Heat Exchangers			100,500			
8101-0000	Fin Tube Heat Pump			30,000			
8101-0000	Hallway Return Air Handler			78,000			
8101-0000	Boiler Refractory			54,000			
	TOTAL RESERVE FUNDED PROJECTS			1,921,700			



Park Tower CONDOMINIUM ASSOCIATION

5415 N. SHERIDAN ROAD • CHICAGO, IL 60640 • (773) 769 3250 • FAX (773) 769 0047 • www.ptcondo.com

Responsible Water Use

50 Household Tips For Saving Water

From “WaterUseItWisely.com”

Edited by Property Manager Tim Patricio

1. There are a number of ways to save water, and they all start with us. So, we learn what we can do and change our habits! The more we can change, the more we can save!

For Park Tower Owners and Residents, saving water is both saving water as a resource and now more than ever MONEY. The cost of water, and the budget has just about TRIPLED over the last decade. We continue to budget more \$\$\$ each year for Water, than Electricity and Natural Gas! As that cost has increased, so has assessments and rents to compensate.

2. When washing dishes by hand, don't let the water run. Fill one basin with wash water and the other with rinse water. If you have one basin, use it as the wash basin and rinse one dish at a time. Turn off the water while you scrub your dishes.
3. Dishwashers typically use less water than washing dishes by hand. **Energy Star** branded dishwashers save even more water and energy, and generally continue to be the most trusted options on the market.
4. If your dishwasher is new, cut back on rinsing before putting dishes inside. Newer models clean more thoroughly than older ones. BUT DO YOUR RESEARCH, before choosing your dishwasher.
5. Designate one glass for your drinking water each day, or refill a water bottle. This will cut down on the number of glasses to wash. (And reusing water bottles is smart – remember the “Three R's”, reduce, reuse and recycle.)
6. Soak pots and pans instead of letting the water run while you scrape them clean.
7. Use garbage disposals sparingly. Instead, compost vegetable food waste and save gallons every time. Block Bins are now available at Park Tower. For more information visit:
<https://www.ptcondo.com/environmental-and-fiscal-concerns-intertwine-at-park-tower/>

NEW garbage disposals are prohibited at Park Tower. These devices are very bad for high rise plumbing. As they grind food up, it essentially becomes a paste like cement, which coats the pipes and can cause deterioration and clogging. Long ago, the policy was different, and at present units with old disposals are ‘grandfathered’ as a courtesy.

8. Wash your fruits and vegetables in a pan of water instead of running water from the tap.

9. Don't use running water to thaw food. For water efficiency and food safety, defrost food in the refrigerator or microwave. This can actually save water and electricity. If you are relying on warm water to attempt to thaw something, a microwave may actually use less energy than it took to heat the water being wasted.
10. Install an instant water heater near your kitchen sink so you don't have to run the water while it heats up. This also reduces energy costs.
11. Keep a pitcher of drinking water in the refrigerator instead of running the tap. This way, every drop goes down you and not the drain.
12. Reuse leftover water from cooked or steamed foods to start a nutritious soup or broth, it's one more way to get eight glasses of water a day. When boiled, nutrients from vegetables seep into the water. Soup, rice or noodles can be made with the water that remains.
13. Cook food in as little water as possible. This also helps it retain more nutrients in the food.
14. Select the proper pan size for cooking. Large pans may require more cooking water than necessary.
15. If you accidentally drop ice cubes, don't throw them in the sink. Drop them in a house plant instead.
16. Collect the water you use while rinsing fruit and vegetables. Use it to water house plants.
17. When shopping for a new dishwasher, watch for the "HE" (High Efficiency) and "ENERGY STAR" logos, and compare water use between models. There is an abundance of information online about this and other types of appliances for energy and water usage.
18. When doing laundry, match the water level to the size of the load.
19. Washing dark clothes in cold water saves water and energy, and helps your clothes retain their color.
20. When shopping for a new clothes washing machine, watch for "HE" (High Efficiency) and Energy Star logos. Some can save up to 20 gallons of water per load – again there is an abundance of information available online.
21. If your shower fills a one-gallon bucket in less than 20 seconds, replace the showerhead with a WaterSense® (EPA) labeled model.
22. Shorten your shower by a minute or two and you'll save up to 150 gallons per month.
23. Time your shower to keep it under 5 minutes. You'll save up to 1,000 gallons per month.
24. Toilet leaks can be silent! Be sure to test your toilet for leaks at least once a year.

25. Put food coloring in your toilet tank. If it seeps into the bowl without flushing, there's a leak. Fix it and start saving gallons.
26. When running a bath, plug the bathtub before turning on the water. Don't wait for the water to get to your preferred temperature. Adjust the temperature as the tub fills. This will save water and energy.
27. Upgrade older toilets with water-saving WaterSense® (EPA) labeled models.
28. If your toilet flapper doesn't close properly after flushing, replace it.
29. Use a WaterSense® (EPA) labeled showerhead. They're inexpensive, easy to install, and can save you up to 500 gallons a month.
30. Turn off the water while you brush your teeth and save up to 4 gallons a minute. That's up to 200 gallons a week for a family of four.
31. If your toilet was installed before 1992, purchasing a WaterSense® (EPA) labeled toilet can reduce the amount of water used for each flush.
32. Consider buying a dual-flush toilet. It has two flush options: a half-flush for liquid waste and a full-flush for solid waste.
33. Plug the sink instead of running the water to rinse your razor and save up to 300 gallons a month.
34. Turn off the water while washing your hair and lathering, and save up to 150 gallons a month.

You can also consider purchasing a "Shut Off Adapter" for your shower. You just push a button while you are lathering or washing your hair, and turn it back on when you are ready to rinse. It is about a \$11 part. Learn more, [Click Here](#), or GOOGLE "Shower Shut Off Adapter".
35. When washing your hands, turn the water off while you lather.
36. Take 5-minute showers instead of baths. A full bathtub requires up to 70 gallons of water.
37. Install water-saving aerators on all of your faucets. Aerators not only save water, but by adding bubbles to the water, it makes the jet of water grittier and more effective for rinsing hands and dishes.
38. Drop tissues in the trash instead of flushing them and save water every time.
39. Look for WaterSense® (EPA) labeled toilets, sink faucets, urinals and showerheads.
40. RULE OF THUMB - One drip every second adds up to five gallons per day! Check your faucets and showerheads for leaks, and report them right away.
41. While you wait for hot water, collect the running water and use it to water plants.

42. Teach children to turn off faucets tightly after each use.
43. Watch the “Home Water Challenge” video or use the “Home Water Audit Calculator” to see where you can save water. (Locate via GOOGLE!)

KEEP IN MIND - Information we look up online won't always be relevant to Park Tower, or high rise living in general. But information you review and consider may help you in the future. The overall point is the same – save water when and where you can.

44. Encourage your school system and local government to develop and promote water conservation among children and adults.
45. Reward kids for the water-saving tips they follow.
46. Be a leak detective! Check all hoses, connectors, and faucets regularly for leaks. Listen and report strange noises from the walls adjacent to plumbing fixtures. Particularly in a high rise setting such as Park Tower – if you here something strange around the vicinity of pipes and fixtures, **MOST** are directly adjacent (up and down and/or back to back) to pipes and fixtures serving other units. There could be running water or worse; leaking and flooding is not only a waste of water but can do extensive damage!
47. Reuse your towels, before tossing them in the laundry.
48. Make suggestions to your employer and schools about ways to save water and money.
49. Run your washer and dishwasher only when they are full. You can save up to 1,000 gallons a month.
50. Don't ever leave a fixture running unattended, or without a purpose.

For more about water use, recycling and composting, visit:

<https://www.ptcondo.com/environmental-and-fiscal-concerns-intertwine-at-park-tower/>