



5415 N. Sheridan Road Chicago, IL 60640

July 2003

Park Tower Newsletter

Note From the President

You may already know that we are saying good-bye and good luck to Lisa Volpe and welcome to Todd Keene. Lisa has been our property manager for more than 3 years and has seen the building through numerous challenges and many wonderful moments.

One of the first projects that faced Lisa was refurbishing the roof garden with new soil and better plantings. Lisa applied for an environmental grant from the City to help defray the expenses of that project. Though it took more than a year and many determined phone calls before we obtained those funds, Lisa persevered, and Park Tower received a check for \$40,000. We also received a second place and an honorable mention in the Rooftop Gardens category of Mayor Daley's Landscape Awards Program. Fittingly as Lisa leaves our roof garden will be featured in an upcoming Tribune article "Green Space in the City".

Lisa brought her positive spirit and generous good will to the building and now takes her many talents and skills to be the property manager at 3950 N. Lake Shore Drive. We wish Lisa and her daughters all

good things and look forward to their returning to visit Park Tower.

We are fortunate to have Todd Keene as our new property manager; he will officially join us on Tuesday, August 5. He comes to our building after five years of experience managing buildings in the Gold Coast area of Chicago. He also was the



New PTCA Property Manager,
Todd Keene
1-19 by Comm Sp -

owner and operator of a remodeling and decorating firm. In the early 90's he worked in Florida as a marketing account executive for a software development firm and a Gannett newspaper. He has a degree in communications with a minor in accounting, is a member of the Bradley University Alumni Board, and is a certified property manager candidate. His background and skills serve him well, and we look forward to Todd's leadership and service. We hope you will soon have a chance to welcome him to Park Tower.

— Becky Rossof, President of the Board

Six Board Candidates Draw Huge Voter Turnout

A record 48.759 percent of owners voted in the 2003 Annual Election. Property Systems Limited tallied the election with the assistance of PTCA's Election Committee. The total percentage of votes is the number of seats to fill (3) times the quorum minus any invalid ballots.

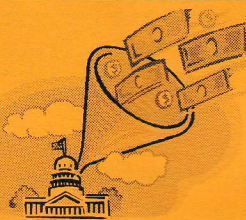
Candidate Name	Results
Rebecca Rossof	45.396 %
Nessim Hanna	34.275 %
Herbert Hellauer	33.200 %
Rudolph W. Geter	14.495 %
Larry M. Garfen	13.067 %
William B. Kay	3.930 %

The Board thanked the owners for participating in this year's election, the candidates for their willingness to serve the Association, the Election Committee for their help, and Property Systems for their efficient handling of the votes.

The new PTCA Board of Directors are:

Rebecca Rossof	President
Edlynne Sillman	1st Vice President
Herbert Hellauer	2nd Vice President
Rosalie Satcher	Treasurer
Nessim Hanna	Secretary

As always, any suggestions or comments for the Board of Directors may be forwarded to the Management Office.



Feeling overtaxed?

The PTCA Board of Directors hired tax attorneys Sheridan and Pearlman to handle the appeal for the triennial tax reassessment. Owners do not need to mail in their individual appeal. The attorney will access copies of the increase notices of all units through the assessor's office to work on a group reduction. The management office will send out notices about the resolution of this appeal when the information is available, hopefully during the month of October.

rejected on 1st payment
1-04



Confused about the elevator rules?

The #5 freight elevator car is still being modernized, with an estimated completion of mid-Sept. After #5 is finished, Otis Elevator will begin modernizing the other freight elevator car, #6, which will take another 4-6 months. With that in mind, these are the rules for freight elevator use at Park Tower.

- ☞ The hours of use for the freight elevator for moves are 9:00am to 5:00pm, Monday through Friday. Commercial furniture and appliance deliveries may occur between 9:00am and 7:00pm Monday through Saturday, provided that the delivery does not require the elevator to be locked off and will not exceed 15 minutes total time. One trip up and down will be allowed for deliveries with a maximum of two minutes elevator door holding time.
- ☞ If you wish to use the freight elevator, you must schedule time with the management office. Availability is first-come, first-serve.
- ☞ If you are moving into or out of a unit, you must schedule the move with the management office and pay a \$100 deposit for the elevator and a minimum \$40.00 fee for the security guard for two hours. Both should be cashier's check or money order.
- ☞ If you do not pay your move out or move in deposit and fee by the Friday before the week of your move, the move will be cancelled.
- ☞ If you have paid your move out or move in deposit and fee, but you cancel at the last minute, we will keep the \$40 guard fee to cover the costs of the security guard.
- ☞ **Moving out or removing large items from your unit anytime other than the approved hours can result in fines from \$250 to \$1,000. With only one freight elevator in service at the moment, it is crucial that all residents follow these freight elevator policies.**

Management Office Creeps Closer to Goal of Building-Wide Homeowner's Insurance

As of July 17, 2003, there were 673 (out of 728) units with proof of homeowner's insurance on file in the management office. Nine units were in the process of closing a sale, and just forty-six units remained uninsured. The owners of those forty-six units were sent letters confirming that they had been fined \$100 for non-compliance. Per building regulations, any homeowner who does not have proof of insurance filed at the office, including \$500,000 personal liability, will continue to be fined \$100 per month until he or she is in compliance. The next fine date is August 1, so if you've received a letter from us regarding insurance, please respond by the 1st to avoid a second fine.



With the Outer Drive Express, Downtown Is Only Minutes Away

The Chicago Transit Authority has announced that as of Sunday, August 31, 2003, the #147 Outer Drive Express bus will operate from 7:00am to midnight Monday through Saturday and 7:00am to 8:00pm on Sunday. This bus provides local service from the Howard (Red Line) station to Foster/Sheridan. Buses operate express service from Foster/Sheridan to Michigan/Delaware. Details are available at www.transitchicago.com.

Important Phone Numbers



Management Office
773-769-3250

Management Fax
773-769-0047

Health Club
773-769-1513

Doorman
773-769-3083

Receiving Room
773-784-3353

Garage
773-271-8859

Market
773-275-9130

RCN
800-RING-RCN

I Go, You Go, We All Go

I-Go Cars, Chicago's first and largest car sharing organization, has a new fleet location at 5250 N. Sheridan Rd. Park Tower residents can sign up to be a member of I-Go, which rents cars on an hourly basis, making it more cost effective than traditional rental cars for trips lasting less than eight hours. The rental rate includes everything from car use to fuel and insurance. For more information, call I-Go at 773-278-4446 or go online at www.i-go-cars.org.

Featured Rule — Floor Covering

1. In order to minimize the transmission of sound between Units, at least eighty percent (80%) of all floor surfaces within every Unit (excluding kitchen and bath flooring surfaces) must at all times be covered with carpeting (or rugs) over foam rubber padding (minimum density of 14 lbs./square inch, minimum thickness of 3/8 inch, and a minimum weight of 48 oz./sq. yard) or other padding with equivalent sound transmission characteristics.

2. Effective May 19, 2003, prior written Board approval is required for all new or replacement installations of hard surface flooring (e.g., parquet, hardwood, wood laminate, marble, ceramic, stone, slate, vinyl, etc.) in rooms other than bathrooms. Board approval for a new or replacement installation of hard surface flooring will not be granted unless the following specifications are satisfied:

Parquet or any Hardwood Flooring: At least 1/4 inch cork adhered with latex adhesive to the bare floor, covered by at least 1/2 inch plywood adhered with latex adhesive to the cork. Adhere the parquet or hardwood flooring to the plywood following the manufacturer's recommendations. Nails or staples are not to penetrate the cork. Leave a gap of at least 1/4 inch between the flooring and any walls (to minimize sound transmission and to allow the flooring to expand with humidity) and fill that gap with insulation board, cork or flexible caulk. If necessary, baseboard or molding may be installed to conceal the gap.

Any other installation methods or alternative underlayment materials require prior written Board approval.

A Fond Farewell

I am sad to say that after 3 1/2 years as Manager of Park Tower, I have made the decision to resign my managerial duties at Park Tower to manage a newly acquired property with our management firm, Community Specialists.

I have enjoyed working for your property and I will miss the wonderful team-relationship I have built with the office staff, maintenance staff, doormen, pool staff and security personnel, and of course, the Board of Directors.

Some of my accomplishments during my tenure include:

- 1) Successfully acquiring \$40,000 in environmental grant funds from the City of Chicago for completion of the perennial garden on the 2nd floor sundeck and an energy savings program.
- 2) Negotiating with Otis Elevator on the #7 and #8 elevators in the mall area, amounting to a savings of \$30,000.
- 3) Investigating and applying successfully for the SBC/Ameritech CompleteLink* Volume Usage Program, reducing the office/security/doormen phone bills approximately \$5,000 over a three-year term.
- 4) Reconstructed office staff job descriptions and contracts/vendor insurance log.
- 5) Created four fiscal year budgets and remained substantially under budget every year, with the assistance of Vio Negrau, Chief Engineer, along with helping to keep your assessment increases to a minimum.
- 6) Replacement of telephone risers.
- 7) Replacement of aluminum mullions and glass in lobby.
- 8) Replacement of racquetball roof.
- 9) Replacement of loading dock.
- 10) Coordinated and supervised helicopter lift to rooftop for placement of antenna equipment.
- 11) Coordinated a complete building shut-down with ComEd in April, 2001, to install new energy-saving control panels for our two new chillers.

I am extremely proud to have been a part of this Association and will miss you all.

Best Wishes, Lisa Volpe

Rack 'Em Up!

The bike room at Park Tower has undergone extensive reorganization, including 13 new individual vertical bike racks. The capacity of the bike room is up to 195 spaces, and a few are vacant. If you'd like to store your bike in the bike room, the cost is \$25.00 for the year. Please contact Anne Terpstra in the management office at 773-769-3250 or ptcaapm@sbcglobal.net. Hurry, because spaces are available on a first-come, first-serve basis!





**Park Tower
Condominium Association
5415 N. Sheridan Rd.
Chicago, IL 60640**

☒ **Mark it in Your Calendar**

August 25

*- did not make it
at 7:30pm - didn't
- did not plan minutes*
7:30pm Board Meeting

September 6/7 PTCA Fall Party

September 29 7:30pm Board Meeting ✓

October 27 7:30pm Board Meeting ✓

PTCA Management Office

Phone: 773-769-3250

Fax: 773-769-0047

Property Manager

Todd Keene, x10
parktowerofc@sbcglobal.net

Assistant Property Manager

Anne Terpstra, x13
ptcaapm@sbcglobal.net

Residential Accounts Coordinator

Jan Tynan, x14
j_tynan@sbcglobal.net

**Don't
Sweat
It,
Auto-
Debit!**



Does the first of the month seem to slip by before you notice? Tired of scrambling to drop off your check at the last minute? Do you travel a lot and never seem to be home at the right time? Don't sweat it — Auto-debit!

That's right, you can sign up at the management office to have your assessment debited automatically from your checking or savings account. If you're an out of town owner, give us a call. We'd be happy to mail or fax the form to you.

And remember, if you do online banking, you have to send the check in with your coupon, or the bank will not process the payment. It will be sent to the management office for verification first, which might cause you to miss the deadline and be charged a late fee!