

# Park Tower News

## GIVE MANAGEMENT ANY NECESSARY PHONE NUMBERS

To give residents the best possible service, the Management Office needs to have residents' home and business phone numbers. In the case of an emergency, it could be very important to also have the phone number of the resident's relative.

If you do not know whether the Office has the necessary phone numbers for you, put a note in the box in the lobby or telephone the Management Office, 769-3250.

## INSTALLATION OF SMOKE DETECTORS IS FREE

At the March 18th Board of Directors meeting of the Park Tower Condominium Association, the Board voted to install smoke detectors purchased by homeowners or renters at no charge.

As mentioned in the last issue of *Park Tower News*, smoke detectors come in two types: the ionization unit, which detects a fast-burning fire that creates very little smoke, and the photoelectric cell unit, which detects a smoldering fire that produces very little flame. The ionization unit is normally placed on a ceiling. The photoelectric cell unit is normally placed on a wall, for example, a living room wall or a wall just outside a bedroom door.

To get additional information about smoke detectors and fire prevention, be sure to attend the fire prevention meeting to be held on April 15th at 7:30 p.m. in the Lake Terrace Party Room.

## VARIOUS TYPES OF GARAGE PARKING NOW AVAILABLE

As of April 1st, applications are being accepted for the following types of vehicle parking in the Park Tower garage:

- **Unreserved parking** (attendant-assisted). Unreserved parking for cars is allowed on level 1P at \$58.00 per month. This includes self-parking under the direction of the garage attendants.
- **Reserved parking** (assigned spaces, non-attendant-assisted). Reserved parking for cars allowed on level 2P at \$63.00 per month.
- **Motorcycle parking.** Motorcycle parking is allowed in designated spaces at \$25.00 per month. Motorcycle parking in the garage is subject to all of the rules and regulations for other motor vehicles.

• **Tandem parking.** In the interest of providing those owners and tenants with two vehicles an opportunity to park both vehicles inside the garage, a limited number of fore/aft tandem parking spaces is available at \$100.00 per month (\$50.00 per car). If there are extra tandem spaces available, they will be offered on a "partner" system. It is the responsibility of the owner or tenant who wishes to take advantage of a tandem space to find his own partner.

In addition, as a service to owners and tenants, some spaces in the garage are kept available for guest parking. The rates for guest parking are posted in the garage. If a monthly parker so desires, he can be billed for the cost of his guest's parking. To have his guest's parking billed to his account, the monthly parker must sign his name, account number (decal number), and apartment number on the guest parking ticket. The guest must present the ticket to the attendant when leaving. The charge will appear on the monthly parker's next statement as an extra charge.

April garage bills will include a copy of the newly approved garage policies, along with a new application. All present parkers will be required to re-apply for garage space.

With the new policies it will be necessary for all **renters** to obtain the co-signature of their unit owner before their application will be processed.

If you are not presently parking in the garage but want a copy of this policy, you can obtain it from the Management Office.

Extra applications are available from the garage management office.

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

Harold Pollen, President .....	Apt. 2901
Russell Baruch, Vice-President .....	Apt. 3006
Peter Merrill, Treasurer .....	Apt. 2311
Frank J. Reichert, Secretary .....	Apt. 5402
James Byrd .....	Apt. 1902
Budget and Finance Committee, Frank Gomes .....	Apt. 2404
Building and Maintenance Committee, Yale Siegel .....	Apt. 1109
Communication Committee, Dorothy Saxner .....	Apt. 3501
Garage Committee, Robert Stieber .....	Apt. 1701
Legal and Rules Committee, Charles Pikcunas .....	Apt. 2907
Social and Recreation Committee, Rudy Geter .....	Apt. 2905

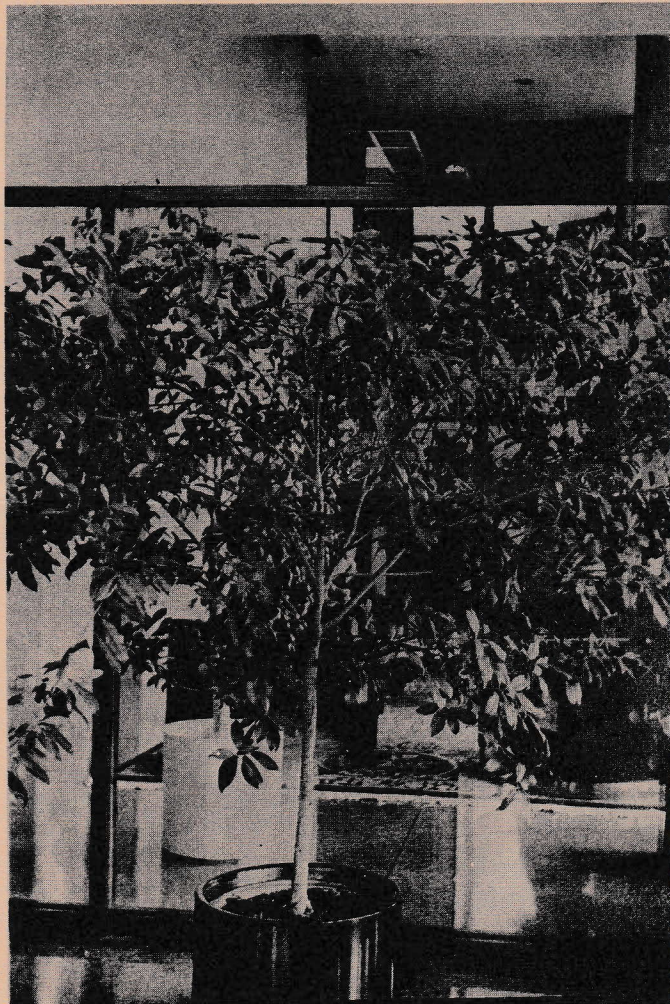
Deadline for articles is the 15th of each month.



## MARCH BOARD MEETING—THE SECRETARY'S REPORT

A general meeting of the Park Tower Condominium Association's Board of Directors was held March 18. Reports were received from standing committees. **Yale Siegel** (Apt. 3504) requested increased participation in the activities of the Building and Maintenance Committee through the floor captain program. Those interested should contact him. The Social and Recreation Committee is reviewing administrative aspects of the pool and racquetball courts, according to **Rudy Geter**. **Jim Byrd** reported that the Budget and Finance Committee is monitoring the association's escrow and investment accounts to assure maximum return and is also in the process of evaluating our present insurance package.

House rules proposed by the Legal and Rules Committee received unanimous approval from the Board. These included general rules similar to those in effect when Park Tower was a rental building: rules for the pool, Health Club, and Party Room; pet regulations; and regulations pertaining to unit sales and leases. Minor modifications were incorporated as a result of Board review and advice of legal counsel. Copies of the rules will be distributed in the near future.



An indoor-outdoor look of Park Tower lobby, as photographed by **Marian Shaw**, Apt. 906.

A vacancy created by the resignation of Board Member **David Salmon** was filled for the remainder of the term under provisions of the bylaws. **James Byrd** was appointed by unanimous approval of the remaining board members. Jim has served as Chairman of the Budget and Finance Committee and has been an active participant in a wide range of Association matters.

**Russ Baruch** introduced a draft of garage policies for Board ratification. After discussion centering around the limitation of liability to \$100 and the assignability of reserved spaces, these policies were approved unanimously. The effective date will be April 1 except for matters relating to space assignment to be implemented in May.

The related issue of eliminating car wash availability proved to be somewhat more controversial. After lengthy, and sometimes heated, discussion, the Board voted four to one to eliminate car washing.

The elevator service contract will be renewed with Westinghouse with no price increase for the coming year.

**Jim Byrd** proposed acceptance of a recommendation from the Budget and Finance Committee to increase charges in the laundry room. The new rates approved by the Board are consistent with those of other similar condominiums and take into account rising energy costs.

On another financially related matter, **Jim Byrd** moved that approval be sought to engage tax counsel to seek relief from property taxes. Illinois statute requires that a majority of unit owners approve such action. The Board approved inclusion of this item on the proxy statements and agenda for the annual meeting.

In order to promote fire safety, the Board voted to authorize free installation of smoke detectors purchased by unit owners.

The Board approved a recommendation of Management to enter into a maintenance contract with United Maintenance Service for evening janitorial services. This will resolve a recruitment problem which has resulted in two vacant positions and represents an initial cost savings over maintaining our own staff.

Management reported on a number of items of general interest, followed by a brief discussion from the floor and adjournment. The next Board meeting will be held on Tuesday, May 13, at 7:30 p.m. in the Party Room. Watch the bulletin board on the first floor for the agenda.

—**Frank J. Reichert**  
Board Secretary

### CONSERVE ENERGY WHEN YOU SHOWER

Please keep in mind that a great deal of energy can be saved by the installation of water restrictors in showerheads. If you want to modify the showerheads you now have, water restrictors are available from the Management Office and will be installed free of charge. If you purchase new showerheads, you may not need restrictors, as most showerheads now on the market are designed with the restricted water flow feature built in.

In addition to saving water, restrictors provide the extra advantage of eliminating an accumulation of standing water in the tub while you are showering.



## PARK TOWER CONDO ASSOCIATION: ITS GOVERNANCE AND MANAGEMENT

Park Tower Condominium Association is governed by its Board of Directors: **Harold Pollen**, President; **Russell Baruch**, Vice-President; **Peter Merrill**, Treasurer; **Frank J. Reichert**, Secretary; and **James Byrd**.

The powers and duties of the Board are to:

- Hold Board of Directors meetings.
- Accept ultimate responsibility for maintenance and repair of all common elements and areas.
- Adopt necessary rules and regulations for the property.
- Set policy for handling delinquent assessments, enforcing rules of the building, etc.
- Delegate authority, when necessary, to committees.
- Engage the services of a management company.
- Procure proper insurance for the common elements.
- Approve the annual budget.
- Supervise payment of common expenses and all finances relating to assessment fees.

The management company selected by our Board is the First Property Management Corp. Management is responsible to the Board of Directors for carrying out the policies and procedures for property operations as established by the Board. Specifically, Management performs the following functions:

- Provides the Board with expertise in property management, with the goal of maintaining maximum appreciation of property value.
  - Administers the investment of reserve funds.
  - Collects monthly assessments from owners and reports delinquencies to the Board.
  - Collects and deposits money due the Association such as laundry, pool, and garage income.
  - Pays all invoices and bills incurred for maintenance and operation of the condominium.
  - Maintains records of all receipts and expenditures for the condominium.
  - Submits a monthly cash accounting statement to the Board showing receipts, disbursements, and the balance in the condominium accounts.
  - Prepares and submits to the Board a recommended annual budget based on prior years' costs and anticipated increases.
  - Hires, fires, and supervises employees of the building, as well as files federal and state employment tax returns as required by law.
  - Maintains the common elements, including cleaning, repair work, equipment maintenance, and inspections.
  - Negotiates proposals for the Board for contracts, as required.
  - Coordinates the move-ins and move-outs of condominium owners and their lessees.
  - Records and bills service requests as directed by the Board.
  - Attends Board meetings, prepares agendas, takes minutes, etc.
  - Coordinates and investigates reports for damage claims or accidents, and files such claims with the aid of the Board.
- To the advantage of our Association, First Property Management Corp.'s North Shore office is located in our building.

## A NOTE FROM YOUR (PAST) EDITOR

This is my last issue as Editor of *Park Tower News*, so future matters relating to the newsletter should be directed to the Management Office.

I want to take this opportunity to thank the members of the Communication Committee for their help and support: **June Baruch**, **Donna Cohen**, **Faye Eisenberg**, and **Herbert Zimmerman**. In addition, I extend grateful acknowledgements to the many residents who have contributed articles to the newsletter.

—**Dorothy Saxner**

## A SPECIAL TRIBUTE

On behalf of the Board of Directors, homeowners, and management, we send a very special thank you to **Dorothy Saxner** for her diligent and successful efforts in providing us with the finest news bulletins this past year.

We are extremely saddened by her resignation as Chairman of the Communication Committee.

Dorothy, our newsletters have been extremely professional in design and content. It will be a tough act to follow.

—**Harold Pollen**  
Board President

## RULES AND REGULATIONS ADOPTED BY THE BOARD

At the March 18th Board of Directors meeting, the Board adopted general rules and regulations for all owners and tenants to follow. These regulations are designed to maintain the building in a neat and orderly fashion for the benefit of everyone.

1. Owners and tenants may not obstruct any part of the common area of the building or use it for any purpose other than entering or leaving the building. No carriages, bicycles, garbage cans, milk bottles, newspapers, boots, shoes, rugs, mats, or any other articles or personal property may be left in the hallways or corridors.
2. A carriage and bicycle room is provided for the convenience of owners and tenants. People interested in using this room must apply at the Management Office. Once you have registered to use it, the key to this room is available from the doorman on duty.
3. Owners and tenants may not permit or do anything in the premises or the building that disturb, annoy, or interfere with the rights, comforts, or conveniences of other owners and tenants in the building. No one is to make excess noise, cause disturbances or vibrations, or use or operate any electrical or electronic devices that emit sound or other waves or disturbances that would interfere with the operation of any device, equipment, radio, or television that is broadcasting or receiving from within the building. No one is to place or install any projections, antennas, aerials, or similar devices outside of the building.
4. Owners and tenants may not install awnings, antennas, air-conditioning units, or other similar equipment on the outside of the building.



5. Owners and tenants may not install or locate any permanent electrical wiring for electric fixtures or appliances without the prior written consent of the Board of Directors.

6. Signs, advertisements, signals, or illumination may not be inscribed or exposed on any window or other part of the building.

7. Owners and tenants may not sweep or throw anything out of the windows or doors or into the hallways, corridors, stairways, or elevators, or cause or permit anything to fall from the windows or doors of the building.

8. The roofs and other areas outside the premises that form a part of the building or grounds of which the premises form a part may not be used in any way except as designated by the Association for use in common by all owners and tenants.

9. Owners and tenants must cover at least 80% of all corridors, passageways, foyers, dressing rooms, bedrooms, and living rooms in their apartments with rugs, carpeting, or other resilient or acoustic material.

10. For security purposes, the Association reserves the right to designate, restrict, and control all sources from which the owners and tenants may obtain delivered items such as food, beverages, and laundry. A sign-in book will be available at the doorman's station, and all such deliverymen and servicemen will be required to sign in before being given admittance to the building.

11. Supplies, goods, and packages of every kind are to be delivered through the building entrance and service elevators provided for this purpose. The Association is not responsible for the loss or damage of any such property notwithstanding the fact that such loss or damage may occur through the carelessness or negligence of the employees, agents, or servants of the Association. All damage to the building caused by the moving or carrying of articles belonging to any owner or tenant shall be paid by the owner or tenant as an additional assessment.

12. The Association reserves the right to determine the time at which and the manner in which owners or their tenants may move their personal property into and out of the building.

13. The Chicago Fire Code does **not** allow parking in the driveways. In the event an emergency arises, parking must be limited to 15 minutes and the doorman must be informed as to where the parker can be reached within the building. Parties violating this regulation will be towed at their own expense.

14. Owners and tenants may not interfere in any manner with the heating, air cooling, electrical, plumbing, or other mechanical systems, equipment, and fixtures installed, placed, or used in, on, or about the premises of the building without prior written consent of the Board of Directors. This rule is not meant to cover the regular required operation of existing switches and valves in the owners apartments.

15. All mechanical systems, equipment, fixtures, furnishings, and appointments in, on, or about the building and premises may be used only for the purpose for which they are designed and intended. Owners and tenants may not cause or permit any damage or wastage of water.

16. Cooking or baking may be done only in the kitchen of the owners' and tenants' apartments. Cooking on a barbecue, hibachi, or other similar device is expressly restricted to such areas as may be designated by the Management Office.

17. Laundry rooms and the equipment contained therein may be used in such manner and at such times as the Management Office may direct. Laundry shall be done only in the laundry room with the equipment provided by the Association.

18. All garbage must be wrapped in plastic or paper and deposited in the rubbish chutes during the posted hours. All boxes are to be deposited in the service area for daily removal by the staff.

19. In order to preserve an attractive exterior appearance, all windows shall be equipped with window shades having a grey exterior color similar in exterior color and mounting to those already in general use throughout the building.

20. Bicycles, shopping carts, luggage racks, etc. must be transported via the service elevators only. Also, all workmen and tradespeople delivering materials and/or equipment or rendering services to residents shall use the service elevators.

In addition to the above general rules and regulations, the Board adopted rules and regulations for the Health Club, the Party Room, pets, and prospective purchasers and prospective lessees. All of the rules and regulations were formulated by the Legal and Rules Committee, which is chaired by **Charles Piccunas**.

**IT'S NICE BEING SURROUNDED BY  
SUCH LOVELY NEIGHBORS.**

**OUR FIRM SPECIALIZES IN  
CONDO SALES AND RENTALS.**

**OUR CORDIAL SALES STAFF OFFERS  
CUSTOM AND PERSONALIZED SERVICE.**

**BEFORE YOU MAKE YOUR MOVE—  
SEE US!!**

**NORTH LAKE SHORE OFFICE**

**5419 N. SHERIDAN**

**878-9300**

**ROMANEK  
golub  
AND COMPANY**

**RESIDENTIAL  
MARKETING  
BROKERAGE**