

# We're glad you're here!

**James/Kilmer Condominium Association**  
**[www.jameskilmercondo.org](http://www.jameskilmercondo.org)**

1555 & 1560 North Sandburg Terrace  
Chicago, IL 60610

Dear Resident(s),

Welcome to your new home and to the Sandburg Village Community.

In an effort to familiarize you with your new surroundings, the James/Kilmer Condominium Association is pleased to share with you information on the amenities of our buildings, the Carl Sandburg Village Homeowners Association (HOA) services, as well as some area services and merchants.

Additional information can be found in the James/Kilmer Association Reference Guide / Rules and Regulations located on our website.

This information will serve as a guide to helping you enjoy your new home and become a part of the James/Kilmer neighborhood. Please do not hesitate to let the Management Office know if you have any questions.

- *The James/Kilmer Condominium Association*

**Management Office:**

- Contact Number: (312) 654-1560
- Located on the lobby level of James House (northwest side of building)
- Hours: Monday-Friday 9 a.m.-6:00 p.m.  
Saturday and Sunday Closed
- After Office Hours: Contact the James House Doorman at (312)654-1560 ext. 6 for both James and Kilmer.

**Door Staff Stations:**

- James House: (312) 654-1560 ext. 6
- Kilmer House: (312) 654-2079

**Receiving Room:**

The Receiving Room is located on the lobby level of James House, just inside of the rear service entrance (northwest side of the building)

- Contact Number: (312) 654-1560 ext. 5
- Hours: Monday-Friday 7 a.m.-7 p.m.
- Saturday 9 a.m. -1 p.m.
- Sunday Closed
- You may have packages delivered to your unit
- There are some restrictions on size, weight and value of items which will be accepted.
- Please check with Management for more information.

**Mail:**

- James House: Mailboxes are located at the rear center area of the lobby
- Kilmer House: Mailboxes are located on the north wall of the inner lobby
- Mail and packages not fitting the boxes normally are delivered to the Receiving Room
- Zip code 60610 mail is processed through the Fort Dearborn Postal Station located at 540 North Dearborn (312) 644-3919
- Be sure your apartment number is on all mail you receive. If not, the USPS, might not deliver it.

**Bicycle Rooms**

Three secured bike rooms are located in the garage. Bike Room 1 is located across from the garage office, next to the entrance ramp. Bike Rooms 2 and 3 are located at the northeast areas of the garage main level.

- See Management for a space (for a small fee)
- There may be a waiting list for a space

**Cable Service**

Basic extended cable service is provided as part of each unit's assessment. If your TV is cable-ready, just connect the main service cable from the wall plate to the back of your TV. The main service wall plate is located in the living room. Some units have additional wall plates in bedroom, etc.

- If your TV is not cable-ready; you will need a cable box (First analog box is free, additional are available at small fee.)
- You may want additional services, at a cost, such as a DVR box, TiVo box, digital cable, premium channels or pay-per-view, which require a different type of service and cable box
- You need to report any problems with the cable reception in your unit

**Fitness Room**

Located on the lobby level of James House near the freight elevator area. For owners and residents over the age of 18 only.

- Memberships available through the Management Office (for a small fee)
- Variety of fitness equipment and dumbbells
- Weight scale and drinking fountain available
- Antibacterial wipes dispenser
- 3 cable TVs to watch during workouts
- Temperature controlled

**Garage:**

Accessible from the basement level (G1) of both James & Kilmer Houses.

**Contact Number: (312) 787-5436**

Available Services:

- Monthly parking rates and bank automatic payment plans.
- Limited motorcycle parking.
- 24-hour attendant service, tire air compressor with gauge and jumper cable service.
- Attendant or self-car wash available.
- Guest discounted parking coupons are available from the Garage Office.
- One zip car available
- Recycle bin and electronics recycle bin are next to the garage office.

**Hospitality Rooms & Roof Deck:**

The two Hospitality Rooms and roof deck are located on the penthouse level of James House (button "PH" on the elevator)

- Monthly Board, Committee and other Association meetings may take place in these rooms. See postings by elevators for dates and times.
- Available for private parties (for a fee) by contacting the Management Office.
- Facilities for up to 75 people/ including kitchen and restrooms.
- The NE penthouse room (furnished) is open daily for resident use from 8AM - 10PM for

small gatherings or quiet reading. (Reserve through Management office for private use.)

- The roof deck is open daily from 8AM – 10PM.
- It is the responsibility of every resident to familiarize both themselves and their guests with the roof deck rules (posted on the roof deck and the J/K Website).

### **Laundry Rooms**

Located on the 2<sup>nd</sup> floor of James House (take freight elevators) and the 6<sup>th</sup> floor of Kilmer House.

- Automated card system for washers and dryers eliminates the need for coins.
- Debit cards can be purchased from the vending machine in the laundry room or the Management office.
- Money can be added to the debit card at the vending machine as needed.
- Instructions are posted in the laundry rooms or available from the Management Office.

### **Storage Lockers**

Each unit may use only one storage locker. The locker number normally is the same as that of the unit.

- Locker Rooms are accessed by use of a key fob.
- James House lockers are located in the basement/garage level (G1) and on the 2<sup>nd</sup> Floor.
- Kilmer House lockers are located on the 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> floors opposite the passenger elevator.
- Residents must provide their own locks.

### **Trash Chute Rooms**

- James House has two trash chute rooms on each floor (one on the north side and one on the south side).
- Kilmer House has one trash chute room per floor located near the freight elevator.
- All non-recyclable trash must be inserted in the trash chute. Bulky items are to be neatly stacked in the chute room and will be collected by maintenance each day.
- No hot embers from a grill or lit smoking materials should ever be put in the trash chute.
- All animal waste and kitty litter must be double bagged to ensure against breakage.

### **J/K Recycling Program**

J/K participates in Single Stream Recycling (SSR).

- The recycle bins are located in the James Basement (between the elevator banks). in

James Laundry Room, and outside the back door of James House.

### **Important things to remember:**

- Recycle material in blue bags must be brought to recycle containers and NOT dropped in chutes.
- Use the blue bags (we have ample supply in James near the blue bins in the basement and the Laundry Room) or recyclable paper bags to deposit recyclable materials in recycle bins. Also, recyclables can be deposited into the recycle bins without bagging.
- Detailed information is available in the Management Office.

### **Sandburg Village Homeowners Association (HOA)**

Contact Information: (312) 440-3615

- Responsible for the maintenance and security of the Village's common areas between the associations: Malls, swimming pools, tennis courts, HOA hospitality rooms.
- The HOA office is at 1355 N. Sandburg Terrace, Dickinson House, Room 103.

### **Sandburg Village Play/Tot Lot**

Located at corner of Clark and Goethe

### **Sandburg Village Swimming Pools**

The Village has two large swimming pools, which are operated generally from Memorial Day through Labor Day for pool members and their paid guests.

- The North Pool is located on the terrace level, behind Kilmer House.
- The South Pool is located on the terrace levels of the 1200 block of Sandburg Terrace next to Eliot House.
- Membership applications are available in the J/K Management Office, the HOA office, or the FFC fitness club on LaSalle Street near Division.
- Members can attend weekly water aerobics classes at no charge (daytime and evening classes)

### **Sandburg Village Tennis courts**

The tennis courts are operated from late spring through early fall for tennis club members and their guests. The tennis courts are located on the roof of the Faulkner House garage at 70 W. Burton Place

- An access key fob can be obtained through the HOA office.
- Membership applications are available in the J/K Management Office or the HOA office.
- Membership applications are processed

**Village Hospitality Rooms**

- Two Hospitality rooms are available for rent to all Sandburg Village residents. One hospitality room is located in Eliot House, 1255 N. Sandburg Terrace, and one is located in Alcott House, 1450 N. Sandburg Terrace, accessible from the mall. Use of these rooms is arranged by the HOA office.

## Welcome to the Neighborhood

(Please note: this is not a complete listing of area businesses, nor an endorsement of those below, but rather a list of those that have either been in the neighborhood the longest or are closest to our Association.)

(Visit <http://oldtownchicago.org/directory/> for a complete listing of area businesses & organizations)

### CTA Transportation

Visit [www.transitchicago.com](http://www.transitchicago.com) or call 312.836.7000 for routes, fares, and schedules

#### Buses

- #22 Clark (on Clark Street)
- #36 Broadway (on Clark Street)
- #72 North (on North Avenue)
- #156 LaSalle (on LaSalle Street)

#### Trains

- Red Line (at Clark and Division)
- Purple/Brown Lines (at Sedgwick and North)

### Dry Cleaners

- Sandburg Cleaners -1355 N. Sandburg Terrace
- Sheen Cleaners – 1542 N. Clark

### Education and Culture

- Chicago History Museum – Clark & North
- Chicago Public Library – 310 W. Division
- Early Learning Foundation – 1455 N. Sandburg
- The Latin School – Clark & North
- Lincoln Park Preparatory – 108 W. Germania Pl.
- Lincoln park Zoo and Conservatory – from North Ave. to Diversey on Cannon and Stetson Drives
- Newberry Library – 60 W. Walton (at Clark)

### Fitness

#### Our own workout room next to the service elevator in James House (available for small fee).

- A Women's Gym – 1248 N. Wells
- Fitness Formula Club – 1235 N. LaSalle

Lincoln Park District Fitness Classes:

[www.chicagoparkdistrict.com](http://www.chicagoparkdistrict.com)

- North Avenue Beach
- XSport Fitness – 230 W. North

### Florists

- A New Leaf – 1645 & 1818 N. Wells
- The Green – 1718 N. Wells

### Groceries / Pharmacies/ Medical

- CVS Pharmacy - State/Division; Clark/ Division. Minute Clinics (walk in care)
- Immediate MD-121 W. North Avenue
- Jewel Osco - 424 W. Division. (Between Sedgwick and Clybourn)
- Jewel/ Osco- at Clark/Division: scheduled to open in spring 2017

- Plum Market – 1233 N. Wells
- Potash Supermarket – 1525 North Clark
- Treasure Island Supermarket – 1639 North Well and 75 W. Elm
- Walgreens Pharmacy/ Walgreens Health Care Clinic (Walk In. 1601 N. Wells)
- Weil Foot Clinic-1565 N. Wells

### Hardware Stores

- Potash Ace Hardware – 1525 N. Clark Street, lower level
- Tiptre True Value – 627 W. North Ave. At Larabee

### Liquor / Wine

- Galleria Wine/Liquors – 1559 N. Wells
- Potash Wine/Liquors – 1525 N. Clark, lower level

### Live Theater / Comedy Clubs

- A Red Orchid Theater – 1531 N. Wells
- Second City – 1616 N. Wells
- Zanie's – 1548 N. Wells

### Retail:/Restaurants: Check out Wells Street

#### Miscellaneous

- Art of Hair Design – 1445 N. Wells
- Divvy Bikes- Several located along Clark Street and Wells Street.
- Elegant Nails –1446 N. Wells
- Global Posting & Shipping -108 Germania Pl.
- Magnifique Nail Salon – 153 W. North Ave
- Old Town Oil – 1520 N. Wells
- Paws-A-Tively-1555 N. LaSalle
- Shell Gas – LaSalle St. & North Avenue
- Starbucks – 1538 N. Clark and 1230 N. Wells
- The Fudge Pot-1532 N. Wells
- The Spice House-1512 N. Wells
- Tiparo's Thai & Sushi – 1540 N. Clark
- UpDown Cigar-1550 N. Wells
- Village Cycle Center (bikes/repairs) – 1337 N. Wells
- Wells Automotive – 1317 N. Wells