

# James/Kilmer

Condominium Association Newsletter

Editors: Judy Barnes and Diana Cardenas



## Condominium Insurance 101-- What Every Owner or Renter Needs to Know and Do-- to Be Protected!

**David Beck, JK Association Board Secretary**

### Who should have condominium insurance?

EVERY Unit Owner in the James Kilmer Association should have Condo Insurance

### I am a renter; does my owner's coverage cover me?

The owner's condo coverage will NOT cover your personal property. ALL RENTERS should have their own renter's insurance

### Why should you have condominium insurance?

This insurance covers you for losses to your personal property and building property which

Continued on

2

JK Lateral Pipes – Factual Update – **Page 4**  
Window Replacement Update – **Page 6**

President's Corner- **Page 7**  
Treasurer's Corner – **Page 8**  
Property Manager's Corner – **Page 9**  
Engineers Corner – **Page 11**

What you should know about HOA –**Page 11**  
HOA Report – **Page 14**  
Recycling Update – **Page 15**



## Upcoming Meetings and Events

**Finance Committee Meeting**  
April 14<sup>th</sup>  
6:30 p.m.

**Technology Task Force Meeting**  
April 19  
6:00 p.m.

**Web Committee Meeting**  
April 20<sup>th</sup>  
7:00 p.m.

**Pet Committee Meeting**  
April 21<sup>st</sup>  
6:00 p.m.

**Board of Directors Meeting**  
April 26  
7 p.m.

All meetings will be held at the Penthouse.

are not covered by Association insurance, including those items listed below:

a) Personal property includes things such as clothes, TVs, appliances, computers, linens and all other items personal to you that is not affixed to the property.

b) Building property includes those items contained within the perimeter walls of your unit that are affixed to the building. This includes all of the interior walls, all flooring such as tile, carpeting, wood or laminate, your bathtubs, bathroom vanities and kitchen cabinets and countertops among others. The exception to this general rule is that the Condominium Act mandates that Association insurance cover all fixtures that were initially installed by the developer. Any fixtures that you have added or improved by you need to be covered by your own condominium insurance.

### What types of losses will my condominium insurance cover?

Typically condo policies will cover fire damage, any type of storm damage (rain, wind and hail among others) and damage from water that may come from ruptured pipes or other sources. You should look at the language of your particular policy to see exactly what losses are covered.

One caveat--although most policies will cover the damage caused by a leaking/ruptured pipe, it is likely they will not cover the cost to repair the pipe as most insurers view that situation as normal "wear and tear", which is typically not covered. If the pipe/pipes happen to serve only your unit (such as our HVAC lateral pipes), then you will be obligated to pay that repair cost yourself.

### What coverages are typically available?

1. Personal Property Insurance (normally a standard part of policy)
2. Building Property Insurance (normally a standard part of policy)
3. Liability Insurance which will cover you in the event that your negligence causes someone to be injured in your unit or your negligence causes damage to someone else's unit or the common elements of the Association (normally a standard part of policy).

Many insurance policies also provide medical coverage, if someone is injured in your unit whether you are at fault or not. Also available is Fair Rental Value, which covers you for lost rent if you are a landlord and your apartment cannot be occupied by the tenant for a period of time due to a covered loss. Also many policies cover temporary repairs to a unit to protect covered property from further damage (mold remediation

for example). Insurers also provide “loss of use” coverage which will pay your reasonable living expenses in the event you have to move out of your apartment because of a covered loss. Different insurers offer different coverages. You should check with your insurance agent to determine the additional coverages that are best suited to your needs.

### **How much insurance should I have ?**

This is an extremely critical issue and will determine whether you are adequately insured or not.

Both Personal Property and Building Property insurance generally offer one of two coverages:

1. **Actual Cash Value**---This coverage pays you the full value of the item minus any depreciation. For example, if you paid \$1,000 for a stove 10 years ago, under this coverage, you would be entitled to the depreciated value of the stove---say \$200.

OR

2. **Replacement Value**--This coverage will pay you the actual cost to replace the damaged item. For example the same stove that you purchased 10 years ago might cost \$1200 now. Replacement coverage would pay you the full cost of \$1200 when you actually replace the stove. Replacement coverage has a higher premium, but it offers you the most protection.

Each of the above coverages has a stated maximum amount of money the insurer will pay for any one loss. You can ask for a specific limit depending on the value of your personal property and building property in your unit. You should determine the limit assuming that any one loss might completely destroy your apartment. If you have upgraded your kitchen, bathrooms, flooring in your unit, that should be taken into account when determining what the amount of coverage should be. For example, if the cost to replace building property for a loss is \$100,000 and you only have \$75,000 in coverage, you will be under insured by \$25,000. If you have actual cash value insurance, the shortfall will be even more dramatic. ***Every Unit Owner should take a moment as soon as possible to take stock of what it would cost to replace both building and personal property in the event of a catastrophic loss, and then consult your insurance agent to make sure you have the appropriate coverage limits.*** Most policies have inflation coverage so the policy limit will automatically adjust upward with inflation—but that is another thing to look for in your policy.

Also, be aware, that payments under the above coverages are generally subject to a deductible. Most condo policies have a \$500 deductible. This means you would pay the first \$500 of the loss. The deductible can be raised to lower the premium, but you should consult you insurance agent as to whether that would be advisable.

Many condo policies provide a \$300,000 limit for any one liability occurrence. Most likely this would be adequate to cover most events. This limit can also be adjusted in many instances to a higher amount depending upon your needs and comfort zone.

### **Are my valuable pieces of art and jewelry covered?**

Typical condo policies have very low limits for both jewelry and art. If you have valuable

jewelry or art, you probably should purchase a separate policy or itemize the items on a separate rider. This will cost you more in premium, but will generally protect you for the full value of the item

**What should I do if I have a loss?**

You should ***CONTACT YOUR INSURANCE AGENT/COMPANY IMMEDIATELY FIRST.*** Most insurers have an emergency number that you can contact any time of the day or night. ***ALSO BE SURE YOU KNOW WHO YOUR INSURANCE COMPANY DESIRES YOU TO USE FOR IMMEDIATE REMEDIATION, along with their phone number.*** You should report the loss even if you feel that someone else is responsible. Failure to promptly report a loss could result in a denial of coverage. Do not try to avoid making a claim because you are afraid it might affect your insurance premium.

## JK Lateral Pipes – Factual Update

**By Duane Hickling, JK Association Board President**

Some of you may be aware that there have been a number of recent water leaks in the James Kilmer HVAC system. The leaks have occurred in the ‘lateral’ HVAC lines—the pipes that deliver either hot or cold water (for heating or cooling) to the fan coil units in each of our units.

The pipes are the original equipment which was installed when the building was built—and eventually, it will be prudent to replace them. Over the past thirteen years, there have been occasional leaks—averaging about one per year. However, after going through an eighteen-month period in which there were no leaks, there have now been eight or nine in the past seven months. As a point of historic information, since 1998, there has been 19 breaks total from the 616 units or 3.1% over 13 years. Until 2010, the breaks in James had occurred in the 2 bedroom units (01, 02 12, 15 tiers). But in 2010 and 2011, we had two one-bedrooms (06 tier and 08 tier) and 2 studios (09 tier) affected. In Kilmer, the breaks have been in the 03, 06, 17, 14 (2 breaks), 08 and 10 unit tiers. The challenge with these breaks is fast detection and the fact that they frequently impact several units at once (water can quickly run down through the building if the leak is severe and it is not contained quickly).

The JK Board and Property Manager are keenly aware and are developing plans for a long term fix for the current HVAC lateral pipe breaks and, more importantly, want to make you aware of some alternative solutions that we are evaluating and for which we will get some pricing as well. These lateral pipes replacement is a capital asset in our JK Capital Reserve study, but these pipes are beginning to reach the end of their useful life and will continue to fail.

As I mentioned, the James Kilmer Association has vertical pipes (called risers) and lateral (horizontal) pipes, which are part of our heating and cooling system. The vertical risers carry water up to a resident's particular floor and the lateral (horizontal) pipes carry water from the vertical risers to the convector units in each residents unit to heat/cool respectively. All of these pipes are black iron and 41 years old. The lateral pipes which have failed have been corroded--so eventually the water breaks through under the pressure in the pipes. To date, there have been no failures above the 27<sup>th</sup> floor in James House, since the pressure in the pipes is lower at the higher floor levels. But that does not mean one won't occur.

Since the pipes are insulated and behind the sheet rock walls which are also insulated, there is no way to effectively inspect the lateral pipes. So inspection is not an option, as even after inspecting them, one cannot tell if they are subject to break. Also there is no way to predict when and where a failure might occur. According to our Declaration, the vertical risers are considered common elements (CEs), so these are the responsibility of the JK Condo Association and currently seem in pretty good shape. The lateral pipes associated with taking water from the verticals to the unit owner's HVAC convectors units are limited common elements (LCEs) and therefore the owner's responsibility for the cost of repair and/or replacement. The recent Kilmer break in 610 had the additional challenge of the riser valve being frozen (not operable), so it took longer to get the water shut down. Rich Vicens, JK Property Manager has directed Engineering to replace immediately all 25 of these cast iron square cock valves in Kilmer, and this will be approved at the April JK Board Meeting. At the same time, the JK Infrastructure Committee at their last meeting on March 16, 2011, has instructed Rich Vicens to create engineering specifications (which were completed this past week) for the plumbing and restoration work of the lateral HVAC lines (as well as the specs for optional replacement of the convector units at the same time). These specs will be bid out to assess costs for the program to volunteer owners (as one potential alternative approach) to this capital repair project to start a replacement program. We will keep you apprised of this effort. But nonetheless, it will take several years to replace all the pipes.

The challenge we have is that the vertical risers must be shut down in a tier in order to repair the horizontal risers. That means that residents may be without heat or air conditioning while this work is being done. There are periods of time between seasons (May and September/October usually) where there is no heat or AC needed, which would allow for a more optimal time to do the work. NOTE: If a volunteer program is enacted, please understand that if you volunteer, and the owner above you or adjacent to you does not, you do not take your risk away for water damage should a break occur in the unit above or adjacent to you. Also please understand that we have the additional challenge of testing these HVAC laterals--as it is invasive and causes as much damage as replacing the pipes.

While this potential 'volunteer' project is being evaluated by the IC and board,

owners/residents MUST know what to do if a break should occur in their unit:

- 1) Owners should be sure that they have their insurance company's emergency contact number handy, as well as their insurance company's 'preferred' vendor and phone # for remediation work (example – Service Master). If residents are traveling, you must be sure that a reliable person looking after their unit has this information for prompt action.*
- 2) Lateral pipe failures do NOT occur as a result of negligence and therefore other owners receiving damage cannot seek to recover damages from the owner where the failure occurred. Therefore, you should make a claim with your own insurer.*
- 3) Damaged unit owners cannot subrogate against the insurance companies of other owners. This is clearly delineated in our JK Declarations.*
- 4) Condo insurance companies do not pay for any lateral pipe failure repair as the failure is considered 'normal wear and tear'.*
- 5) The Association is NOT responsible for damages to personal property, floors and appliances or kitchen cabinets unless they are original equipment, i.e. original fixtures such as kitchen cabinets, sinks, vanities, bathtub etc. The owner is responsible for any improvements to these items.*
- 6) The Association is NOT responsible for baseboards, molding and painting.*
- 7) The Association IS responsible for exterior and demising walls between units.*

## Window Replacement Update

**Richard Vicens, JK Association Property Manager**

### General

The windows project continues to progress satisfactorily. As of Thursday, April 7, 222 units have been completed. 22 of these units were on the south end of the building where Phase II is underway. There have been some concrete problems on the southwest side and these were anticipated based on the findings during the façade concrete project last year. The contractor has made necessary repairs and been able to keep to the published schedule. There has only been one weather delay day in Phase II.

Unlike the west side, Phase I, there has been very little dust so far. The reason for this is that the contractor does not have to grind as much concrete to fit the windows in and the fact that we are opening the smoke tower which is located just inside of the south stairwell door.

### Phase III

The mast climbers for Phase III normally would not be installed until two weeks before the start of the Phase or Mid-May. However, they may be installed earlier so that the roadway

west of the fountain will be open for the start of the electrical vault repair project. The roadway cannot be kept open during the mast climber erection.

### Swimming Pool

The present schedule for Phase II calls for a completion on Friday, May 20. This is well in advance of the pool opening scheduled for Saturday, May 27. However, USA Hoist, the mast climber supplier, has now taken the position that they will not dismantle the south mast climber while people are at the pool. Accordingly HOA has developed a plan and notice restricting the use of the pool until the climber is fully dismantled around Friday, June 10. They will be posting the notice.

## President's Corner

### **Duane Hickling, JK Association Board President**

Our Infrastructure Committee met on March 16, and I want to devote my column in this newsletter to reporting on many important topics that were addressed at that meeting.

#### **Windows and Concrete Update**

Phase II is underway on the south side of James House. Please see our Property Manager's Corner for more details on the window project. But also please note that painting of our James House will begin in late April on the west side (Phase I Window Install), following removal of the center mast climber support. Painting of the building will follow each phase of the window installation around the building.

Please note there will be no organized electrical hookup program for balcony owners wishing to electrify the provided box. Each resident is responsible for appropriate installation/hookup where the plate will be placed to show hookup location. Also please note that owners who currently have an electric outlet installed are responsible for removing that electric installation in advance of their window replacement.

#### **Air Balancing and Duct Cleaning**

The installation of the new windows is making our building more air tight. Although that's a good thing (it gives us greater energy savings opportunities), it does change the ventilation dynamics of the building. It is recognized that when the window installation is complete, the ventilation system will need to be 'rebalanced' to avoid noise and 'negative pressure' situations in the building. The Infrastructure Committee will work with the property manager to come up with recommendations to make to the Board.

#### **HOA Mall Repairs and Kilmer Façade, Balcony and Windows Maintenance**

Engineering documents and construction bids are still in progress for Kilmer façade, balcony, railing and window maintenance. HOA mall work has been contracted to LS Contracting and HOA held its first pre-construction meeting with the JK Garage and JK Management this past

week. Further detailed information on these projects will be available to Kilmer owners in the very near future.

### **James House Roof & Sun Deck Replacement**

Engineering documents are in progress and it has been determined that the planned egress points and needs of the new window system are in concert with codes. The James House roof is in need of replacement and will be done at the conclusion of the windows installation project. The sun deck can then be replaced for the use of all JK residents.

### **RCN Contract – Technology Task Force**

With the RCN contract expiring at the end of this year, a Technology Task Force was appointed by the Board. It is chaired by Nancy Slattery and, with Rich Vicens, will review the alternatives and options for providing telephone, TV and Internet services and recommend to the Board an approach for the Association. Meetings have started and will continue until an appropriate set of options has been developed.

### **HVAC Pipe Failures**

Most recent failures and updated diagram/list of all failures were reviewed. The question was raised whether the Association could support a voluntary replacement program, which would allow owners to replace the pipes within their units and avoid the risk of future leaks. The committee decided that the property manager should put together a specification for the plumbing and restoration work and identify the optional replacement of the convector unit. These specs could be bid out to contractors in order to assess costs for the program. This would give the Board appropriate information to support a decision on whether to launch this volunteer program for the Association.

***NOTE: Please see the other newsletter article on this HVAC horizontal pipe issue to be sure you understand what you should do in the interim if you incur a break or suspect water leakage.***

## Finance/Treasurer's Report

### **Betty Latson, JK Association Board Treasurer**

Total revenue through the first two months of 2011 (excluding the James Direct Charge revenue) was slightly above budget at \$879,000. Operating expense of \$738,000 was over budget by \$23,000 due to the inclusion of gas expense that belongs to 2010. Revenues over expenses before capital reserve contributions were \$141,000. After the provision for capital reserves of \$221,000, our Association generated an operating deficit of revenues over expenses of \$80,000, which was \$15,000 below budget. Excluding the 2010 gas expense, the year to date 2011 results would be slightly ahead of plan. Our auditors will be adjusting the gas expense back to the 2010 financials with the completion of the 2010 audit.

On February 28, 2011, the JK operating reserve stood at \$181,094. The capital reserve fund stood at \$6,405,872, and the loan balance stood at \$2,929,577.

The auditors have begun work on the 2010 financial statements. Management and Reserve

Advisors continue to work on the JK Reserve Study. The Reserve Study is taking a much longer time to complete to properly project the timing and the estimated cost of a number of important projects. We would like the Reserve Study to be as inclusive and as accurate as possible.

We continue to track down costs for the upcoming Kilmer window sealant, balcony, balcony railing and patio projects. It is the intent of Management and the Board to gather as much information as we can to provide Kilmer owners with an estimate of the Kilmer Direct, while we pin down the exact figures for the official Kilmer Direct Charge.

## Property Manager's Corner

**Richard Vicens, J/K Association Property Manager**

### **Manager's Information Desk**

The Manager's information desk in James House lobby on Monday evenings is still very active. The latest windows schedules in large print are available at the table together with other general information. Sometimes residents are at the desk just visiting or chatting. Please feel free to come forward and indicate that you would like to discuss something.

### **Dealing with Emergencies**

Recently we have had some unfortunate incidents of pipes bursting and causing flooding to units and the common areas. Things like this happen in buildings of any age but are more likely to occur in older building as pipes and systems age. The Association is aware of potential problems and has a long-term plan to deal with them.

If an emergency situation develops in your unit you should generally take the following action:

- 1) If a non-fire event occurs during off-hour times, call the James House desk 312-654-1560 X6
- 2) If a non-fire event occurs during normal business hours call the Management Office 312-654-1560. Do not leave a message if no one answers the phone. Call the James House desk 312-654-1560 X6.
- 3) If there is a fire in your unit, call 911, leave your unit, close the entrance door and notify the James House lobby desk 312-654-1560. If you smell smoke, but can't see smoke or fire....
  - **Call the doorman immediately (654-1560 ext 6)** who will take the appropriate, immediate action. Stay in your unit with the door closed until notified of results of investigation.

- 4) If water is flowing, try to remove as many personal belongings as possible from the flow path.
- 5) If water is coming into your closets, remove your belongings from closets and place on your bed
- 6) Call your insurance carrier immediately and obtain a claim number.
- 7) Be sure to have an emergency (off-hour) phone number for your insurance company. Sometimes, at the close of business, insurance agents forget to set their phone to give you that information.

### **Winter/Summer Changeover**

Soon enough it will be that time of year again when in a given week temperatures may be in the 70's one day and then fall to the 50's or lower, later on. Our Chief Engineer follows the anticipated weather patterns and makes adjustments to compensate for these changes during this period wherein one day may call for air conditioning and that same evening heat may be required. Complicating the effort to provide comfort during this "between-seasons" period is the fact that there are no zones for heating and cooling and thus the entire building is either heated or cooled, depending on the mode of operation.

In order to switch between heating and cooling and back again many valves must be operated and when going from heating to cooling mode, the hot water in the system must cool down for two days before the chiller units can be started. It is simply not practical to continually switch between heating and cooling, given system constraints and the damage to piping that can be caused by switching back and forth.

So when the sun is strong and shining on the south and west sides these units may be too hot while those with north and east exposures may be too cold. Residents on the south and west sides of the building may want to consider closing their blinds during warm sunny days until the system is switched to full cooling.

This situation is very common and a problem that has to be addressed in virtually all residential buildings of this age. Generally the system is switched to cooling mode, sometime between May 15 to May 30. We have to try to make the majority of residents comfortable and therefore, cannot accommodate individual requests for either heat or cooling and we ask for your understanding and patience during the interim period.

## Engineer's Corner

### Kurt Kruger, JK Association Chief Engineer

With the James House Window Replacement Project continuing, Golf Construction is starting a variety of related James House 'new' projects on concrete, balcony membrane and railings, along with painting the entire James House building. This is concurrent with HOA beginning the North Mall project, which includes work by HOA on the #1 bike room in the Garage--thus requiring that ALL bikes must be vacated from that bike room. All of this work activity results in the issue that the areas where maintenance has previously stored your balcony items has now been taken over by SofterLite, and with the addition of the Com Ed Vault project getting underway—all these projects mean **STORAGE SPACE (FOR BIKES AND BALCONY FURNITURE) IS AT A PREMIUM!!**

You may wonder what to do with your items. Here are some suggestions:

1. Have maintenance roll out some self sticking plastic sheeting in your apartment to place your belongings inside.
2. Find a neighbor who is not on the same balcony schedule as you, to trade balcony spaces back and forth.
3. Go together with other residents and rent a short term storage area.
4. Turn your propane tank in for refill--but pick up the refilled tank at a later date.
5. Dispose of unwanted items properly.

## What You Should Know About HOA

### Jack Vedra, Dave Beck and Marcie Johnson, JK HOA Representatives

The Carl Sandburg Village Homeowners Association, known as HOA, is the master association for all of Sandburg Village. It is one of the largest, if not the largest, master association in the State of Illinois.

Sandburg Village encompasses seven different condo associations with over 2600 units, covering an area of approximately sixteen acres, stretching from North Avenue to Division and bounded by Clark on the east and LaSalle on the west. Two associations---Lowell (plus the townhouses behind it) and Faulkner---are on the east side of Clark. The Village has five landscaped mall areas, two landscaped mini-malls, numerous driveways and sidewalks that

provide access to the associations, landscaped yards in front of the buildings, over a mile of adjacent city sidewalks that HOA clears snow from in the winter, two pools (one each at the north and south ends of the Village), tennis courts located directly across the street from J/K above the Potash Market and Faulkner garage, plus two hospitality/party rooms. HOA is responsible for the maintenance, repair, and landscaping of these areas. In addition, HOA serves as landlord for commercial spaces that open onto the A/B and C/D malls.

HOA is operated by a fifteen-person board of directors. Directors are chosen by the boards of each member association. The number of directors for each association is determined by the size of that association. The board generally meets on the fourth Wednesday of each month in HOA's Alcott Hospitality Room.

In 2011, HOA has a \$2.3 million budget. Roughly 40% of that total, \$907,000, is contributed to the capital reserve fund for future repairs and renovations. Sandburg Village has large amounts of concrete that require periodic maintenance and overhaul.

The remaining \$1.4 million dollars is budgeted for operating expenses. The larger items include:

- Payroll and Employee Benefits--\$388,322. This includes salary and benefits for the HOA property manager, his assistant, a lead engineer, and three janitors. The lead engineer and janitors are responsible for the maintenance and upkeep of the Village grounds, including snow removal of the perimeter walks and malls.
- Management Fee to Draper and Kramer -- \$54,960
- Village Insurance policies -- \$82,780
- Landscaping Service Contract -- \$120,000
- Landscaping Materials --\$ 62,000
- Security --\$71,000
- Snow Removal for all driveways in the Village -- \$40,000
- Snow Removal Material (salt) -- \$20,000
- Pool Operations \$247,675 The cost of pool operations is completely offset by pool membership fees and generally yields more than \$50,000 in profit to the Association each year.

In addition, there are numerous other costs for such things as office administration, utilities, and supplies. Each Sandburg unit owner receives a copy of the proposed budget in October or early November.

### **How Do These Expenditures Affect J/K?**

Sandburg Village is exactly what its name implies---one community. Improvements to one part of the community benefit the entire community. The landscaping in the A/B and C/D malls and the mini-malls have won awards from both the City of Chicago and the North Dearborn Association.

Having one of the two pools literally right next to J/K enhances all of our values. A few years ago, HOA spent nearly \$500,000 for structural renovations to the North pool. The tennis courts are a stone's throw from J/K. The courts also provide value to our Association.

Given that James House and Kilmer House were the last buildings fitted onto Sandburg Village land, there is not as much green space around them as there is around some of the older buildings in the Village. The front of Kilmer was re-landscaped and fenced approximately five years ago at an approximate cost of \$30,000, greatly improving an area that had been dead grass most of the year. The yard and planter on the LaSalle side of James House were also re-landscaped about five years ago. However, the planters on the east side of James House have not been re-landscaped in some time because of the looming concrete and window projects. When the window and building painting projects are complete in 2012, HOA plans to undertake a major landscaping project all around James House, which should greatly enhance the curb appeal of our association.

HOA provides to J/K all salt necessary to keep our sidewalks in reasonable shape during the winter. The J/K staff also helps out with snow removal around our buildings for which J/K is reimbursed by HOA. The driveways around J/K and Germania Place are plowed by the HOA-contracted plowing service.

The dog runs are an amenity that most Chicago buildings do not have. They were originally intended for Sandburg residents only. It was anticipated that residents would pick up after their dogs so only minimal maintenance on the part of HOA would be needed. As the area to the west has improved, there seems to be many more dogs using the Sandburg dog runs; they have become neighborhood dog runs. Outside owners using these runs are failing to pick up after their dogs. HOA is keenly aware of this issue and the health problems (most notably rats). The HOA maintenance staff attempts to clean the dog runs on a daily basis, but no sooner are they cleaned than irresponsible owners show up who fail to clean up after their dogs. Please understand that HOA cannot concentrate its entire maintenance efforts on the dog runs.

**General Maintenance.** The HOA maintenance staff is constantly patrolling the Village trying to keep things clean and neat. Because J/K is in a bit of a wind tunnel, paper tends to blow our way and accumulate. With the current construction, it has been more difficult to keep the J/K areas free of paper and debris. The HOA property manager has ordered his chief engineer to concentrate cleanup efforts in the J/K area. Now that the mast climber is being taken down on the west side of James House, the LaSalle yard will be able to be accessed by the HOA staff.

Inevitably, many of you will have more questions or comments. Please feel free to contact one of the three HOA reps: Jack Vedra (President of HOA), Marcie Johnson, or Dave Beck. E-mail addresses are available on the website. The HOA board minutes may also be accessed from the J/K website.

In the meantime, everyone is encouraged to walk around the whole of Sandburg Village, enjoy the springtime plants, and see how your money is being spent.

## HOA Report

### Jack Vedra, HOA President

The Carl Sandburg Village Homeowners Association (HOA) has been concentrating on the following tasks:

- Getting ready for the pool season-- which opens on Memorial Day weekend. Look for notices regarding membership signup. Note that window installation at the south end of James House may require some limitations on the North Pool hours at the beginning of the summer (i.e. for a couple of weeks at the start of the pool season, hours may be limited during the week due to the dismantling of the mast climbers on the south side of James House by U.S. Hoist. Thus, the weekday access to the pool will be unavailable until 4 pm each day (after work stoppage each day). *Any change in hours will be posted* and to accommodate this change, the north pool will remain open an hour longer (til 9 pm) during the months of June and July to compensate for the lack of full access on the weekdays during the start of the season.
- Preparing the tennis courts for an early May opening. Contact the HOA management office to join for the season, which extends into October.
- Asking residents and others to refrain from feeding birds and other animals on Sandburg property; the feed and the waste from birds attracts rats to the area.
- Working with Orkin to rid the Village of rats, concentrating on rat burrows in the planted areas of the malls. Note that some chemicals may be used that are not good for dogs, so please keep your dogs leashed and away from areas with warning signs.
- Completing the South Mall renovation project.
- Repairing expansion joints and other North Mall items to stop leaks into the J/K garage.

## Single Stream Recycling

**Judy Barnes, JK Association Board Vice President**

James/Kilmer will begin their Single Source Recycling (SSR) program on Monday, May 2, 2011, with two 2-cubic yard containers at the West James House exit and four-96 gal containers in the JK garage.

Please use the current blue bags for depositing your recyclables into these containers, if possible. Please break down cardboard boxes. The following list is a reminder of all the additional items we can now recycle through the Single Source Process with Waste Management (WM):

### **RECYCLE THESE!**

**Glass & Plastic Bottles (must be in the shape of a bottle)**

**Aluminum, Aluminum foil and Pie Tins & Tin Cans (must be free of food residue)**

**Steel Cans & Empty Aerosol Cans**

**Cardboard Boxes (must be broken down)**

**Paperboard**

**White & Colored Paper**

**Newspapers (and their inserts)**

**Books (hard or soft cover)**

**Magazines and Junk-mail**

**Envelopes (windows ok)**

**Brochures & Pamphlets**

**Coated Paper (shiny)**

**Computer Printouts**

**Carbonless Receipts**

**Post-It Notes**

**Manuals with Glue Bindings**

**File Folders (with metal hangers)**

**Wire & Plastic Spirals**

**Stapes, Paper Clips and Clamps**

**Phone Books**

**Brown Paper Bags**

### **TRASH THESE!**

**Candy Wrappers**

**Carbon Paper**

**Carpet or Cloth**

**Glass (if not a bottle or jar)**

**Food-soiled Cardboard**

**Food or any Organic Waste**

**Liquids**

**Plastic Bags and Saran Wrap**

**Plastics (if they're not a bottle)**

**Plates or Dishes**

**Styrofoam**

**Used Paper Cups and Paper Plates**

**Used Paper Towels**

**Used Tissues**

**Waxed Cardboard (milk)**

**Waxed Paper**

**Wet or Soiled Paper**

**Window Glass**

**Wood**

Gail Gill, head of the Recycling Task Force, will be getting marketing materials and signage from WM and she and her task force will get information distributed to everyone to remind you of all the additional things we can recycle through SSR to be a more 'green' association.

## Website Update

### Ron Miller, JK Association Website Committee Chairperson

Our association website - [JamesKilmerCondo.org](http://JamesKilmerCondo.org) - is the place to go if you want information. We encourage you to explore its many features. Activated for residents in January 2008, our website contains a vast amount of useful information. While website content is available at the management office, our website is available 24/7 and may save you a trip to the office.

Have you visited lately? It's a handy resource for information about James and Kilmer Houses, as well as Association amenities, forms, documents and much, much more. You can even submit a maintenance request online.

The Association is dedicated to providing a useful website for all. We'd like to hear from you if you have any comments. Recently, someone asked if it was possible to have features like larger text size and text-to-voice for the website. Actually, some browsers already have these features that may be used on all websites. If your browser does not have these features we recommend you try Safari (Mac and PC user versions available). Your computer may allow you to select a voice; if available, 'Alex' is an excellent choice.

If you have any questions, comments or feedback you can use the online feedback form link at the bottom of the home page, or just email Ron Miller, the webmaster:

[webmaster@JamesKilmerCondo.org](mailto:webmaster@JamesKilmerCondo.org)



**[WWW.JAMESKILMERCONDO.ORG](http://WWW.JAMESKILMERCONDO.ORG)**

Please visit our website for details on the upcoming windows project or for other information relating to the James/Kilmer Condominium Association.

### **Special Assistance Information Request**

In the event of a building emergency, such as a fire, it is important to know which residents would need special assistance because of mobility, visual, or hearing impairment. If anyone in your unit requires assistance, please provide their name and a brief description of their special needs. Please complete the information below and submit this sheet to the Management Office.

Name of resident needing assistance: \_\_\_\_\_

Unit Number: \_\_\_\_\_

Assistance Requirements:

\_\_\_\_\_  
\_\_\_\_\_

Reminder: Whenever there is any change in the above information, please update the management office.