

3600 CONDOMINIUM ASSOCIATION

JANUARY 2017



Annual Meeting

The Association's annual meeting will be held on Thursday, January 26, 2017 at 7:00 p.m. in Wall Hall. We encourage all residents to attend this important meeting.

Internet Assessment

As of January 2017, all unit owners were billed \$24.56 for the internet assessment charge in addition to the regular assessment. This fee is part of the 7-year contract with RCN and will appear as a separate line item on your monthly assessment statements. As a friendly reminder, if you are still connected with another internet provider, we suggest you contact that provider to eliminate the service, if your provider is not RCN.

Unit Sales & Rental Percentage

Unit sales and the building's rental unit percentage are now available to view on Concierge Plus under Documents & Pictures.

Freight Elevator/Moves

When scheduling any move outs or deliveries of furniture, please remember the following.

- All moves and deliveries need to be scheduled with the management office to reserve the elevator.
- Hours of scheduling are Monday – Friday, 8:00 am to 6:00 pm and Saturday, 8:00 am to 2:00 pm.
- Only two moves can be scheduled per day and they may not overlap.
- A move must be scheduled at least 48 hours in advance.

Management Office Email Addresses

In the near future, all management office email addresses will be changed to Chicagoland-inc.com addresses. All owners and residents will be notified in advance of these changes.

Laundry Room Reminders

Please observe the following when using the communal laundry rooms:

- You can find laundry cards in both of our laundry rooms in the box provided and there are instructions on how to get/use your laundry card.
- The use of washing machines/dryers is limited to 3 each.
- If a machine malfunctions, place an order tag on the machine and notify the front desk.
- Doors of the high efficiency washers need to be left open when not in use to prevent mold.

Placing Work Orders

Our work order system is now entirely online. You can place work orders by yourself or on our website: 3600LSD.com. If you do not have access to a computer, you can place all work orders with the front desk. Please stop by the office for a "Creating Work Orders" packet for further information.

Package Deliveries

It has been brought to our attention that some residents are attempting to pick up packages from the Commissary before receiving notification via Concierge Plus. This creates problems for the Commissary, as they have a system for sorting packages in order to give them to the proper recipients. This system gets confused when it is disrupted by individuals wanting to take their package before the Commissary has had a chance to locate it.

Please wait for the delivery notification from Concierge Plus before attempting to pick up any packages.

Thank you in advance for your cooperation.