

# 3600 CONDOMINIUM ASSOCIATION

NOVEMBER 2017



## Upcoming Events

- Wednesday, November 29, 7:00 p.m. - The 3600 Short Story Club will meet to read and discuss “The Case of the Four and Twenty Blackbirds” by Neil Gaiman. Copies of the story are at the front desk.
- Thursday, November 23 and Friday, November 24 the management office will be closed in recognition of the Thanksgiving holiday.
- Thursday, November 30, 7:00 p.m. – The Board of Directors will have a special meeting to answer questions regarding the proposed electronic notice-consent rule. Immediately following this special meeting, the Board will conduct its regularly scheduled monthly

meeting. All residents are welcome to attend both of these meetings.

## Amendment Changes

If you have not done so already, please be sure to turn in your signature sheet(s) for the proposed amendments to the Declaration and Bylaws. Although originally due on November 10<sup>th</sup>, the Board will continue to collect these sheets after that date.

## Volunteers Needed

The next annual meeting of the Board of Directors will occur on Thursday, January 25<sup>th</sup>, 2018. Three election judges are needed for this meeting. These judges will resolve any disputes that are brought up by the auditors during their inputting of ballots. Please contact

Management should you be interested in acting as one of these judges.

## Preparing for Winter

With winter upon us, keeping the building warm is a top priority. Here are some recommendations for keeping your unit warm during the frigid months ahead:

- Be sure that you have the correct size air conditioning unit for your window. Any incorrectly sized unit could cause drafts to seep through into your apartment.
- Have your air conditioning units winterized by placing a work order. Building staff will ensure that they are properly sealed and don't allow any drafts inside. Important to note is that air conditioning units not properly sealed (i.e., covered with jackets or blankets) could cause frozen pipes in the building.
- Keep your windows closed. This may seem obvious; however, some residents may not realize that windows are open slightly. Be sure to check that they are completely closed.
- If you happen to notice air infiltration from the windows in your unit, please report it to Management. Building staff can look into the issue and try to find a resolution.
- Place a work order to have staff clean the coils in your unit's radiator.
- Keep vents and areas around vents clear from objects to ensure that heat is reaching all areas of the unit.