



BCCA NEWSLETTER

July 2024

Please send all written correspondence to:

bristolcourt@nsmanagement.net or office@bristolcourt.org

Board of Directors

All owners are invited to the Board of Directors' monthly meeting held in the party room of 2500 Windsor Mall on July 30th at 6:30 p.m.

Monthly Newsletter

Residents and owners can find the monthly BCCA Newsletter posted at bristolcourt.org.

The Annual Meeting and Elections will be held on August 13th.

Watch for more information.

Air Conditioning

- If the fan coil alarm sounds in your unit or you hear it from another unit, please call the office (847-698-3313) **immediately** so leaks can be repaired, and damage prevented.
- Check to ensure the fan coil alarms are set to the "ON" position.

Mail Reminders

- Pick up your mail regularly.
- If mail is addressed to "occupant", mail carriers can't dispose of it.
- If the person doesn't live in your unit, mark the envelope as "Moved" or "No such person at this address" and place it in the outgoing mailbox.
- If a package is labeled for a different address than your building, please do not place it in the lobby. Return it to the correct building or leave it in the mail room so the correct person can get the package.

Cooking Reminders

- Please use the kitchen exhaust fan when cooking.
- If you generate a lot of smoke, **please open the windows**.
- Opening the door can set off the building fire alarm.

Driving Reminders

- Please slow down and follow the **15-mph speed limit**.
- For everyone's safety, **STOP** at stop signs.
- Watch out for children playing or people walking

Federal Pacific Electric Panel Replacement Reminder

- If you have not already done so, the Federal Pacific electrical panel must be replaced and the new panel must be switched to the outside of the closet wall based on code upgrades.
- Our insurance company is receiving updates on the completed units and will monitor the progress.
- **This work must be completed by July 1, 2025, and requires a permit from Park Ridge.**

BCCA phone number: (847) 698-3313