



BCCA NEWSLETTER

March 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 March 26th at 6:30 p.m.

Welcome

Please welcome BCCA's new property manager, Alen Ejupovic, provided by NS Management, our new management company.

BCCA Easter Egg Hunt



- The **Easter Egg Hunt** for the children of Bristol Court up to age 10 will be held on **Saturday, March 30**, on the grassy island in front of 2500 Windsor Mall. (No rain date)
- Starting with the youngest children at 1 p.m., age groups will continue in intervals.
- The purchased plastic eggs contain a toy, sticker, and piece of candy.
- Please accompany your child and provide a basket or bag.

ACH Payments

- For owners who have signed up for ACH payments (direct debit), payments will be withdrawn as in the past. Regular monthly assessments are withdrawn on the 5th of the month and monthly special assessments are withdrawn on the 15th of the month.
- Owners wishing to start ACH payments need to submit their request by the 15th of the month for the next month's payment to be withdrawn.

Call the Provider

- When power goes out call ComEd.
- When phone, internet, or cable service is interrupted, please call the service provider.
- **The office is not able to help in these situations.**

Spring Maintenance Check

- Begins mid to late March.
- It is **EXTREMELY IMPORTANT** that 100% of the units be properly serviced so that the air conditioning system is ready for the cooling season. Please provide access to your unit.
- Maintenance will not move furniture.
- **NO SPECIAL APPOINTMENTS CAN BE SCHEDULED!**
- Also, annual checks are made on plumbing fixtures, smoke detectors, carbon monoxide detectors, electrical panel replacement, and door closure installation.
- Carbon monoxide detectors are required for all the units with a gas stove in buildings 1 – 6 and 1st-floor units in buildings 8 – 14.

Time Change

- Daylight Saving Time begins Sunday, March 10th. Turn your clocks **forward**.

BCCA phone number: (847) 698-3313

Recycling and Document Destruction Event – March 9, 2024

- 9:00 a.m. – 11:30 a.m.
- Glenview Station, 3 Providence Way, Des Plaines
- Open to residents of SWANNCC Member Communities (including Park Ridge) only. IDs will be checked.
- For Document Destruction:
 - Paper must be dry, clean, and loose.
 - Remove metal clips, plastic sleeves, folders, and binders (small staples are okay)
 - Place paper in paper shopping bags or cardboard boxes – **NO PLASTIC BAGS** – please!
 - Limited to six (6) bags or boxes.
- Accepted Materials for Electronics Recycling:
 - Cable receivers, cell phones, computers (desktops, notebooks, tablets), converter boxes, fax Machines, keyboards, mice, MP3 players, printers, satellite receivers, scanners, televisions (all types, video game consoles, video recorders/Players, and zip drives

Package Delivery Mix-ups

- Delivery companies often confuse addresses like 2400 Archbury and 2400 Windsor Mall or look at the street name and deliver to the wrong building.
- Please do not take the misdelivered package into your lobby area. That makes it difficult for the owner to find it.
- Be kind to your neighbors and leave it in the mailroom or deliver the package to the correct building.

Reminders

- **Only let in people you know when the buzzer rings.**
Do not open the door to people waiting to get into the building.
- Please remove mail from your mailbox at least once a week.
- Only bikes and grocery carts may be stored in front of the owner's car in the garage.

Remodeling Reminders

- **Before any remodeling**, an improvement form **MUST** be completed and approved by the office.
- Obtain appropriate permits from the City of Park Ridge.
- **Contractors** are responsible for cleaning debris from the hallways.
- **Appliance** delivery and removal are to be done through the stairways.

Federal Pacific Electric Panel Replacement Reminder

- If you have not already done so, please remember to replace and move the Federal Pacific electrical panel in your hall closet.
- Our insurance company is receiving updates on the completed units and will monitor the progress.
- This work needs to be completed by **July 1, 2025**.