A picture containing conifer, plant, tree, silhouette

Description automatically generated **BCCA NEWSLETTER**

**July 2025**

Please send all written correspondence to

[bristolcourt@nsmanagement.net](mailto:bristolcourt@nsmanagement.net)

or [office@bristolcourt.org](mailto: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 29th at 6:30 p.m.

**Federal Pacific Electric Panel Replacement Completion Deadline July 31, 2025**

* All **Federal Pacific** electrical panels must be **replaced and the new panel must be switched**

to the outside of the closet wall based on fire code requirements.

* **All other brands of electrical panels** must be **flipped** to the outside of the closet wall based

on fire code requirements.

* The association’s insurance coverage is affected by the completion of the project.
* When the work is completed, a copy of the inspection approval must be given to the office.

**This work must be completed by July 31, 2025, and requires a permit from Park Ridge.**

**The Annual Meeting and Elections will be held on August 12th.**

For anyone interested in running for the Board, a completed and signed application must be submitted to the Association Office or dropped in the Bristol Court mailbox no later than 5:00 pm on July 7th.

**Walking Reminders**

* Please walk on sidewalks when possible. Otherwise, stay to the side of the road.
* When walking at night, wear light colored or reflective clothing so drivers can see you.
* Be aware of vehicles that might not stop at STOP signs or follow the 15-mph speed limit.

**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 make sure 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 aren’t allowed to 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.