



BCCA NEWSLETTER

July 2026

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 28th at 6:30 p.m.

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 and people walking.

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 mail is addressed to a person who 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.

Recycling and Trash

- Please only put recyclables in the recycling bins.
- Read the lid of the recycling bins to see what can be recycled.
- **Break down boxes** to allow more room for other recyclable items.

Lockouts

- After hour lockouts will not be serviced due to liability and safety for workers.



BCCA phone number: (847) 698-3313