



Lake Park Plaza Condominium

3930 N. Pine Grove Ave. / Chicago, Illinois 60613 / (773) 975-6020, www.lakeparkplaza.com

2010 ACCOMPLISHMENTS

JANUARY

- Mailed coupon booklets for 2010 assessments.
- Negotiated and instituted insurance policy for the building at a competitive rate.
- Performed quarterly drain line cleaning.
- Replaced heating unit in commercial area.
- Hired Elliott and Associates to process 2009 tax assessment appeal.

FEBRUARY

- Held Annual Brunch successfully in lobby.
- Conducted and passed annual fire extinguisher inspection performed by Martin Mack Fire & Safety Equipment Co. Inc.
- Replaced both garage door motors.

MARCH

- Held Annual Meeting and Election.
- Performed quarterly cleaning of drain line.
- Purchased Black and Decker steamer.
- Purchased 32 clear acrylic sign holders to be installed on each floor by the passenger elevators.
- Installed push bottom control panel for Freight Elevator.
- Installed ADA floor indicators for freight elevator banks.
- Began installation of Pneumatic Boiler Control System.
- Replace air handling units in Lobby.
- Purchased Konica Biz-hub 550 Copier after lease term ended.
- Inspected and replaced all the smoke detector batteries.

APRIL

- Signed contract with Malartsik Consulting to manage lifeguard staff for the 2010 pool season.
- Distributed pool packets to residents.
- Performed Spring filter change throughout building.
- Purchased new garbage lids for trash containers in pool deck area.
- Negotiated renewal contract with Comcast. Recap of \$26,100.00 due to billing error found by Management. On Demand is included at no additional cost.
- Installed additional camera in several areas of the garage.

MAY

- Performed annual cleaning and servicing of both boilers.
- Conducted annual Fire Pump Test.
- Negotiated renewal with Lakeshore Waste and Recycling with a total saving of \$19,675.00 for the year.
- Began beautification face lift to pool deck planters.
- Renewed second part of property insurance policy at a competitive rate.
- Opened pool for the 2010 season.

JUNE

- Inspected roof membrane and secured drain rings and clamps by CSR Roofing.
- Performed quarterly drain line cleaning.

JULY

- Held Annual Pool Party.
- Completed window washing and caulked units as requested.
- Placed a pedestrian bench in garage area.

AUGUST

- Approved budget preparation schedule.
- Completed annual cleaning and servicing of Boiler #2.
- Installed Diamond Plate Flooring for the Freight Elevator.
- Purchased new luggage carts for the Lobby area.
- Repaired concrete to front driveways, garage column, and garage ramp.

SEPTEMBER

- Locked in electricity price for three year agreement with an anticipated savings of \$50,000.00.
- Formed the 2011 Budget Committee.
- Began annual pet registration and pet fee collection.
- Installed new paper towel, tissue paper, soap dispenser and sanitizing dispenser where needed.
- Received 2009 Preliminary Auditors Report.
- Closed pool for 2010 season.
- Replaced carpet in Management Office.
- Approved voting procedure from proxy system to ballot system.
- Performed quarterly drain line cleaning.
- Installed a new DVR for camera system.
- Replaced outdoor air dampers.
- Approved scavenger rebate for year 2008.

OCTOBER

- Performed a 5 year Full Load Safety Test as required by the City of Chicago.
- Completed commercial space facelift.
- Replaced Boil Steam Pressure sensor.
- Replaced Doorman's HVAC alarm.
- Held 4th Annual Garage/Flea Sale.
- Completed Fall filter change.
- Completed 2nd annual window washing.

NOVEMBER

- Held open forum to discuss 2011 Proposed Budget.
- Approved FHA Loan Application.
- Inspected and replaced all the smoke detector batteries.

DECEMBER

- Approved 2011 Proposed Budget.
- Began successful clothing drive for Cornerstone Community Outreach.
- Started food drive for Inspiration Corporation.
- Performed quarterly drain line cleaning.
- Distributed Employee Holiday Funds.