

We're glad you're here!

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JAMES/KILMER
CONDOMINIUM ASSOCIATION
1555 & 1560 NORTH SANDBURG TERRACE

Dear Resident:

Welcome to your new home and to the Sandburg Village Community.

In an effort to familiarize you with your new surroundings, the James/Kilmer Condominium Association is pleased to share with you, in the following pages, information on our buildings' amenities, the Carl Sandburg Village Homeowners Association (HOA) services, as well as area services and merchants.

Additional information can be found in the James/Kilmer Association Reference Guide /Rules and Regulations.

Please use this information as a guide to enjoying your new home and becoming a part of the James/Kilmer experience. Please do not hesitate to let the Management Office know if you have any questions.

The James/Kilmer Condominium Association

June 2005

Amenities at a glance.....

Management Office: (312)654-1560 ext.1

Located on the lobby level of James House
(northwest side of bldg)

- Hours: Monday-Friday 9 AM-6 PM
Saturday & Sunday Closed
- After hours contact the James Doorman at:
(312) 654-1560 ext. 6

Doormen Stations

- James House: (312) 654-1560 ext. 6
- Kilmer House: (312) 654-2079

Receiving Room: (312) 654-1560 ext. 5

The Receiving Room is located on the lobby level of James House, just inside of the rear service entrance
(northwest side of the bldg)

- Hours: Monday-Friday 7 AM-7 PM
Saturday 9 AM-1 PM
Sunday Closed
- You may have packages delivered to your unit -
see Management Front Desk
- There are some restrictions on size, weight and
value of items which will be accepted. Please
check with Management for more information.

Mail

- James House: mailboxes are located at the rear
center area of the lobby
- Kilmer House: mailboxes are located on the
north wall of the inner lobby
- Delivery is Monday-Saturday
- Mail and packages not fitting the boxes normally
are delivered to the receiving room
- Zip code 60610 mail is processed through the
Fort Dearborn Postal Station located at 540
N. Dearborn (312) 644-3919

Bicycle Rooms

Three secured bike rooms are located in the garage.
Bike Room 1 is located across from the garage
office, next to the entrance ramp. Bike Rooms 2
and 3 are located at the northeast areas of the
garage main level.

- See Management for a space (at a small fee)
- There may be a waiting list for a space

Cable Service

Basic extended cable service is provided as part of
each unit's assessment. If your TV is cable-ready,
just connect the main service cable from the wall
plate to the back of your TV. The main service wall
plate is located in the living room. Some units have
additional wall plates in bedrooms, etc.

Contact RCN, our cable provider, at 1-800-RING
RCN (1-800-746-4726) when:

- Your TV is not cable-ready; you will need a cable
box (First analog box is free, additional are
available at small fee)
- You want additional services, at a cost, such as
digital cable, premium channels or pay-per-view,
which require a different type of service and
cable box
- You need to report any problems with the cable
reception in your unit

Fitness Room

Located on the lobby level of James House near the
freight elevator area. For owners and residents over
the age of 18 only.

- Memberships available through the
Management Office (for a small fee)
- Variety of fitness equipment and dumbbells
- Digital weight scale and drinking fountain
- Antibacterial wipes dispenser
- 2 cable TVs to watch during workouts
- Temperature controlled

Garage (312) 787-5436

Accessible from the basement level (G1) of both
James & Kilmer Houses. Available services:

- Monthly parking rates and bank automatic
payment plans
- Limited motorcycle parking
- 24-hour attendant service, tire air compressor
with gauge and jumper cable service
- Attendant or self car wash available

- Guest discounted parking coupons are available from the building's Management Office

Hospitality Room

The Hospitality Room is located on the penthouse level of James House (button "PH" on the elevator)

- Monthly Board, Committee and other Association meetings take place in this room. See postings by elevators for dates and times
- Available for private parties (for a fee) by contacting the Management Office
- Facilities for up to 120 people/includes a kitchen and restrooms

Laundry Rooms

Located on the 2nd floor of James House (take freight elevators) and the 6th floor of Kilmer House.

- Automated card system for washers and-dryers eliminates the need for coins.
- Debit cards can be purchased from the vending machine in the laundry room
- Money can be added to the debit card at the vending machine as needed
- Instructions are posted in the laundry rooms or available from the Management Office

Storage Lockers

Each unit may use one storage locker. The locker number normally is the same as that of the unit.

- Locker Rooms are accessed by use of a key fob
- James House lockers are located in the basement/garage level (G1)
- Kilmer House lockers are located on the 3rd, 4th and 5th floors opposite the passenger elevator
- Residents must provide their own locks

Trash Chute Rooms

- James House has two trash chute rooms on each floor (one on the north side and one on the south side)

Sandburg Village Swimming Pools

- The Village has two large swimming pools, which are operated generally from Memorial Day through Labor Day for pool members and their paid guests
- The North Pool is located on the terrace level, behind Kilmer House
- The South Pool is located on the terrace level of the 1200 block of Sandburg Terrace next to Eliot House
- Membership applications are available in the J/K Management Office or the HOA office
- Membership applications are processed through FitPlex Health Club at 1235 N. LaSalle (312) 640-1235

- Kilmer House has one trash chute room per floor located near the freight elevator
- All trash must be inserted in the trash chute. Bulky items are to be neatly stacked in the chute room and will be collected by maintenance each day
- No hot embers from a grill or lit smoking materials should ever be put in the trash chute
- All animal waste and kitty litter must be double-bagged to ensure against breakage

Recycling Program

We participate in the Chicago Blue Bag Recycling Program and our scavenger service also separates recyclables mixed in with regular trash at their plant.

- Blue bags are available in the basement/garage level (G1) of James House and near the back door in Kilmer House
- You may deposit your bags directly into the trash chutes on each floor
- Detailed information is available in the Management Office

Sandburg Village Homeowners Association (HOA) (312) 440-3615

- Responsible for the maintenance and security of the village's common areas between the associations
- Maintains and operates the village swimming pools, tennis courts and two hospitality rooms
- Located on the mall level at 1355 N. Sandburg Terrace in Room 103 of Dickinson House

Sandburg Village Play/Tot Lot

- Located at corner of Clark & Goethe

Sandburg Village Tennis Courts

- The tennis courts are operated from late spring through early fall for tennis club members and their guests
- The tennis courts are located on the roof of the Faulkner House garage at 70 W. Burton Place
- An access key fob can be obtained through the HOA office
- Membership applications are available in the J/K Management Office or the HOA office
- Membership applications are processed through the HOA office

Village Hospitality Rooms

- Two hospitality rooms are available for rent to all Sandburg Village residents.
- One hospitality room is located in Eliot House and one is located in Alcott House
- Use of these rooms are arranged by the HOA office

Welcome to the Neighborhood

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CTA Transportation

Call (312) 836-7000 for routes, fares and schedules

Buses

- #22 Clark (on Clark Street)
- #36 Broadway (on Clark Street)
- #72 North (on North Avenue)
- #156 LaSalle (on LaSalle Street)

Trains

- Red Line (at Clark and Division)
- Purple/Brown Lines (at Sedgwick and North)

Food and Drugstores

- Potash Brothers Supermart – 1525 N. Clark
- Treasure Island Supermarket – 1639 N. Wells
- Jewel and Osco – at Clark and Division
- Walgreens – 1601 N. Wells

Dry Cleaners

- Sheen Cleaners – 1542 N. Clark
- Sheen Cleaners – 153 W. North Ave.
- Crystal Cleaners – 1556 N. LaSalle
- Sandburg Cleaners – Dickinson Mall

Recreation and Education

- Chicago Historical Society – Clark & North
- Lincoln Park (Park, Zoo and Conservatory) - from North Ave. to Diversey on Cannon and Stetson Drives
- North Avenue Beach
- The Latin School – Clark & North
- Newberry Library – Walton & Clark
- Chicago Public Library – 310 W. Division
- Dave and Busters (Food Bar and Games) – 1024 N. Clark

Hardware Stores

- Sandburg Ace – Germania Place
- Tiptre True Value – 227 W. North Ave.

Miscellaneous

- Pier 1 – 1350 N. Wells
- Shell Gas – North and LaSalle
- Paws-a-tively (pet grooming/supplies) 109 W. North Ave
- Dr. Leonard, DDS – Cummings Mall
- Early Learning Foundation/Day Care – Bryant Mall

Movie Theaters

- Village Theater – 1548 N. Clark
- Piper's Alley Theater – 210 W. North Ave.

Live Clubs and Theaters

- Second City – 1616 N. Wells
- Zanies Comedy Club – 1548 N. Wells
- A Red Orchid Theater – 1531 N. Wells

Health Clubs

- Gold Coast Multiplex – 1030 N. Clark
- FitPlex – 1235 N. LaSalle

Move In Checklist

Arrange for Services:

- Cable: Contact RCN for TV cable service 1-800-RING-RCN (1-800-746-4726)
- Electric: Contact Comed for electric service 1-800-334-7661
- Parking: Contact Eddie Main, Standard Parking Manager (312) 787-5436
- Telephone: Contact SBC at 1-800-244-4444 or other provider for phone service
- Mail: Contact your current post office or the Fort Dearborn Post Office for change of address

Contact James/Kilmer Management Office: (312) 654-1560 ext. 1

- Submit a copy of your settlement statement or lease agreement to the Management Office
- Obtain a move-in packet
- Complete a resident information form and submit your unit's phone number for the doorman entry system
- Pay appropriate transfer fee – see Management Office for details
- Make sure Management has a set of your unit's keys for emergency entry and/or package delivery service
- If you will be doing any remodeling to your unit, you will need to contact the Management Office for approval procedure. Obtain a copy of the remodeling rules from the office and refer to the building's reference guide for rules concerning debris removal and contractor entry procedures.
- You must reserve the service drive or LaSalle Street loading dock and service elevator for your move-in
- Register your pet and familiarize yourself with the pet-walking areas located on LaSalle Street
- Reserve space in the bike room or put your name on the waiting list
- Meet the door staff
- Meet the receiving room staff and make arrangements for package delivery service through the office
- Obtain a laundry room debit card and instructions for its use and operation of the laundry room equipment

Thank you for choosing to live at James/Kilmer. We will do all we can to make your experience a memorable one. Welcome!

The James/Kilmer Staff