

James/Kilmer

Condorminium Association Newsletter

Editors: Judy Barnes, Diana Cardenas, Karla Ross



James/Kilmer Annual meeting set for Tuesday, November 9

Make sure we have a quorum!!

Karla Ross, Communications Committee Chair

The annual association meeting will be held in less than 11 days and it is critical that all owners understand the importance of participating either in person or by signed ballot in this year’s meeting.

Many owners do not realize that the association is required by Act to conduct an annual meeting and that there are several important governing actions that take place each year at this important meeting. In order for the meeting to be held we must have a quorum of owners (20%) participate or else the meeting cannot take place and the association must go through the sizeable time and expense of calling the meeting again.

You have received your official notice and ballot in the mail. Now it is up to you to participate and add your “attendance” to the quorum needed.

- Of course we recommend that owners attend the meeting in person when possible to be fully informed on what is going on in their association.

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Upcoming Meetings and Events

- **Meet the Candidates Night**
November 1st
7 p.m., Penthouse
- **Annual Meeting**
November 9th
7 p.m., Penthouse
- **Window Washing**
November 9th
 - Kilmer House Residents should have screens removed from Friday, 11/5 – Sunday, 11/7
- **Recycling Meeting**
November 22nd
7p.m., Penthouse

- But if you cannot attend, then your way of being counted is to sign the official ballot and return to the office as instructed in the materials you received. You don't even have to vote the candidates on the ballot to be counted in the quorum, although that too is an important aspect of condo ownership. Duane Hickling speaks to this in his President's Corner article.

This year we will not be voting by proxy – but by secret direct ballot. That means it is up to you to get your ballot signed and turned in before November 9th or to attend the meeting that night. Please don't fail in this important and simple task. If you have any questions, don't hesitate to contact the management office for more information and assistance.

Thank you in advance for taking the time!

President's Corner

Duane Hickling, JK Association Board President

Voting and Annual Meeting Participation

The James Kilmer Board elections and Annual Meeting are only a couple short weeks away. And this is a time when each owner/member of the association should be prepared to participate in the governance of our association. For the past few years there has been significant interest the activity of the Board and the working committees as the issues of the window replacement project and how to finance it during trying economic times have been grappled with. The dialog and discussion of these issues and the resulting interest in the election of representatives were all necessary ingredients for moving the association forward.

Having completed the windows financing and putting the windows installation on track does not mean that we as association members should withdraw from voting and participating in the annual meeting. There are many reasons to remain involved.

First, we should remember that the need to address our physical infrastructure for each building (Kilmer and James window replacement, ongoing façade repairs for each building, roof replacement for Kilmer and pending roof replacement for James, elevator upgrades, etc.), did not only become an issue during the last 2 or 3 years. These projects have been going on for more than a decade – and the need for windows replacements were identified and noted in capital reserve reports as early as 1992. There are numerous other capital renewal projects which will need to be addressed within the next 10+ years. Although none are as large as the window replacements of our two buildings, they are still important to sustaining our buildings in good working condition – and the asset value of our property. As association members we should not wait until these projects are imminent before we understand them.

Second, even though the election does not appear to be ‘contested’ (as of this writing there are four candidates running for four positions) it is still important to understand the positions of each of the candidates and how they are going to represent us on the board. Knowing if they are they forward looking individuals who are capable of understanding the issues surrounding the long term good of our buildings and community is important. Understanding their positions on the issues we will be facing over the next few years is key to having healthy representation on the board. Candidates Night provides an opportunity to ask those questions and hear responses.

This year the voting for the board will be a *direct vote* rather than voting by proxy. This means that we each have a responsibility to cast our own votes. We cannot merely give our ballot to someone else and allow them to use it as they desire. Also as association members, we have a choice in how we vote. We each have four votes to cast on our ballot. We can express our confidence or displeasure about the candidates by how we spread our votes. In other words, if we approve of the positions, representation and decisions of a particular candidate we can vote more than one share of ballot for that candidate – rather than others. There are more than subtle ways that we, as voters, can send a message.

Finally, nonparticipation in a representative government rarely generates positive results. If an electorate expresses no opinion, it’s hard to later express concern about the direction of the elected representatives. The issues in front of the Board are too important for each of us to remain uninformed and unexpressive of what’s important to each of us. And, for sure, a quorum of owners participating in the election is necessary for the Association to move forward in forming representative board.

Finance/Treasurer's Report

Betty Latson, JK Association Treasurer

2010 has been a very busy year for the Finance Committee. After many hours of work developing the financing for the James House unit owner window replacement and balcony and railing repair projects, the Finance Committee moved its focus to the 2011 operating budget. After four meetings, the Finance Committee completed its budget review work and forwarded the 2011 budget to the Board.

At the October 26, 2010 Board meeting, the Board voted to distribute the proposed 2011 budget to unit owners for their review. Unit owners should receive the proposed operating budget along with the proposed fee schedule, and estimated 5-year capital expenditure listing in early November. The proposed 2011 budget calls for an overall 1.99% increase to Unit Owner Assessments. A meeting date will be posted towards the second half of November for Unit Owners to learn more about the budget and to ask any questions before the Board votes on the 2011 operating budget at the December 7, 2010 Board Meeting.

The last task before the Finance Committee in 2010 will be the review of the 2010 Reserve Study. Every five years, the Board commissions an update to the James Kilmer Association Reserve Study. From this report, the Board and the Finance Committee determine the potential repair and replacement costs that may face the Association and the level of reserves that we will need to address those capital expenditures. A first draft of the Reserve Study has been delivered to our Association's management. After management completes its preliminary review and clean up, the Reserve Study will then move to the Finance Committee for its review.

From a financial perspective, the Association is performing very well. Excluding the direct charge revenue, the JK Association reported revenue of \$3.8 million which exceeded budget by \$49,000. Garage net income, reimbursement of legal fees from unit owner transactions, condo lease fee income, and transfer fees all exceeded budget and resulted in the better than budget revenue results.

Operating expenses were \$2.9 million and were below budget by \$104,000--due largely to lower payroll, utilities, uninsured losses, and plumbing expenses which were partially offset by higher professional and legal fees. After provisions to our capital reserve, our Association generated an operating surplus of revenues over expenses of \$164,000, which compares favorably to the budgeted surplus of \$11,000.

On September 30, 2010, our operating reserve was at \$225,787; our capital reserve fund stood at \$5,996,000; and the loan balance was at \$3,072,836.

Property Manager's Corner

Richard Vicens, JK Association Property Manager

Manager's Information Desk

The windows and concrete projects are very complicated and have required a great deal of planning and most importantly, communication with residents and investor owners. Many other things are in the planning stage. Board meetings do not afford the highest and best way to disseminate management and building information, since few residents attend the meetings. Therefore, I will be in the James House lobby on Mondays between 5:00 p.m. and 7:00 p.m. beginning Monday, November 8, in order to interact with residents who have questions or concerns regarding projects and building operations.

James House Windows Project

Mast Climbers

The erection of the mast climbers on the west side of the building is about 75% completed and will be ready for the Phase I window installation to begin on Monday, November 14. Each of the three units have large work platforms which will ride up and down the center mast, bringing workers, windows, parts and tools to the worksite floor. The units are electrically powered and will take approximately 12 minutes to travel from ground level to the 43rd floor.

Information Sessions

We do not have any sessions planned before the Phase I start on November 15, but we will be watching the situation carefully. The **Manager's Information Desk**, mentioned above, will provide detailed windows information, as the need arises. However, if necessary we will have more Town Hall meetings.

Unit Preparation

Recently a survey was delivered to the Phase I units to determine if their intention was to use Tamas Partners for unit preparation and restoration work. Most of those responding will be using Tamas. We cannot emphasize enough that a great deal of work is involved in properly preparing a unit and in protecting belongings from dust infiltration. A description of the process together with pictures taken in prepared units, is available in the Management Office and will be available at the **Manager's Information Desk**.

Project Coordinator

Our Project Coordinator, Paulette Demers, is now staffing an office full-time in the penthouse. She can be contacted as follows:

Office 312-654-1560 X9

Mobile 773-526-6585

Email demersp@draperandkramer.com

Paulette will be able to assist you with any issues or concerns you may have regarding the windows project. She also can help you with concrete and balcony matters.

James House Concrete Project

Progress

All demolition work has been completed and the only residual noise will be from placing concrete form and removing them. Tiers 8 and 10 were scheduled to be fully completed by October 29; however, the wind and rain storms have delayed this, since no work could be done for several days the week of October 25. The tiers are now scheduled for completion by November 5. The entire project should be finished by November 19.

Building Painting

In the last issue we mentioned that in 2011 the entire building will be power washed and painted. Additionally, all balconies will be leveled and a new membrane will be installed. Once again this phase of the concrete project will require that balcony use be restricted. We will be giving out information regarding the schedule for this work in early 2011.

Laundry Contract

We are in the process of reviewing bids from laundry service vendors as the present contract expires on December 31, 2010. We plan on replacing all of the washers and dryers and will be visiting installations where the vendors have similar equipment in service. If you have any particular ideas or suggestions regarding the laundry rooms, this would be a good time to make them known to the Management Office.

Electrical Vault

No vault repair work will be done this year as it was not possible to finalize arrangements with the contractor, so we are now looking for an early spring 2011 start.



WWW.JAMESKILMERCONDO.ORG

Please visit our website for details on the upcoming windows project or for other information relating to the James/Kilmer Condominium Association.

Important Information on Bed Bugs--Should a Problem Develop

Judy Barnes, JK Association Vice President and Richard Vicens, JK Property Manager

Although the JK Association has NO reported problems, we must be knowledgeable and prepared, if an owner develops a problem in the future.

What do bed bugs look like?



- Reddish-brown in color
- Flat
- Oval-shaped; Nocturnal
- 3/16-inch long; One bed bug produces 10 eggs
- About the size of an apple seed

What should I look for?

They often leave behind tiny, rust-colored stains that have a syrup-like smell, similar to soda pop. Look for these telltale stains:

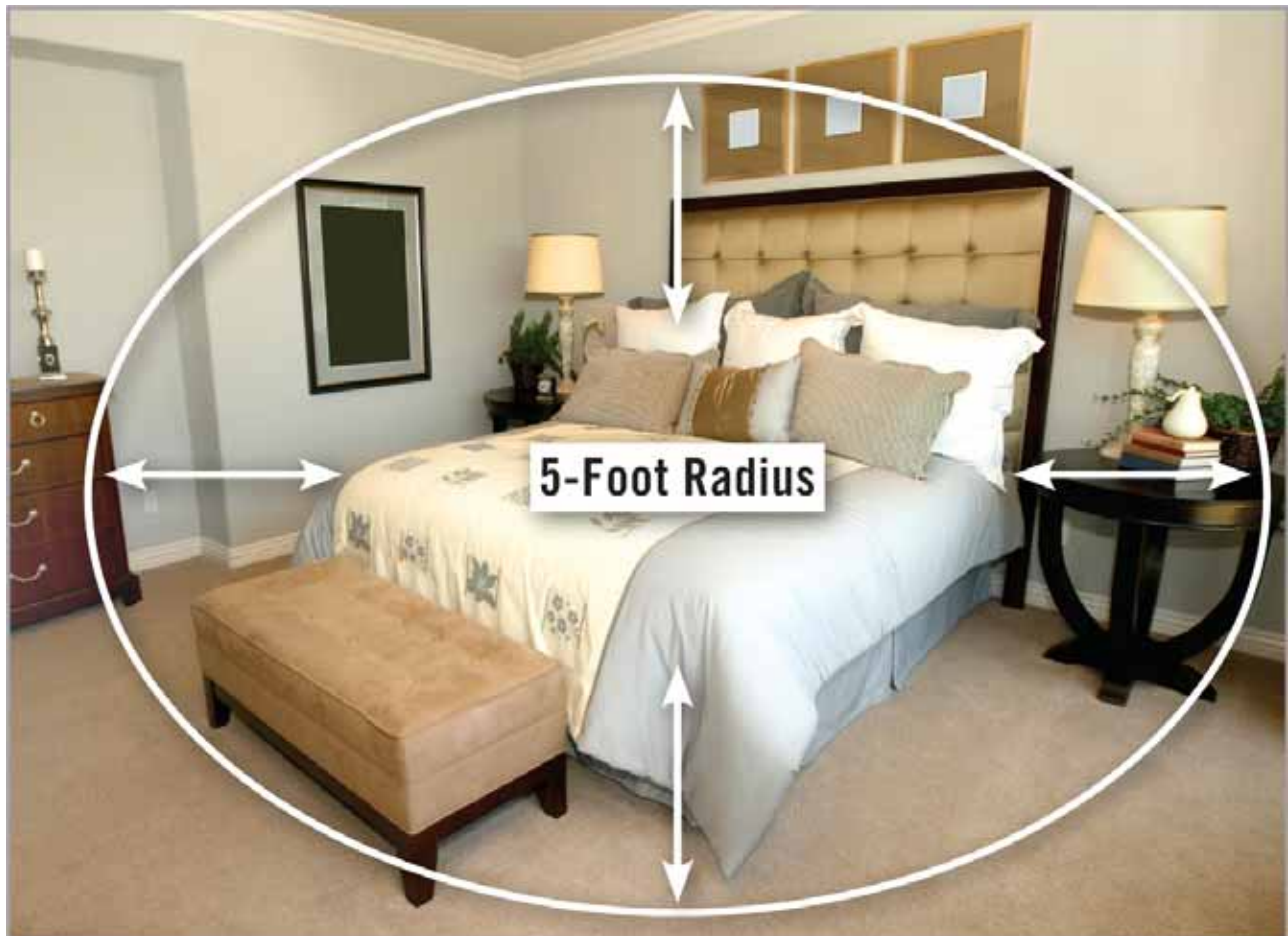
- On mattress tags and seams
- On ceilings
- Under seat cushions
- Behind headboards
- In tiny cracks and crevices
- Around light switches

Where should I look?

Bed bugs like to settle close to their food source --YOU. Takes blood meal in 3-10 minutes and consumes 3 times its body weight in blood when feeding. Can travel up to 15-20 feet (each way) nightly to feed. Feeds every few days if hosts available and leaves itchy red welts on some, no signs on others. Usually excretes part of previous meal after feeding, leaving telltale stains (see above photo).

During the day, they don't live in the bed, but often hide within a five-foot radius of the bed:

- Under mattresses
- Under bed frames
- Near baseboards
- Behind picture frames
- In night stands
- Under buckling wallpaper or carpet
- Areas with excessive heat or moisture



- Understand not only where to look, but how to look
- A basic inspection includes:
 - Checking behind the headboard
 - Pulling off the bedding, starting at the corners and making your way around the bed
 - Rolling the sheets in toward the center of the bed
 - Checking the mattress seams, mattress tags, box spring and bed frame

How can I prevent them?

- Clear clutter, which makes bed bugs harder to find or treat.
- If you receive second-hand furniture, make sure you're not getting bed bugs along with it by inspecting for the aforementioned signs.
- Do not bring discarded furniture into your residence – there's a reason it was left by, or in, the dumpster.
- Inspect your luggage after traveling, and for an extra precaution, dry your clothes on high heat.
- Inspect your residence regularly – especially after move-in or trips.

What should I do if I think I have an infestation?

Notify your property manager immediately!!!

1. Report sightings immediately to the property manager
2. DO NOT Disturb room further or take any items out of the room or unit.
3. Avoid collecting discarded furniture / inspect second-hand furniture
4. Check luggage after traveling
5. Periodically inspect apartment

Who pays?

The owner pays. JK has a blanket agreement with Orkin for the building and that is for routine pest control including the recent building sweep. It is estimated that a bedbug removal program may cost \$200-\$300 per unit.

For more information on bed bugs, call 1-800 800 ORKIN or visit orkin.com.

Remember, with everyone's help at JK, 'you can sleep tight knowing bed bugs won't bite'.

Engineer's Corner

Kurt Kruger, JK Association Chief Engineer

On November 7, 2010, we **turn our clocks back an hour** to standard time at 2:00 AM. This time change is a good reminder for all of us to **change our smoke detector batteries**. The **outside water will also be turned off** during the 1st week of November.

This should be the last winter you will have to **turn or aim the white plastic grids on your fan coil units towards the windows for the winter season**, as we are starting Phase I of our Window Replacement Project beginning November 15, 2010.

During the holiday season, **Christmas tree bags are available at the receiving room--and tree removal is free** after the holidays.

Consider **replacing your fan coil unit filters**, if you have not done so for 6 months or more. **No tabs are required during the heating season.**

Single Stream Recycling

Gail Gill, Recycling Task Force Chair

On three different days and different times, as Recycling Task Force Chair, I sat in the lobby to talk to building residents about 'Single Stream Recycling' and to gain some feedback from owners as well. The majority of residents said they would be very much in favor of that method and, in addition, they would look forward to a question and answer session given by Kurt Kruger and Daniel Mahar, our Waste Management representative. So we have set the date and everyone is urged to attend this meeting which will be held on November 22, at 7:00 pm in the Penthouse. You can gain information on 'Single Stream Recycling' and will be asked to provide feedback to the association on the direction you feel we should take on this important topic.

Also, residents, please think of various ways of recycling other objects--keys, corks, bottle caps to name a few. These items may be used in school art classes. As Task Force Chair, I will take any corks that are left in a bag on my door (Unit 1610) to the Truman College pre-school. We are also checking with area schools and will leave additional information on our bulletin boards and/or provide additional updates at our education session on November 22". We hope to see you on November 22, at 6:30pm in the Penthouse.