



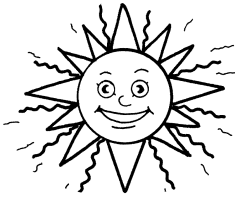
Town Crier

Congress Square I Condominium

July 2003

PO Box 360426

Strongsville, Ohio 44136



Trash Pickup

FRIDAY

Recycle Right - Place recyclables on the Right side of the driveway

BFI (800) 433-1309

Association Administrator

condohome, limited

Phone (206)203-2649

Fax (775) 890-1151

E-Mail

condohome@aol.com

Web

www.geocities.com/
congresssquare

Board Update

The following Officers and Committee Chairpersons set policy for your Association through their service on the Board of Managers:

- President
- Vice-President
- Secretary
- Treasurer
- Chairperson Resale and Welcoming
- Chairperson Building and Grounds

Please direct service requests and other inquiries to the Association Administrator and not to Board members. And remember that complaints about the actions of other residents may only be processed if they are in writing. Thanks are extended Renee Schumitsh for her service to the Association and to those persons who attended this year's annual meeting. Congratulations is also extended to the owner of unit 221B, who won this year's drawing of persons attending the meeting in person or by proxy. The account will be credited with one month's maintenance fee.

Roof Replacement

Work will be scheduled in September to replace the roofs on several buildings. Homeowners in affected units will receive notices and specific information as the work is scheduled. The final group of roofs will be serviced in 2004 and we will have been quite fortunate to have received up to 32 years of service from some of the original roofing shingles and will have re-roofed all buildings without a special assessment.

Dryer Vent Cleaning

If your clothes are taking longer to dry or it has been more than 2 years since you last cleaned your dryer vent it is time for a professional cleaning. Each unit has an individual metal vent duct that exhausts into a louver on the roof. Lint buildup can be a safety hazard and can lead to dryer overheating and appliance failure. Chimney sweep companies are often equipped to provide this necessary service.

Property Maintenance

The Board has conducted a property walk through and areas to be addressed by the Association and individual unit owners have been identified. Notices to unit owners have been sent and additional time will be granted on request for you or your contractor to complete the necessary work if requested in writing. Other items to keep in mind:

- Patio fences generally need to be stained every other year
- Older fences require leveling annually
- Window mullions should be straightened every time windows are washed
- Oil stains on drives may be removed by covering the area with laundry detergent
- Pet waste must be removed from the common areas within 15 minutes
- Pets may not be tethered to stakes on the common areas or to the building
- Keep garden hoses inside patio fences and not on fence exteriors
- Specific architectural standards are in place which must be adhered to
- Accurate information regarding standards can only be obtained from Association publications
- Visit our website for easy access to publications related to door, window and patio maintenance

New Lawns Planted

Between rains our landscaper has planted and/or will be completing seeding of lawn areas that sustained damage during last year's severe drought. The "hydroseed" method sows a mixture of mulch and seed (40% rye and 60% bluegrass). Please water the newly planted areas until they are well established if mother nature is less than liberal with rainfall.

Trash Procedures

We'd like to again review some steps to keep our neighborhood looking proud and clean.

The Association does not have any facilities, budget or personnel for the handling or removal of trash. The services are provided by the City of Middleburg Heights on **Fridays** by your tax dollars.

When new **appliances** are delivered on days other than Thursday, the discarded appliances should be removed by the delivery personnel. There often is only a small additional charge for this service. Leaving an old appliance (or furniture) on the tree lawn for days is not allowed.

Refrigerators and air conditioners must have the Freon refrigerant removed by an EPA certified contractor. The appliance must be properly tagged by a the certified contractor prior to placement for pickup. Simply marking "No freon" on the appliance is not the proper method.

Tires are not picked up by BFI. Arrange for disposal at your tire dealer.

Building material such as carpet, drywall, fence boards and other items, must be securely tied together in bundles no larger than 2' x 3' and weighing no more than 50 pounds each so that they may be quickly collected by refuse personnel. Discarded cabinets, windows and other fixtures should be removed by your contractor/installer or stored in the garage until 6 p.m. Thursday evening.