

235 W. VANBUREN HOMEOWNER INFORMATION

This document contains important information you will need to know for your new condo. Please take time to review this information.

If you have any questions regarding this information or about the building, you may contact the building management company one of the following ways:

Forth Group

Phone # (312) 379-0400 ext. 235

Fax # (312) 753-5573

e-mail nm@forthgrp.com

Website <http://www.forthgrp.com> This is a pre-closing website where you can find information that you may need for the building. Once you have closed on your condo, you will be able to sign up and login as an owner to the Owner Portal part of the Forth Group website.

The management company is completely familiar with all aspects of the building. They have the staff and knowledge to ensure the various building systems run smoothly and efficiently. They also know how to answer your questions and concerns. Please put their phone number somewhere handy so if you have a question or there is an emergency of some sort, you can easily contact them.

Moving In

Another important feature of the management company is the arrangements of all move ins, deliveries and elevator use in the building. There are a large number of people who will need to do the same thing you need to at around the same time. In order to facilitate this, it must be arranged with the management company or you will not be allowed to use the designated move in areas and elevator. Please contact Natalie from Forth Group to book your move in time slot and they will review the move in procedure with you.

Utilities

If you have a service person coming to the building to hook up your service, you will also need to contact the management company at least a day before so arrangements can be made for access to the necessary areas.

- **Cable and Phone**

RCN is the cable provider. The RCN contact for 235 W. Van Buren is **Ana 312-404-7038**. Please contact her and or 1-800-RING-RCN. Basic cable is provided along with an HD box, feel free to contact RCN to set up service as well as add on as phone service and internet.

AT&T has also ran their equipment into the building to provide services. You can contact their customer service # or contact them online at www.att.com .

- **Electricity**

ComEd has installed the electric meters in the building. You will need to contact them to switch the power into your own name as of your closing date.

ComEd Customer Service: 1-800-EDISON-1 (1-800-334-7661)

ComEd Online Customer Service: www.ComEdService.com

HVAC (Heating, Ventilation, Air Conditioning)

Since 235 W. Van Buren Condominiums is a high rise building, the type of HVAC systems used within the condos is what is referred to as a two pipe system. A simple explanation of how this works is as follows;

Air from the room is drawn into the HVAC system through the return air grill by a fan coil. This air is then passed over finned coil surfaces that are tempered by water that runs through pipes inside the wall. This tempered air is then forced out of the supply grill(s) into the room(s) that it feeds.

This is a very basic explanation of the system but the important thing for you to know is that you must not block the return air grill. If you block this return grill, the system can not draw the air from your condo and condition it. This also applies to the fact that there is a filter on the return air side. This filter needs to be changed out frequently in order to keep the system running smoothly and efficiently. If the filter is full of dirt and dust particles, air can not pass through it and the system will “starve” for air. By starving the system it will not be able to attain the conditioned room temperature you are looking for.



The electricity that is required to run the blower motor will be charged to your own condo so if you leave the heat or air conditioning on all the time, your electric bill will be higher than if you monitor your use and volume of the fan.

Thermostats

The thermostats are automatic change over thermostats with an integral 3-speed fan switch. You will set the fan speed desired. Typically this will be low or medium speed. High speed should only be required for a quick adjustment in temperature, or if there is an unusually large cooling or heating load. Examples would be if the unit has been off or turned down for an extended period and you want to recover the space temperature quickly or if there is a large gathering of people in your condo. Once the fan speed is selected the dial will be adjusted warmer or cooler to the desired set point.



Fan Speed Selector Switch

Temperature Set Point Dial
Adjust warmer or colder to find your desired set point.
It is best to simply find your “comfortable setting” as opposed to trying to reach a specific temperature.

With the fan speed selected, the thermostat will cycle the fan on and off to satisfy the set point. As this is a two pipe system, cooling is operational when the riser water temperature is set by the building to cold. Heating is operational when the riser water temperature is set by the building to warm. There is no need for the owner to select heating or cooling mode, as it is determined automatically by the thermostat based on the water temperature in the risers.

There are times during the “shoulder seasons” when it is cold during the evening and gets warmer during the day. The building is not meant to switch back and forth within a short period of time. It is both inefficient and very cost ineffective. During those “shoulder seasons” it is best to open a window or put a fan on if necessary. The building management will monitor the weather and switch the system from one season to the other when it is deemed most efficient and will meet the City of Chicago Ordinance.

Maintenance

VERY IMPORTANT – CHANGE YOUR FILTER OFTEN

The filter in your fan coil is like the oil in a car. If you change the oil in a car regularly and keep it clean, the car will run more efficiently and last longer. The same concept holds true for these filters. Change them regularly and make sure they are clean. The fan coil will run smoother and be able to provide cleaner tempered air. A seasonal change is the absolute minimum for this task.

To make it easy for you to do this, the management company has purchased the correct filters for your fan coil unit. You can in turn put in purchase your filter from the management company for a minimal price for each filter. They will add the price of those filters to your assessments.

For clear instructions on how to change your filter, please refer to the attached Appendix A: Filter Change Instructions

Entry Door Undercut

Do not block the undercut on the front door to your condo. The entry door to your condo has a space underneath of it for a purpose. There is fresh air that is supplied from outside of the building into the common hallway. This fresh air is pushed into all of the condos on each floor through the undercut on the front door. It is then drawn out of the condo again by the exhaust vents in the bathrooms. This allows for a good flow of fresh air in the building and in your condo. If you block this flow, you will throw off the balance of positive air flow and not allow the needed fresh air easy access through the system.

Bathroom Vents

As mentioned above, the vent in the bathroom is part of the air flow in the building. There is a damper attached to the switch on the wall. You can open the damper and by doing so allow for air to be drawn out of the space. You will not hear the noise of a typical bathroom fan because the actual fan and motor are located elsewhere in the building. The switch opens the damper and allows the air to be drawn out.

Garbage

It is very important that you do not put anything down the garbage chute except for regular waste in a plastic garbage bag that fits normally through the opening of the garbage chute. If you try to put such items as boxes or coat hangers it will simply clog the garbage chute. The garbage chute is not designed nor meant for all types of garbage.

If you have a box, cut it down so it does not take up excess room in the dumpster and walk it downstairs and place it in the garbage dumpster. If you have odd shaped garbage, please also walk it downstairs to the dumpster. You can find where that room is by referring to the Site Plan included in this package

Please keep in mind that if you think someone else will do this for you, it will come at an expense to everyone as a whole in increased assessments. The cost of garbage removal from the building will constantly go up if the disposal company has to break down big boxes left by the dumpster or dispose of odd items that should not be left. Respect that you live in a high rise and must share these services with others.

Concrete Ceiling

Do Not drill in the concrete ceiling. The building is a poured in place concrete structure with Post Tension Strand (PT Cable) construction. The PT Cables are there as part of the structure. It is imperative that you are aware of this and do not compromise the integrity of the structure.

You can have a qualified company come in and install your window shades by attaching them to the ceiling **AT THE WINDOW LINE ONLY**. It is very important that they only drill into the concrete $\frac{3}{4}$ " (three quarters of an inch) to attach anything to the concrete. If you have any additional questions about this, please contact the management company.

Window Coverings

It is stated in the condo docs, your window coverings must meet the building criteria. You can choose to use whomever you would like for your window coverings. However, the developer has been working with a preferred supplier of window coverings for many years. National Window Shade has been able to provide excellent competitive pricing for your windows and has a quality product line that suits this building. Please contact them for an appointment or to obtain more information. A brochure is attached.

National Window Shade (630) 920-1919

Washer/Dryer Closets

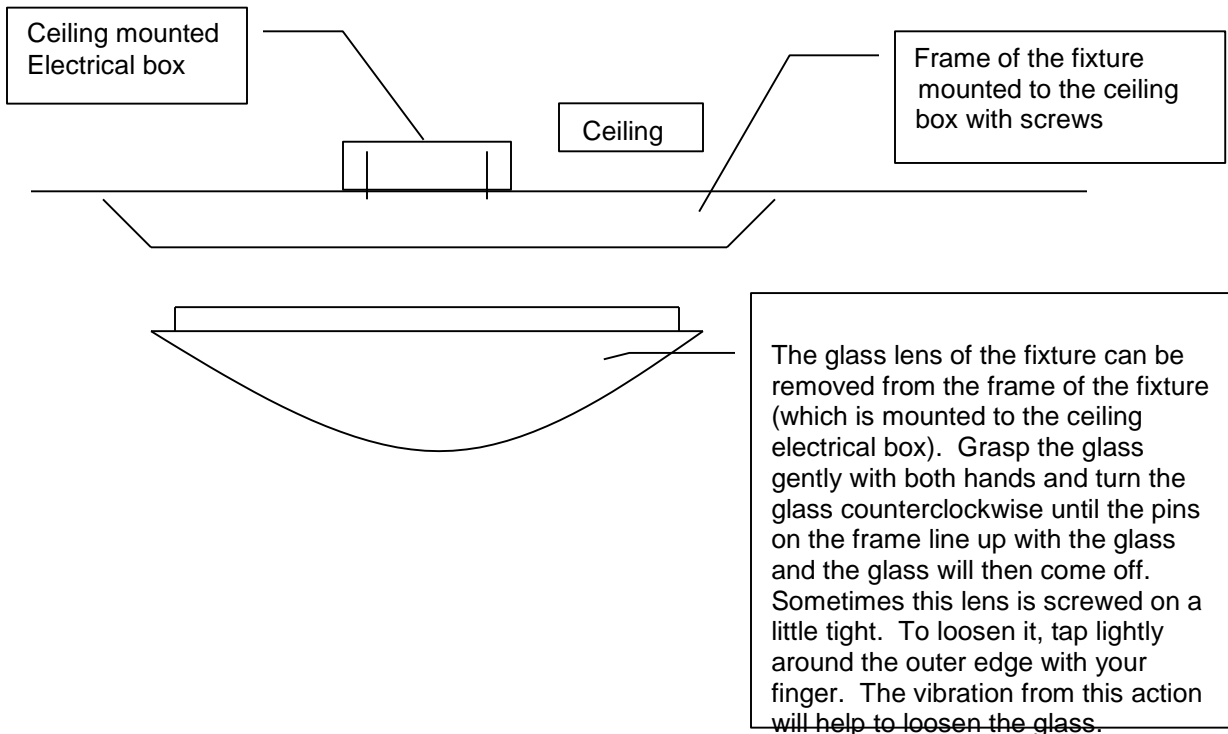
Ventilation is required for proper operation of a washer/dryer appliance. Ventilation air is designed to be provided to your closet either through the continuous opening provided at the perimeter of the bi-fold door or through a louver in certain cases where the closet has a standard swing door. Regardless, the appliance will operate most efficiently if you open the bi-fold door to the washer dryer closet approximately 3" when you running a load of laundry. This is a suggestion made by the manufacturer to allow the appliance "room to breath". By doing this, you will extend the life of your appliance.

Wood Flooring

Please see the attached document provided by the manufacturer of your new wood flooring system. It does not state in this document the exact cleaner to use but the owner of the wood flooring company suggests using Bona and uses it on his own wood floors.

Changing a Light Bulb

One of the common questions we have is how to change the light bulb on the ceiling mounted fixtures that come as a standard in your condo. Here are some instructions how to do this.



Appendix A: Filter Change Instructions

Step 1: Remove the Fan Coil Return Air Grille. There are two machine screws holding the grill into place. Unscrew these screws with a Phillips head screwdriver. Please note these are fairly long screws.



Fan Coil Return Air Grille.
One screw on top and one
on the bottom of grille.

Unscrew these screws with a Phillips head screwdriver (turn counterclockwise to unscrew).



Please note these are fairly long screws.



Once the screws are removed, you can remove the grille by pulling the top towards you and then lift it out of the opening.



Lift out of opening.



Remove the existing filter. Keep in mind it will have dust and dirt trapped in it so it may be messy. It may be a good idea to do this over a tarp or if you remove it while it is inside a garbage bag so the dust does not go all over your condo.

To remove, simply pull the filter straight out of the top of the cover. It will slide out very easily.



To insert the new filter, hold the grille in one hand with the open slots facing up.



Insert the filter in the slots and carefully push it all the way down into place.



Reinstall the grille by placing the cover back into the exact spot it was removed from. Line up the holes and screw the cover back into place.





KULTUR engineered Flooring – Recommended floor maintenance tips

THINGS TO DO:

SWEEPING & VACUUMING - Eliminating the dust and abrasive by sweeping or vacuuming your floors often and regularly will reduce and minimize the scratching of your floors' finish.

WIPING SPILLS – Immediately wipe any/all spills immediately to safeguard and minimize your floor from cupping.

AREA RUGS - The use of rugs in and outside of entranceways as well as high traffic areas such as dishwasher, front of sinks, will help prevent your floor from showing early signs of wear. Use rugs with mesh backings, which prevent humidity from being trapped underneath the rug.

FURNITURE FELT PADS - Securely fasten felt pads to the bottom of furniture legs or feet to prevent scratching of floors. Ensure to replace pads when needed.

CASTORS - Use only large, rubber or polyurethane castors. Caution: Plastic castors may potentially damage your floor.

MOVING FURNITURE - When moving heavy furniture, don't compromise the finish of your wood flooring. Flip a mat or small rug over and place a smaller piece of plywood on top of rug. Place furniture carefully on top of plywood. Slide furniture safely and smoothly to its new location.

PET CLAWS - Trim your pet's claws often to minimize scratching your floors' finish.

SUN RAYS / UV - Kultur flooring uses anti-yellowing UV stains that reduce and delay the effects of the sun on your hardwood floors however Kultur flooring recommends the use of curtains or blinds whenever possible to aid in the UV protection of your flooring. It is to be noted that color changes of lightwood species is a natural phenomenon that can only be delayed, and not completely eliminated.

RELATIVE HUMIDITY - Make sure to maintain a relative humidity level between 25 and 60%. Wood is a natural material that reacts to relative humidity variations. High humidity causes buckling in wood floors, and a low humidity causes cupping of strips. Control the humidity with a dehumidifier or humidifier respectively.

CLEANING – It is strongly recommended to mist your floors with hardwood floor cleaner, then clean using a terry cloth or micro fiber mop.

THINGS NOT TO DO:

MOPPING - Never wet mop your hardwood floors. Running water from the mop can penetrate the joint and cause cupping and/or damage.

RELATIVE HUMIDITY – Relative humidity fluctuation can affect your wood floors. Never let relative humidity go below 25% or above 60% as it will damage your floors and will void your warranty.

RADIANT HEAT FLOORS - Never change the temperature of a sub floor radiant heat system by more than 5F (2.8C) per day when switching the system on and off.

FLOOR FINISH - Never use wax, oil-based, or other household cleaning detergents on your floors. Never allow high-heels, cleats, or unapproved (castors/roller wheels) on your floor, as they will damage the finish.

Warranty Requests

If you have a warranty request, please direct it to the management company. They will in turn pass that information along to the appropriate party. If there is a problem with the building hot water for instance, they would contact the building engineer and plumber to quickly solve the problem.

Please remember to review your warranty manual before submitting a request for service to ensure it is a legitimate request and that the item is not your own responsibility. An example of this is a clogged garbage disposal. The garbage disposal is tested to ensure it is operational during your walk through. From that point forward, the warranty is through the manufacturer. If you happen to clog the disposal and it stops running, it is not the builder or the management company's responsibility to unclog it. If you send in a Request for Service for this, you will simply be contacted at the number provided and told that it is your responsibility.

If you do have a legitimate request that you have researched and determined that it is a warranty item, you can fill out a Request for Service Form that is provided in your warranty manual and fax that to this number (312) 588-1456.

Another convenient and easy way to complete a request for service is to log in to the management company's website. www.forthgrp.com

You can enter a Request for Service on their website electronically through the owner portal.