

# SHERMAN GARDEN APARTMENTS – NEW RESIDENT ORIENTATION CHECKLIST

THIS IS INFORMATION YOU MIGHT NEED IN THE IMMEDIATE FUTURE.  
WE HOPE THIS IS HELPFUL IN MAKING YOUR SETTLING IN AS PLEASANT AS POSSIBLE.

## Your Building Coordinator(s)

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell / Text: \_\_\_\_\_

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**BUILDING COORDINATOR (BC):** This is your source for any questions that arise. They can assist you with issues and advise you if further action is required. Usually, your first point of contact for questions.

**SGA DIRECTORY:** Review important phone numbers on the inside and back cover and basic information.

**WEBSITE:** <https://shermangardenevanston.com/> The most comprehensive resource of information. Complete Rules & Regulations (***be sure to read through this entire document***), Trust Agreement, Constitution and By-Laws, and Remodeling Request Form are found there, which you can download and print.

**FACEBOOK GROUP:** You can search “Sherman Garden Community” or link here: <https://www.facebook.com/groups/1865573427025080> This is a private group for residents only. Information concerning our community is posted/shared. The site administrators will approve acceptance once you apply.

**ELEVATORS:** Before opening the door, it is vital that you wait until the elevator arrives at your floor and the interior door has opened before pulling on the hallway door. If not, the latch can break. Do not hold the door open for more than 1 minute. Do not open the door more than 90 degrees. When moving items, be careful not to knock the spring clip located in the upper right-hand or left-hand corner of the hallway door frame. ***It is your responsibility to inform workmen and movers about the above safeguards for the elevators.***

If you plan any big deliveries (furniture, carpeting, or other large items), call the Engineers, or write a note for the black box and ask them to pad the Passenger Elevator (2 or 3 days prior is enough time). A similar notification should be made if you are removing something large from your unit.

**HALLWAYS:** Fire Code does not allow for mats at doorways. They are also a trip hazard for others.

**FIRE SAFETY:** If the fire alarm sounds inside the building, evacuate the building. LEAVE YOUR FRONT AND BACK DOORS UNLOCKED. Make sure your door closes completely behind you. Leave using the stairs, not the elevator. If you need help evacuating, call 911 and notify them of your location. If a full evacuation is necessary, a firefighter will come to assist you from the building.

**SMOKE/CARBON MONOXIDE DETECTORS:** These are required for your apartment by the City of Evanston.

**FIRE EXTINGUISHER:** Resident owners are required to have a fire extinguisher handy in a central place, usually in the kitchen.

**2<sup>ND</sup> CLASS MAIL ROOM:** 2<sup>nd</sup> class mail and packages are stored here. All residents are to pick up their mail and packages on a regular basis. When traveling, make arrangements with the Post Office or a neighbor to handle your mail/packages. The black box on the wall is for communication with the Engineers, checked daily.

**ASSESSMENT:** There is a mail slot in the Management Office door in the entrance of building 1856. Assessment checks made payable to Sherman Garden Apartments Trust can be put in the slot. Also, a representative from Heil Heil Smart & Golee, our management company, is here typically on Fridays to meet with residents who have issues. Check building bulletin board for updated days/times.

**TRASH CAN/RECYCLING:** Trash cans on your floor are in the service elevator area or on 7<sup>th</sup> floor stairwell. Recycling bins are in the basement.

**TRASH:** Place garbage in a securely closed plastic bag in the trash can by the service elevator. Large items, cartons, etc., are to be taken directly to the dumpsters located behind the 1862 building. For disposition of large items, if unsure, ask your BC(s). Electronics are banned from being disposed in garbage; they must be recycled by you. Carpeting and other large items are to be removed from the property by a servicing company. All cardboard boxes are to be broken down and flattened before putting into bins or dumpster. Nothing is to be put on the ground/floor near the dumpsters/bins in the basement or dumpster area. It is your responsibility to inform remodelers and other workers that construction waste may not be placed in or beside the dumpsters.

**RECYCLING:** A recycling bin for paper, glass, acceptable plastics, and tin is located in each basement. Cardboard boxes are to be broken down and placed in the recycling bin. Instructions for proper recycling are posted on the lid. Your cooperation for proper recycling is requested.

**LAUNDRY ROOM:** Each building has its own procedures for use of the laundry room. Your BC(s) will share those with you. When doing laundry, please remove clothes promptly from machine when finished. Avoid other residents having to take your clothes out or wait for you to move your clothes out of the machine.

***Your building's laundry room procedures:***

**BICYCLES:** All bikes must be locked and tagged with your name and unit number.

**EXTERMINATORS:** There is an exterminator service available once monthly (4<sup>th</sup> Thursday of the month). Please leave a note in the black maintenance box in the 2<sup>nd</sup> Class Mail Room if you would like this service. There is no charge.

**STORAGE LOCKERS:** Make sure you have a lock to protect your belongings. If additional space is required, extra lockers may be rented monthly if available.

**CIRCUIT BREAKERS:** The circuit breaker box is in the hall, in the service elevator area on your floor.

**PARKING:**

**PARKING LOT:** Is located behind The LINK/7-11 building in the alley with covered and uncovered spaces, which may be available to rent for a monthly fee. If interested in renting a space or obtaining a temporary visitor pass, please contact the Parking Lot Supervisor, \_\_\_\_\_. Their contact information is in the SGA directory or posted on the bulletin boards.

**ON STREET PARKING:** Our area has two-hour restricted parking unless you have a residential parking permit from the City of Evanston.

**RESIDENTIAL PARKING PERMIT AND VISITOR PARKING PASSES:** If you have a residential parking permit, you can purchase daily on-street visitor parking passes for use by your visitors or contractors. They are good for a 24-hour day. Paying for parking on the streets around our block is at a maximum of 2 hours.

**LOADING/UNLOADING ZONES:** There are locations on Sherman, on University Place and on Emerson. This is for short-term parking only; make sure your flashing hazard lights are on. Since these are tow-away zones, you must keep track of your time to avoid a ticket. The alley near the bank leading to the dumpsters is NOT a loading zone and should not be blocked at any time.

**STREET CLEANING:** On Sherman, Benson, Emerson and University, the 2<sup>nd</sup> and 4<sup>th</sup> week of the month are posted street cleaning times. See posted signs on the streets for updated information. A violation ticket is \$75. Visit the City of Evanston website or call 311 to enroll to receive email and/or text message reminders.

**THERMOSTATS:** Your thermostat adjusts the heat in your ceiling and thus the floor above. Please be sensitive to the needs of your upstairs neighbor. As a rule, all thermostats should remain on the medium setting unless an agreement has been worked out with your neighbor.

- **MECHANICAL PROBLEMS:** If you have a problem, write a note to the Engineers, and put it in the black box in the 2<sup>nd</sup> Class Mail Room. The box is checked daily, Monday through Saturday. Issues with faucets, toilets, stopped drains, and light bulbs are not the responsibility of the Engineers.
- **NOISE:** We have a unique building, sound travels. You may not be aware of vibrational noise from closing cabinet doors, drawers, bathroom and closet doors, etc.
- **PETS:** Dogs are not permitted. Up to two cats are allowed. Your cats are not allowed to roam in the hallway at all. Some residents may have allergies. Soiled Kitty litter is to be put in tightly sealed plastic bags and put directly into the dumpsters behind 1862. It is not to be put in the garbage cans located on your floor.
- **LOCKS:** If you have new locks installed, please be sure to give a set (both upper and lower locks) to the Engineers or a Trustee. Our keys are kept very secure, and the staff uses them only for an emergency, or if you are locked out of your apartment – free during regular hours and a \$50 fee after hours.
- **REMODELING:** Anything other than painting or wallpapering your unit must be approved by the Trustees. Contact our property management company, HHSO or the Trustees for procedure and specifics. Renovation request form can be found on the website.
- **WINDOWS AND WINDOW HANGINGS:** Windows and windowsills are not to be painted under any circumstances. To maintain a consistent appearance for the building when seen from the outside, all curtains or blinds should be either all white or light-color solid. Drapes must have a white or off-white lining.
- **SECURITY:** All entry doors are to be always closed and locked; do not prop them open. You should not buzz anyone in without proper identification. If the intercom system is not working for you, let your BC(s) know. When entering/leaving the building, do not let unidentified people enter after you.
- **SECURITY CAMERAS:** On the advice of the police department, security cameras have been installed in lobby entrances and inside basement stairwells. There is a camera in each front door foyer and two in each basement. Only Trustees and staff have keys to the locations of the video replay monitors and this video will not be shared with anyone but the police, if needed.
- **EMERGENCY CONTACT SHEET:** These are updated annually. You will receive a form in the fall to return to your BC(s). The form will also be used to create the annual directory. Between these annual updates, if any of your contact or emergency contact information changes, notify your BC(s).
- **ENGINEERS/MAINTENANCE STAFF:** SGA has two building maintenance Engineers. Make a point to introduce yourself to them, Rafael Del Rio, Jr. (Resident Engineer) and Oscar Huazano, (Assistant Engineer). Their hours are 7:00am to 3:30pm, Monday – Saturday. You may contact them by calling the Boiler Room and leaving a message. For non-urgent problems, leave a note in the black box located in the 2<sup>nd</sup> Class Mail Room.
- **TRUSTEES:** There are five Resident Trustees, elected by owners for three-year staggered terms. Check your building's bulletin boards for current names and contact information.
- **SHERMAN GARDEN APARTMENTS ASSOCIATION:** Open to all residents, SGAA has four officers (President, Vice President, Secretary, Treasurer) and one or two BCs for each building. Check your building's bulletin boards for current names and contact information. SGAA by-laws can be found on the website.