

AMERICAN PLAZA CONDOMINIUMS

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PORTLAND, OREGON 97201

AMERICAN PLAZA NEWSLETTER

JUNE 1984

CALENDAR OF EVENTS

- July 4 Independence Day - Enjoy a safe holiday
- July 11 & 12 Emergency Power Generator Full Load Test (see article for explanation)
- July 14 Association Hawaiian Party - Recreation Center, 5:00 P.M. to 7:00 P.M. (see attached invitation)
- July 16 **Important Date:** New restricted keys to all entries, new mailroom procedures and new parking regulations go into effect. If there are any questions, call 222-7243.
- July 19 Board of Directors Meeting: 7:30 P.M. in the Recreation Center - You are invited to attend any and all Board Meetings.

BOARD OF DIRECTORS

The Board of Directors has been very busy establishing the ground work necessary to operate and maintain the American Plaza Condominiums in first class condition. You have already and will continue to experience the fruit of their labor.

They have extended an invitation, through the committee questionnaire, to all residents with the time, desire and capability to assist the Board of Directors, the Association and thereby themselves by volunteering to work on one of the many committees. If you should have any questions, input, etc. do not hesitate calling the Association Chairperson Margaret Allen or David L. Stephens of MSI to schedule an appointment to discuss any issues of interest to you. All appointments, can be scheduled by calling 222-7243. Chairpersons and committee members for each committee will be announced in the next month's newsletter.

Board of Director Dianne Bowen has reluctantly submitted her resignation to the Board as she and her husband have moved to North Carolina. The Board, after expressing appreciation for Director Bowen's service to American Plaza, at its June 21st Board Meeting elected Sherry Bonney from Grant Tower to fill Dianne's term until the next Annual meeting in April 1985.

LANDSCAPING

As you may have noticed, the landscaping is improving at American Plaza. Additional landscape repairs and improvements are scheduled for all three towers to be completed by the middle of July. Annual and winter flowers will be maintained in all planters and Madison Tower floor planters have had a drip irrigation system installed and plant materials replaced. If you have any suggestions or are interested, volunteer for the Landscape Committee.

The City of Portland, contacted by Jeane Rosenberg, Grant Tower, has promised to prune plant materials in the First Avenue street planters to eliminate the safety hazard they pose. The City has assured Manager David Stephens that the pruning will be completed by the end of June.

UNIT KEY AGREEMENTS

If there is a blank key agreement attached to your newsletter, this means a key to your unit was turned over to Multi-Services by Tom Lambert and Associates. If you wish MSI to keep your key for emergency access, you must fill out the attached key agreement otherwise you should call the management office and arrange to pick up your keys. As you will note, there is a space provided to list persons authorized access to your key and a place to list persons to be contacted in case of an emergency. You may fill out the agreement and drop it in one of the drop boxes in each tower's lobby or mail it to the management office. To avoid confusion at a time of need it would be appreciated if you would do so as soon as possible.

EMERGENCY POWER GENERATOR FULL LOAD TEST

It is necessary to periodically test the emergency power generators under a full load test condition to assure they will function properly in the case of a power failure. Management will always notify all residents prior to the test dates, All three tower's generators will be tested in July. The schedule will be as follows:

July 11 (Wednesday)	10:00 A.M. - 12:00 P.M.	Grant Tower
	1:00 P.M. - 3:00 P.M.	Madison Tower
July 12	10:00 A.M. - 3:00 P.M.	Lincoln Tower

Lincoln Tower will take longer because there is problem with the fuses blowing after the tower returns to public power which must be analyzed and repaired. What will happen during testing is as follows:

MSI will engage the emergency circuits so that we are sure the emergency generators will automatically switch over to emergency power and start up. No in unit power will be affected, only common area power.

All elevators will home (return) and open at the lobby. When the generator activates, one elevator will work at all times.

Some stairway and corridor lights will not work during the test period but there will be enough working so everyone can see.

These full load tests have not been done in the past but must be done to assure proper operation of the generator. It will cause some inconvenience, for this we apologize, but it must be done. Your patience will be appreciated.

No move ins or outs will be scheduled for these dates as there will only be one elevator functioning part of the day and we don't want to tie it up with a move in or out.

LINCOLN GATE

The transmitter on the Lincoln gate has burned up. This transmitter is activated by the older garage door openers (Lincoln and Grant residents). The old type transmitter is no longer manufactured. MSI has located a transmitter that may work with the older type of garage door openers. It will not be necessary to change garage door openers at this time.

If it becomes necessary to replace the older garage door openers, it will take some time as we would have to order over 200 openers which will have to be manufactured and shipped.

Until the new transmitter is installed and working properly those residents who have older openers (which do not work the Lincoln gate) can still exit through Lincoln gate by running over the hose on the driveway inside the garage and will have to enter the garage through the Madison gate (old openers will still open it).

BULK MAIL PERMIT

Multi-Services has obtained a bulk mailing permit for the Association which will save the Association approximately 45 percent on it's postal rates. Due to the bulk mailing permit and the importance that all residents and owners get information provided by the Association, all newsletters, minutes of Board Meetings, etc. will be mailed.

SECURITY

There have been two burglaries over the past month at American Plaza. One occurred in Lincoln Tower when the residents were swimming at the pool and had left their unit door unlocked (Missing: \$30 in cash). The second in Madison Tower when residents were home (Missing: \$5,800 cash and jewelry). On Thursday, June 21, 1984 persons unknown broke a window in the Lincoln mailroom but no entry was made into the mailroom. On the same day a fire extinguisher was discharged throughout 3B Grant.

Management would like to stress the importance of the following:

- 1) Keep your unit door locked and deadbolted at all times, whether you are home or not.
- 2) Report all suspicious activity to the police (911) and/or security (222-7243).
- 3) Please read the attached handout "Suspicious Activity - What Do You Look For".
- 4) Volunteer for the Safety and Security Committee.

THINGS TO REMEMBER

1) **Garbage Chutes:** The garbage chutes are not to be used between the hours of 11:00 P.M. and 7:00 A.M. All trash should be securely bagged in plastic. NO cardboard boxes or oversized items are to be put in chutes as they plug the chutes. We have had to unplug chutes daily due to unbagged plant debris, boxes, etc.

THINGS TO REMEMBER (cont.)

- 2) **Recycling:** There is an area (garbage room) in each tower for glass and paper recycling which is picked up weekly by the Cub Scouts.
- 3) **Swimming Pool Lounges:** They cannot be reserved, you must be present at the pool. We have had several complaints of residents coming down early placing a towel on lounge to reserve it and then returning later in the day to use it.
- 4) **Move In/Outs:** Must be scheduled through management office one week in advance. No unscheduled move in/outs will be allowed.
- 5) **Deliveries:** All deliveries must be made through the delivery entrance for each tower not through the lobbies. Call 222-7243 to have Security open the door.
- 6) **Dogs:** Must be kept on a leash, not allowed to be brought through the lobby areas or in the pool areas.
- 7) **Service Requests:** For orderly dispatching and efficient handling of service requests they must go directly to management office (222-7243). Please Do not contact the onsite staff with your service request directly, as it may get lost in the shuffle.
- 8) **July 16, 1984 (Monday):**
 - a) Carry both new and old entrance keys to all towers and recreation building as we will be in the process of rekeying to new restricted keyway.
 - b) New mailroom/package delivery system goes into effect.
 - c) New parking regulations will be enforced.
- 9) **Storage Areas:** Management will be going through all storage areas in July to inventory and clean up. If you have any materials stored outside your designated storage locker be sure to remove it as soon as possible otherwise it will be removed by management and held for 90 days and if not claimed, it will be disposed of. There is no way for new management to know what is Association property and unit owner property.
- 10) **Water Leaks:** If you have a water leak in your unit but did not notify management when requested in May, do so immediately as summer is here and is the time for repairs.

MANAGEMENT OFFICE RELOCATES

Effective Monday, July 16th the office for management onsite office hours, 8:00 A.M. - 4:00 P.M. Tuesdays and 10:00 A.M. - 6:00 P.M. Thursday, will move from Grant Tower to Lincoln Tower where Tom Lambert's office was. This move is necessitated by the change in mailroom procedures. Entrance to the office will be made through the door to the right of the mailboxes.

Management would like to thank all the residents and unit owners who have taken the time to provide their input, suggestions, complaints, etc. It makes MSI's job so much easier when the residents participate in the operations of the Association. All the additional eyes help them to do a better job. Remember, management can be reached at 222-7243.

Just a reminder - Committees are still in need of volunteers!

SUSPICIOUS ACTIVITY--WHAT DO YOU LOOK FOR?

CIRCUMSTANCE

POSSIBLE CRIME

- Concerning Vehicles
 - Slow moving vehicle without lights
 - Parked, occupied vehicle unusual to neighborhood
 - Vehicles being loaded with valuables if parked by closed business or unoccupied residence
 - Abandoned vehicle parked on block
 - Property in vehicles not normally found in vehicles (T.V.s stereos, guns, auto parts)
 - Someone being forced into a vehicle, especially females or juveniles
 - Vehicle where a business in being transacted around schools, parks
 - Locked vehicle that someone is attempting to forcibly enter
 - Persons detaching mechanical parts or accessories from vehicle

- CONCERNING PERSONS
 - Going door to door, especially if one person or more goes to rear of residence
 - Waiting or loitering in front of a house or business especially if site is unoccupied
 - Person running, especially if carrying something of value
 - Person carrying property that is not wrapped
 - Much human traffic to and from a certain residence if it occurs on a daily or regular basis
 - Person screaming for help
 - Person loitering around cars or going from car to car peering into them
 - Persons offering items for sale at a very low price
 - Persons loitering around schools, parks or on your street

Also, look and listen for broken windows, gunshots, screaming, open or broken doors or windows, and any other irregular activity.

REMEMBER--You don't use 911 just to report a crime in progress. If your "gut feeling" tells you something might be wrong, call and report it. It's better to find out that nothing is wrong than to let a crime be committed.

AMERICAN PLAZA ANNUAL HAWAIIAN PARTY

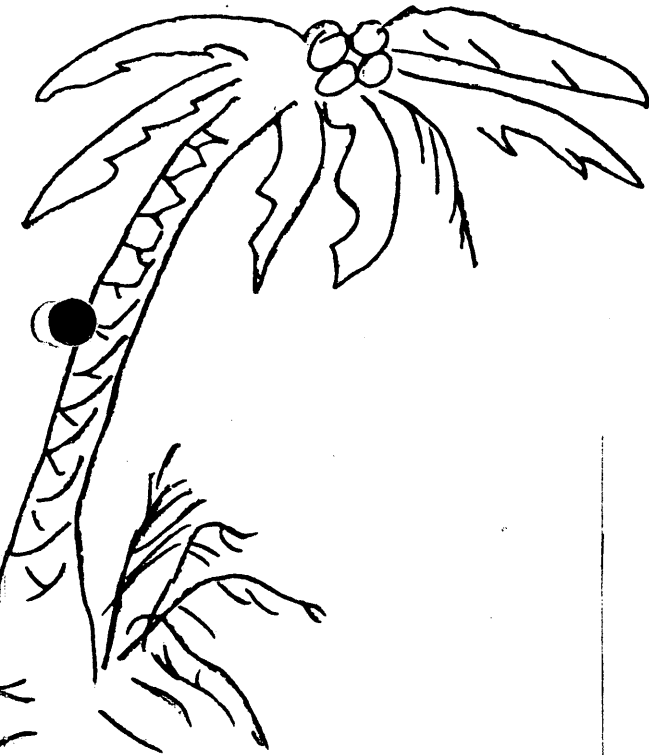
Saturday, July 14

5:00 P.M. to 7:00 P.M.

Given by the residents of American Plaza for the residents and their guests.

The place is the big recreation room and patio.

The price of admission is: \$1.00 plus a tray of your favorite canapes.



Bring your own drink.

Ice and mixers provided

Non-alcoholic punch bowl

Casual or Hawaiian dress.

If you wish to contribute to a
roast beef instead of bringing
canapes, call Elizabeth Miller

before July 10 and pay her

\$6.00 per person.

Telephone 228-4490

