

Resident Questionnaire

Residents must have updated resident questionnaires on file in case of emergency. Questionnaires are in the file holder to the left of the bulletin board in the lobby of your building.

New Call Box System

As of the 1st of the year, Park Place has upgraded the call box system. Arriving visitors can use the up and down arrow to scroll the directory. Upon arriving at the desired unit, visitors must press the telephone button. This will establish two-way communication between the resident and visitor. For the resident to allow access to the visitor, the resident must press 9 (nine) on their keypad. This will unlock the front door for 15 seconds to give the visitor access.

If there is a change in your number, please inform Aaron at aaronorr@capitalpm.biz

Drain Maintenance

No grease, rice, coffee grounds or sanitary products should be put down the drain under any circumstance. Furthermore, liquid plumber and products alike are detrimental to the integrity of the drains. If you are experiencing a slow drain or back-up, call AAA Sewer at (260) 456-6930

Clubhouse Parking

Clubhouse parking is reserved for vendors, management and guests only. Residents who park in this area may be towed without warning.

Balconies

Balconies are to be kept clear of trash, snow, and storage of any type. Failure to keep balconies tidy may result in fines in accordance with the Rules and Regulations.

Dumpsters

No items of any sort may be left around the dumpster. Park Place has installed cameras to view all dumpsters. Anyone who is found to leave items around the dumpster will be fined in accordance with the Rules and Regulations and Regulations.

Butt Boxes and Grounds Maintenance

Please help keep the property clean by properly disposing of trash and ensure your cigarette butts make it into a butt box. There is a box located at each entrance.

Board of Directors

Barry Heiser

Diana Lawrence

Linda Linn

Marcia Simmons

Sonya Taylor

Carol Whittinger

Management

Aaron Orr: Property Manager

Phone: 260-422-1455

**After Hours Maintenance Emergency
Number: 260-264-5663**

E-Mail: aaronorr@capitalpm.biz

Office Hours

Capital Property Management no

longer maintains set office hours.

Aaron is available by appointment

only and is on-site as needed.