

Building Information

Board Communications

The Board of Managers meets monthly. The Board holds periodic unit owner meetings in order to share information about The Sheffield. Periodic updates are posted on lobby bulletin boards and newsletters are sent to unit owners and residents from time to time to keep you informed.

BuildingLink

The Sheffield uses BuildingLink, a web-based system that manages day-to-day communications, recordkeeping, and task tracking for residents, building staff, and building management. The program runs on secure web servers so that residents may access building information from anywhere in the world. BuildingLink screens in the mailrooms provide notice to residents of items being held for them at the concierge desk. In addition, BuildingLink hosts a variety of internal electronic bulletin boards and is used to distribute announcements from management. A registration form is included in this welcome package, or speak with the Management Office to obtain a log in and password.

Bicycles

A locked bicycle storage room is in the basement for use by our residents. Space is limited. Spaces are assigned by the Management Office as available. Some residents use their bicycles frequently, so floors must be kept clear and bicycles may not be placed so as to block access to another bicycle. This includes children's bicycles as well as those of adults. The current fee for owners and tenants is \$10.00 per month.

Garage Keys

If you park your car in the garage at The Sheffield, you may access the building with your Sky Club key fob. To obtain the garage option, please show the Sky Club your garage lease and the application will be added to your key fob.

Air Conditioners

Each unit has their own specific A/C unit. It is your responsibility to maintain these units; however, sometimes the building staff is able to make minor repairs. In the spring, if you request, they will replace the filters in each of your air conditioners at the current price of the filters.

Cable TV/Internet

There are two choices for cable/internet providers: Verizon FIOS and Time Warner Cable.

Exterminator

The building provides an exterminator weekly on Mondays. Please enter your request on BuildingLink several days in advance if you require this service, which is free of charge. If there is a serious problem, please let management know so that they may take additional steps.

Smoke & CO Detectors

As required by law, smoke and CO detectors have been installed in each apartment. You own the detectors and are responsible for their maintenance and replacement. Upon request, however, the building will send maintenance to replace the battery in a detector.