

# ANNUAL UNIT INSPECTION SCHEDULE

Annual unit inspections will begin in May and go through the summer. Our staff will be entering every apartment to review a list of ongoing maintenance. We ask that you please be patient as we continue to work our way through a very long list of repairs. Health and Safety repairs will be handled first, with cosmetic handled as funding is available.

**Please know, if you are not available on inspection day, our maintenance staff will enter your apartment to complete the inspection.**

## BEGINNING AT 9:00AM

- Cranberry Peak—Thursday, May 24th
- Lakeshore Apartments—Thursday, June 7th
- Valley Brook Village—Thursday, June 21st
- Carrabec Park—Thursday, July 12th
- Lincolnville Village Apartments— Wednesday, July 25th
- Covered Bridge Apartments—Wednesday, August 8th
- Kingfield Elderly Housing—Thursday, August 23rd
- Waterford Acres—Tuesday, September 11th - beginning at 11:30AM
- Deerfield Village—Monday & Tuesday, Sept 24th & 25th

## OUR MAINTENANCE STAFF CONTINUES TO GROW

In the Kingfield and surrounding areas you will see some new faces working along side our regular crew. Randy and Justin have joined our team and will be handling routine maintenance at 5 properties in and around Kingfield. Travis continues to work part-time in Kingfield. And as always, Rob and Bill help with Guilford and Lincolnville.

**In order to properly track and schedule maintenance, all requests must be called or emailed to the office.** For properties with house mailboxes, you may drop your written request in that box.



## **2018 SPRING/SUMMER NEWSLETTER**

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**The office will be closed on the following dates:**

**Monday, May 28th**

**Wednesday, July 4th**

**Monday, September 3rd**

# IN THE NEWS

## RENT PAYMENT CONFUSION

There seems to be some confusion around who the rental payments should be made out to.

### PLEASE DO NOT MAKE YOUR PAYMENT OUT TO OCCUPIED PROPERTIES!

All rental payments should be written to the property. When in doubt check your lease agreement or look at the sign at the entrance to your project. Rent is always due on the 1st day of the month. **Any payment that is not in the office by the 15th is considered late, a lease violation and late fees will be due.** The house mailboxes are a convenient way to get paperwork, etc. back to the office. **However, it is not collected on a scheduled basis and should not be used if your paperwork or rent payments are time sensitive.**

Having difficulties getting your rental payment submitted on time? Tired of paying for money orders and stamps? Every financial institution has the ability to set up auto pay. Contact your bank and ask how you can have your payments directly mailed to the management office every month.

### SPRING HAS SPRUNG!

Here are a few reminders for spring and summer.

- ⇒ Always drive and park in paved parking lot spaces ONLY. This will help to cut down on damage to the lawns and help with repairs during spring yard clean ups.
- ⇒ There should be no items left outside on the lawns and walkways. Staff has been advised to discard anything left outside. Bikes, chairs, etc. should be stored in your apartment or storage unit when not in use.
- ⇒ Gas grills are not allowed at any property. Charcoal grills may be used and must be stored away after each use.
- ⇒ Pets are not to be chained outside and must always be on lease when being walked around the property.

**All of these little things will help to cut down on unnecessary costs and allow for more funding for apartment repairs!**

### SEASONAL OFFICE HOURS

Beginning on Tuesday, May 29th our new office hours are

- ◆ Monday through Thursday 9:00am—4:00pm
- ◆ Friday—Closed

### SUMMER SMOOTHIES

**Many of our tenants participate in a local CSA Farm share program. Which means lots of fresh seasonal fruits and vegetables that are perfect for a healthy refreshing treat!**

- 1 cup fresh fruit of your choice (frozen)
- 1 cup plain yogurt
- 1/2cup of orange or cranberry juice
- 1 tablespoon protein powder (optional)
- 1 handful of fresh spinach or kale (optional)

**Place all ingredients in a blender until smooth. This recipe is fun because you can add any type of ingredient and it will always be delicious!**