

ANIMALS AT THE PROPERTIES

Tenants are responsible for ensuring their animals have been approved by management as outlined in your lease agreement, and the tenant has received an approved Pet/Animal Request/Registration form from management. **VISITING ANIMALS ARE NOT ALLOWED ON THE PROPERTY!**

Animals must be on a leash and in control at all times! It is prohibited to tie an animal to an entry door, tree(s), light post, etc.

Animals must relieve themselves at a spot that is away from ALL buildings. Tenants should not use “puppy pads” or allow dogs to relieve themselves inside!

Pet waste must be picked up immediately! Not later in the day, week or month!

AUTO RENT PAYMENTS

Tired of writing checks each month and having to mail them by a certain date? Contact your bank and inquire about bill pay.

All banks & credit unions offer this service free of charge to customers. You tell them,

- how much to pay
- to whom (your housing project name)
- the mailing address (62 W. Kingfield Rd Kingfield 04947)
- the date in which it must reach us (no later than the 15th).

It's that easy. Stop writing checks & buying money orders!

RURAL DEVELOPMENT INSPECTIONS

USDA Rural Development will be onsite at several properties this spring/summer to complete their supervisory inspections. The following inspections have been scheduled and letters are enclosed for these properties.

- **CARRABEC PARK—Weds, June 5th at 9:00am**
- **COVERED BRIDGE—Weds, June 5th at 11:00am**
- **LINCOLNVILLE VILLAGE APTS—Thurs, June 13th at 10:00am**
- **CRANBERRY PEAK, KINGFIELD ELDERLY HOUSING, LAKESHORE APARTMENTS, VALLEY BROOK VILLAGE—Week of July 15th. Exact date and time to be determined**



Spring—Summer 2019 Newsletter

Telephone #: 207-265-4006

Fax: 888-511-0927

Email: office@occupiedproperties.com

The office is open

MONDAY – THURSDAY 9am–4pm

excluding holidays

OUR OFFICE WILL BE CLOSED ON THE FOLLOWING DATES:

- ⇒ **Monday, May 27th—Memorial Day**
- ⇒ **Thursday, July 4th—Independence Day**
- ⇒ **Monday, September 2nd —Labor Day**

Please know, we do our best to be in the office each Monday through Thursday. However, we often times need to be at one of the properties, may be at an appointment or out to lunch. If we've missed you during our normal business hours and you are dropping rental payments or documents at the Kingfield office—please place your items in the house mailbox located to the left of the front door. Thank you!

We always welcome your calls and if you need to meet with us, **please** call ahead to schedule an appointment.

REACHING MANAGEMENT OFFICE STAFF

We are a very busy office with a small staff. If you call during our normal office hours and get our voice mail, it means we are either on the phone, in a meeting, are with another tenant or have stepped out.

Please leave a detailed voice mail message and we will do our very best to return your call by the end of the day or within 24 hours. If you do not leave a message, we do not know that you are trying to reach us.

The more details you can leave in your message the better. This will help us to better prepare when returning your call and in order to schedule maintenance staff or subcontractors. Have access to email? Shoot us an email and we'll respond as quickly as possible.

AIR CONDITIONERS

It does seem a bit early for this topic, but summer will be here before we know it and we want tenants to be prepared for the glorious summer heat.

Most of our properties have crank out casement windows. These windows do not accommodate regular window air conditioners. **It is never okay to retrofit the air conditioner by removing the window or altering it in any way.**

Portable floor model air conditioners are the only solution for casement windows. They are sold at all major retailers including Wal-Mart, Amazon, Home Depot and Lowe's.

Once you have purchased a portable floor model air conditioner, please contact the management office to schedule a time for a maintenance person to measure your window and air conditioner vent. Management will have a piece of plexiglass cut and installed.

LAWN FURNITURE, DECORATIONS, ETC.

In order to maintain the grounds and keep them tidy, please remember... all lawn furniture must be stored in your apartment or storage area when not in use. Lawn, garden ornaments and gas grills are not allowed on the property. If the grounds crew needs to move any furniture, bicycles, tools, planters, etc. in order to do their work—the items will be disposed of at a cost to the tenant.

COMMUNITY GARDENS

Some tenants have inquired about a community vegetable and/or flower garden at their property. This is a great way to foster good neighbors and enjoy a rewarding hobby. If you have an interest in starting a community garden at your property, please call the office. There are some very important guidelines to keep in mind and management approval is a must before breaking ground!

The Comfort Food Corner

Summer Corn Salad

- 5 ears corn, boiled or grilled
- 1 tomato, seeded and diced
- 1 red onion, chopped
- 1 green bell pepper diced
- 1 lime, juiced
- 3 tablespoons olive oil
- Fresh cilantro, to taste
- Salt and pepper

Remove kernels with paring knife and place in large bowl. Add tomato, onion, and green pepper. Toss to combine. Add lime juice and olive oil. Snip in cilantro and season with salt and pepper. Serve.

To make this a delicious full meal rather than a side dish, grill your favorite cut of steak or chicken. Cut into strips and toss into the corn mixture. Bon appetite!

