

FALL CLEAN UPS— Grounds crews will begin fall clean ups as soon as the leaves have fallen and hopefully before the snow accumulates! Please remember, all lawn furniture must be stored in your apartment or storage area when not in use. For properties with community gardens, the garden should be cut back and all garden materials stored away for the winter. If the grounds crew needs to move furniture, bicycles, tools, planters, etc. in order to do their work—the items will be disposed of at a cost to the tenant.

AIR CONDITIONERS /WINDOWS

A friendly reminder that Air Conditioners must be removed from windows by mid October. Also, please ensure windows are closed and locked during the winter months!

PARKING

Several properties will have the parking lots re-sealed and striped this fall.

As mentioned, we do not assign parking spaces. And, going forward spaces will not be numbered.

The expectation is that tenants will park near their apartments and guests will park in parking spaces on the outskirts of the property, near the community buildings/ laundry or in assigned visitor parking, if available at your property.

Visitors should not be parking in front of the apartments, prohibiting tenants from parking near their units.



Fall 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

- ⇒ Weds & Thurs, Oct 2 & 3—TRAINING
- ⇒ Monday, October 14th—COLUMBUS DAY
- ⇒ Thursday, November 28th—THANKSGIVING



SNOW REMOVAL BIDS



We are in search of snow removal contractors at some of our properties. For detailed specs and information on locations, please shoot us an email at office@occupiedproperties.com—or call the office at 207-265-4006.



For a small business, we have a very busy office. We do our best to return all calls within 24 hours and always prioritize calls in order of call type and priority.

When we are on the phone with another caller, every call goes directly into voicemail. If you do not leave a message, we do not know you have called. **Please take the time to leave a DETAILED message that includes your name, the property and unit you live in, reason for your call and your telephone number.** We will do our best to have answers to your questions prior to returning your call. We kindly request that you do not call back several times within the same 24 hours. Rest assured, we have received your message and your call will be returned!

Our staff is in the office Monday—Thursday from 9am—4pm, excluding holidays. However, we often times need to be on-site at another property, or may be in a meeting, we may be assisting another tenant, or have stepped out for lunch, to visit the bank or post office. If we've missed you during our normal business hours and you are dropping off rental payments or documents at the Kingfield office—please place your items in the house mailbox located to the left of the office front door. Thank you! If you need to meet with us in person, **it's best to call ahead to ensure someone will be available when you arrive.**

MEDICAL DEDUCTIONS

Did you know your prescription medications, over the counter medical purchases and many medically necessary electronic devices are qualified medical deductions?

These expenses add up quickly and could save you a lot at annual recertification time! Please call the office to inquire about what items can be deducted, and what documentation is necessary when it's time to recertify.

Updated telephone numbers

We often call tenants to inform them of maintenance, with questions regarding certifications, etc. However, many times we find tenants have updated their phone number and forgot to inform us.

Please let us know if your number is different than when you moved to the property. This will make coordinating maintenance, etc. faster and easier.

They say "it takes a village", and their not kidding!

A HUGE THANK YOU TO OUR SUBCONTRACTORS!

We could not manage the properties without the help from sub-contractors. If you see any of these people on-site or in the community, please thank them for all they do! Good help is hard to find and we appreciate all of the people we work with!

- **The Home Team**
- **Maine Mountain Painters**
- **Mountainside Electric**
- **Matthew Richards Plumbing**
- **Jordan Excavation**
- **Kevin LaCroix Plumbing**
- **Northeast Construction**
- **A & D Property Care**
- **Robert Moore**
- **Chamberlain Law**
- **Nicholas Heal**
- **Jordan Lumber**
- **LaChance Flooring**
- **Hammond Lumber Company**
- **Harris Septic**
- **Rob Sukis**
- **Moore's Logging**
- **Richard Carr Plumbing**
- **F M Excavation**
- **Scroggins Properties**
- **Maine-ly Water**
- **Barker Built Homes**
- **Hedstrom Electric**
- **McIver Electric**
- **Collins Plumbing**
- **Wayne Heal Trash Removal**
- **Trashbusters**
- **Pine Tree Waste**
- **Sherwin Williams**

The Comfort Food Corner

THE BARS

- 4 eggs
- 1 2/3 cups granulated sugar
- 1 cup vegetable oil
- 15-ounce can pumpkin
- 2 cups sifted all-purpose flour
- 2 teaspoons baking powder
- 2 teaspoons ground cinnamon
- 1 teaspoon salt
- 1 teaspoon baking soda



THE ICING

- 8-ounce package cream cheese, softened
- 1/2 cup butter, softened
- 2 cups sifted confectioners' sugar
- 1 teaspoon vanilla extract

Pumpkin Bars

DIRECTIONS

1. Preheat the oven to 350 degrees F.
2. Using an electric mixer at medium speed, combine the eggs, sugar, oil and pumpkin until light and fluffy. Stir together the flour, baking powder, cinnamon, salt and baking soda. Add the dry ingredients to the pumpkin mixture and mix at low speed until thoroughly combined and the batter is smooth. Spread the batter into a greased 13 by 10-inch baking pan. Bake for 30 minutes. Let cool completely before frosting. Cut into bars.
3. To make the icing: Combine the cream cheese and butter in a medium bowl with an electric mixer until smooth. Add the sugar and mix at low speed until combined. Stir in the vanilla and mix again. Spread on cooled pumpkin bars.