

### LAWN FURNITURE, DECORATIONS, ETC.

In order to maintain the buildings and grounds and keep them tidy and well maintained, 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.

There should be ***nothing*** attached to the buildings! A wreath attached to the window of your front door is fine as long as there are not nails, screws, etc. used to hang it. **There should be no stickers, signs, wind chimes, planters, hangers, etc.** Additionally, there should be no bird feeders or feeding wildlife of any kind at the properties. Bird seed, and other feed encourages wild life that cause damage to the property. As always, we appreciate everyone's cooperation.

### AIR CONDITIONERS

Summer will be here before we know it, and we want tenants to be prepared for the glorious summer heat. Air conditioners may be installed starting May 15th.

Most of our properties have crank out, casement windows. These windows ***DO NOT*** accommodate a regular window air conditioner so you must use a floor model portable air conditioner! Retrofitting a window a/c unit ***is not allowed*** as it damages the window opening and does not allow the window to work properly.

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, etc.

**Once you have purchased your portable floor model air conditioner, contact the management office & we will schedule a member of our maintenance staff to visit your apartment, measure the a/c unit and window opening and order a piece of plexiglass or another product cut to accommodate the install. Please note, this is not a quick process. Therefore, you must plan accordingly and call our office several weeks BEFORE you need a working air conditioner!**

As an fyi... if your apartment has an a/c unit built into the wall & the unit is no longer working properly, we will schedule maintenance staff to remove the unit from the wall and make necessary repairs to close up the opening. Installation of a new wall unit is not allowed.

### Laundry

CSC Service Works owns and maintains the washer and dryers in the laundry rooms. If you have any issues, please call 877-264-6622 or visit their website at [www.cscsw.com](http://www.cscsw.com) to complete a service request.

**DO NOT** post a note on the machine and assume someone else will call it in for you!



## March 2024 Newsletter



207-265-4006

[office@occupiedproperties.com](mailto:office@occupiedproperties.com)

Office hours: **Mon-Thurs 9am—4pm**  
excluding holidays

ANNUAL UNIT INSPECTIONS

In an effort to spread inspections out through out several months annual inspections will occur a bit earlier this year. See the enclosed notification. The 2024 dates are:

<u>Blueberry Hill</u>	<u>Tuesday, April 9th beginning around 10am</u>
<u>Lakeshore Apts.</u>	<u>Tuesday, May 7th beginning around 9:30am</u>
<u>Waterford Acres</u>	<u>Thursday, May 30th beginning around 9:30am</u>
<u>Covered Bridge Apts.</u>	<u>Wednesday, June 12th beginning around 11:00am</u>
<u>Cranberry Peak Apts.</u>	<u>Monday, June 24th beginning around 9:30am</u>
<u>Carrabec Park</u>	<u>Wednesday, July 10th beginning around 9:30am</u>
<u>Kingfield Elderly Hsg</u>	<u>Monday, July 22nd beginning around 9am</u>
<u>Deerfield Village</u>	<u>Units 1—12 Thurs, August 8th beginning around 9am</u>
	<u>Units 14a—24 Thurs, August 15th beginning around 9am</u>
<u>Valley Brook Village T</u>	<u>Tuesday, August 20th beginning around 9:30am</u>
<u>Lincolnvile Vlg. Apts.</u>	<u>Thursday, September 5th beginning around 10:30am</u>

COMMUNITY NOTES & REMINDERS

- Tenants are responsible for cleaning up after themselves in all common areas of the property. (community rooms, laundry, exterior grounds, etc.) However, not all do. If you see a piece of trash, please pick it up and dispose of it. It’s the right thing to do to make the property look nice.
- Dress code applies to all common areas of the properties. Shirts, shorts/pants, shoes in all common areas
- Please do not leave items in the common areas. No “free for the taking” that will clutter the areas and need to be removed by staff
- Common area hallways are not to be used for personal storage of any items
- The dumpsters are for routine household bagged rubbish only. No furniture, electronics, etc. Tenants must bring their own large items to the local transfer station

Thank you for your cooperation in making our communities safe and pleasant for all to enjoy.

TENANT APPRECIATION

Each quarter a tenant is randomly chosen to receive a gift of appreciation from a local small business. Only tenants who have no lease violations are eligible.

The Spring 2024 Tenant Appreciation goes to

Darlene

Covered Bridge Apartments

Some people love surprises,  
NO ONE wants to step in one!

All households are required to immediately clean up after their animal. All animals must be leashed whenever they are outside the apartment. And they should never be tied to a tree, a vehicle, the building, etc.



Smoke detectors

Regulatory agencies require a CO2/Smoke Alarm installed and operating in every apartment. If our staff enters a unit and finds the detector has been unplugged, the household will be charged a fee of \$25.00 to remount the alarm. It is never safe to disarm a detector!

Fall of 2023 Valley Brook Village had a new septic and leach field installed at a cost of \$243,000 to the property. Since installation we’ve had three clogged lines due to people flushing wipes!

The money spent to manage emergencies that could be avoided means no money to manage routine repairs.

Please do your part and flush toilet paper ONLY!

DO NOT FLUSH

- ⇒ Flushable wipes—ARE NOT FLUSHABLE!
- ⇒ Paper towels
- ⇒ Tissues
- ⇒ Dental floss
- ⇒ Tampon and pads
- ⇒ Cotton balls & swabs
- ⇒ Cat litter
- ⇒ Dog and cat waste
- ⇒ Prescription drugs
- ⇒ Over the counter medications
- ⇒ Cigarette & cigar butts