



Parkview News

January 2006 Volume 4 Issue 1

By: Shelly Gilcrest, Resident Manager



OFFICE HOURS

MONDAY

8:00 A.M.—12:00P.M.

THURSDAY:

2:00 P.M.—5:00 P.M.

OFFICE PHONE

342-5472

Emergency Phone

896-5904

Can't Make it during office hours? THEN...

⇒Call Shelly and leave a message for a quick callback during business hours OR

⇒Call Shelly to set up an appointment OR

⇒Leave a note with details in our correspondence box right next to the office door OR

⇒E-Mail Shelly at: shelly@sfinvest.com

WORK ORDER INFORMATION!!

- Name
- Phone
- Unit #
- Problem Description
- Permission to Enter?

From Your Resident Manager

I hope the New Year finds everyone happy, healthy and comfortable a Parkview. The management here at Parkview will continue to strive for excellence in our delivery of service to you throughout the coming year. We hope that Parkview will continue to be a place you can call home. This month's newsletter is filled with community reminders that, when adhered to, help to make Parkview such a great place to live. If you have any

A HAPPY NEW YEAR

concerns, ideas, or information to share, come in and see me in the office or give me a call. I am always looking for ways to improve our community and I am open to suggestions. As a precursor to next month's annual maintenance checks in each apartment, please ensure that your hot water heater is closet is accessible to the maintenance staff and make sure there are not any flammable or combustible materials in the closet as well. Thanks!



NEW KEYS!!



All Schlage locks within the company have been changed for security reasons. We change our Schlage locks every 5 years. The effect of this at Parkview was that all Clubhouse, Pool, Workout Room and Bathroom locks were re-keyed.

Many of you have not picked up your new key yet. It is available in the office now, so please feel free to come and pick it up so you can continue to utilize our beautiful Resident Activity Center.

**"Here's to the bright New Year, and a fond farewell to the old; here's to the things that are yet to come, and to the memories that we hold."
— Anonymous**

Maintenance Information

Tom Sharkey, our new Maintenance Supervisor is has assumed Parkview's maintenance duties along with Kaelin Gilcrest. Tom and Kaelin are committed to providing you with the same level of service we have provided in the past. Our work order system is now more integrated and Tom will manage the workflow in a way that work orders will be addressed within two business days of being called in as they have in the past.

Tom has been working hard to familiarize himself with the daily tasks and turnovers here at Parkview. He has been out and about and has been meeting more and more residents everyday.

You can reach Tom by emailing him at tom@sfinvest.com.

\$ EASY MONEY \$

We are always looking for great residents to join our community. Since we would prefer to pay you some cash instead of paying an advertiser,

We are continuing to offer you this deal!

1. Refer a quality resident that you would like as your neighbor to us.
2. Show them how great it is to live at Parkview.
3. Give the person you are referring an application package (available in the office). Make sure to put your name on the application saying "referred by" and "your name".
4. Have the applicant deliver the application to our office and make sure they mention your name.
5. If your referral is approved for a lease and rents an apartment, you get \$\$!

January Cash Bonuses

1 Bedroom:

\$100.00

2 Bedroom:

\$100.00

3 Bedroom:

\$300.00



Resident Activity Center Reminders

- A note about the treadmills. They are equipped to automatically calibrate the incline—when this happens, you cannot use the machine until the calibration is complete (About 1 minute). Please let the machine finish the calibration before turning it off.
- When using the treadmill TV's—please use your headphones if others are in the fitness center.
- When entering and exiting through the pool gate next to the soda machine, please make sure you hold the door to close it so it does not bang shut, thereby causing damage to the door itself—and please make sure the door does lock securely before leaving.
- Please recover the spa after use during the winter months. This conserves energy and keeps the spa warm for the next user.
- Have Fun!
- When exiting the fitness center, please ensure the following:
 - Treadmills are off and In the lowest position
 - Fan is **ON** – (Need to keep The air circulating so it does not get smelly)
 - Heater/AC is off
 - Lights are off
 - The door is locked behind you.

Parkview Reminders!

- Please do not leave trash or garbage on your front porch or stoop.
- Call us for repairs in your apartment as soon as you know something needs to be repaired.
- For safety reasons please continue to drive slow through our complex.
- Continually check for leaking pipes, walls and or ceilings and report any leaks immediately to management.
- We are getting ready to do the annual inspection in your apartment. More information to follow next month.
- If you have a bug problem—we will call Chippewa Pest Control out to take care of it immediately—Please do not wait for the problem to get unbearable—there is no charge to you for pest control.
 - Please place all of your trash into the dumpsters—not on top of the dumpster or on the ground. If you spill, please clean it up.
- Parkview's quiet hours are **10:00 PM to 8:00 AM**
- Thank you!



Check out our website for useful information, submit work orders, and pay your rent at:

www.parkviewapartments.com