

EVERGREEN PROPERTY MANAGEMENT INC.

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September 2017

Things to Do!

First Friday Gallery Walk
09/1/2017 6:00pm - 9:00pm
Downtown Fort Collins

Turkish FREE Day
09/1/2017 11:00am - 9:00pm
Turkish Pop-Up Market during Fort
Collins Gallery Walk

QuickBooks Training
(Desktop Version) 3 Part Series
09/13/2017 8:30am - 12:30pm
Held @ Digital Workshop Center
324 E Remington #110,
Fort Collins, CO

Fort Collins Foodie Walk
09/15/2017 5:00pm - 8:00pm
Various Stores Downtown

Jim Breuer
09/15/2017 7:30pm - 9:30pm
Comedy Act, Lincoln Center

**The French Nest
Open-Air Market**
09/16/2017 9:00am - 3:00pm Civic
Center Park
225 Laporte Avenue

FORToberfest
09/16/2017 11:00am - 10:00pm
Old Town Fort Collins

Old Town Car Show
09/23/2017 10:00am - 3:00pm
Old Town Fort Collins

Fall Harvest Brewfest
09/23/2017 6:00pm - 9:00pm 417
W Magnolia St

Evergreen values your safety! Please take a few moments to remind yourself of the best way to operate a fire extinguisher. Hopefully the anagram helps!

Pull the Pin at the top of the extinguisher. The pin releases a locking mechanism and will allow you to discharge the extinguisher.

Aim at the base of the fire, not the flames. This is important - in order to put out the fire, you must extinguish the fuel.

Squeeze the lever slowly. This will release the extinguishing agent in the extinguisher. If the handle is released, the discharge will stop.

Sweep from side to side. Using a sweeping motion, move the fire extinguisher back and forth until the fire is completely out. Operate the extinguisher from a safe distance, several feet away, and then move towards the fire once it starts to diminish. Be sure to read the instructions on your fire extinguisher - different fire extinguishers recommend operating them from different distances. Remember: Aim at the base of the fire, not at the flames!!!!



Resident reminders:

– Please keep in mind that your apartment is for those whose names are on the lease! We do not permit our residents to rent out rooms via Air B n' B, or have guests for multiple days without a signed lease addendum or written permission from Evergreen Property Management Inc.

– Please note that rent is due the first of every month. Grace period for in-office payments is until the 3rd, and until the 5th if paying from the on-line portal.

Why the walk-through?

As part of Evergreen's commitment to up-keeping our properties, our team of inspectors completes frequent walk-throughs of both the interior and exterior areas of our units.

As a resident, you can expect to hear from our inspectors about once every four months to schedule "occupied inspections" of your unit. While we will make note of any lease violations we find during these walk-throughs, our main focus is on preventative and upkeep maintenance. Things like leaks, failing caulk, and other minor issues can become major expenses for owners if not caught early on. If you have your own requests for maintenance, feel free to pass these on to your inspector and we will include them on the work order to be approved by the owner. Of course, if you have any urgent problems with your unit, please call our office right away. 970-226-5600