

# Evergreen Property Management, Inc.

November 2018



## Reminder About Puppies

Puppies are great! Almost everyone loves puppies. With the holidays coming up we wanted to send out a little reminder to all of our residents that no dogs under one year can reside at any of our units. This is a policy we must strictly adhere to. Also please remember that every owner and every unit can have a different pet policy, so please be sure to call our office if you want to get a pet and check what the policy is for your home. The last thing anyone wants is to bond with a new pet and find out they're in violation of their lease agreement. Please, give us a call beforehand! If your unit is dog friendly and you're considering getting one, please consider adopting!



**Have you heard??!**

**Now accessing your Resident Portal is easier than ever! Appfolio has developed an Online Portal app. The app is currently in beta and available in Apple iTunes and Google Play Stores. Coming soon, you will see an option to download the app when logging in and within your portal!**

**It's coming, and it's time to start transitioning from fall to winter!**

## Winter Tips . . .

● Drain your hose and disconnect from outdoor spigots. Failure to do so could result in freezing pipes that may burst and send thousands of gallons of water into your home!

● Cover or remove any window air conditioners. Remember, you must maintain at least a 60 degree temperature in your home all winter to avoid freezing and broken pipes.

● Place draft snakes on window frames and at door thresholds.

● Remove all items from heat registers and vents. Make sure nothing is blocking the intake vents as well, including vents all throughout the home.

● Check that your furnace filter is clean. If it isn't, it will need to be replaced. We are performing furnace inspections on most of the units we manage, so feel free to call us and make sure yours has one scheduled.

● When using your fireplace for the first time this season, make sure the flue is operating properly. If you have resided in your home for more than a year and have not had your chimney swept, please Call our office to see if we can get that scheduled for you.

● Test ALL smoke and CO2 detectors for proper functionality. Remember: Replacing batteries in the detectors is a resident responsibility. If you have a 30-year sealed detector that is not working, call us ASAP so we can get that taken care of. Each year more than 400 people die from accidental carbon monoxide poisoning. Please, don't be one of them.

● If you will be out of town and your unit empty for more than three days, please remember that you must inform us of your traveling dates. If there is an emergency we may have to enter your unit, or if there is a heavy freeze we may check your thermostat/pipes in your absence. Any damages from failure to take the precautionary freezing-weather steps will be charged back to you - so be vigilant!

● Watch for ice on stairs and in the parking lots. If ice continues to be an issue at your building please give us a call to go over some precautionary measures. We do our very best to keep up with ice and snow, however there will undoubtedly be some we can't get to right away. Always use common sense and be the facilitator of your personal safety. Always report to us any safety hazards as soon as you notice them!

● Call us as soon as you see any exterior lights not working properly at your building. It's getting darker earlier, and we want to make sure you can see your way through your parking lot and stairwells.

● Last but not least, if you plan to travel be sure to arrange for snow removal! You are required to have sidewalks shovelled within 24 hours after the snow stops. City fines are no fun, and could end up costing extra if we have to shovel it for you!



## November Days to Remember:

Nov 4: Move your clocks back 1 hour

Nov 4: New York City Marathon

Nov 6: Election Day

Nov 11: Veterans Day

Nov 12: Veterans Day observed

Nov 22: Thanksgiving Day  
\*Office Closed\*

Nov 23: Lincoln's Birthday

Nov 23: Day After Thanksgiving  
\*Office Closed\*

Nov 23: Family Day

Nov 23: American Indian Heritage Day

Nov 26: Cyber Monday