

General Information and Maintenance

September 26, 2009

Dear Everyone at 361 Pearl Street:

We hope this finds you all doing well and enjoying your first semester classes.

A few informational and maintenance items:

1. **Inspections:** This Monday, 9/28/09 between 10am - 2pm, we will be coming through all units to complete a pre-inspection prior to our upcoming City of Burlington inspections.

Please let us know if you have any maintenance items that need to be taken care of.

2. **General Maintenance:** The building entrance and parking areas have been littered with trash and recycling. We ask that all of you collectively participate in keeping up the common areas. We have ordered cigarette butt containers for the 355 and 361 entrances. Once these arrive, we would really appreciate it if smokers would use these.

After this week's recycling pickup, recycling bins are to be kept in your apartment. They are **NOT** to be stored on porches, in stairwells, or at the building entrance.

3. **Windows and Screens:** Please leave your screens in place. We keep finding the stairwell windows wide open with the screens up. This presents a safety issue as well as allowing bugs, birds, and bats a pathway to enter the property. Now that heating season has begun leaving the windows open will have an impact on energy efficiency and costs.

4. **Radiant Heat:** A reminder that you have radiant heat in the flooring in your unit. Radiant heat radiates through your floor to heat your unit. You will be much more satisfied with the temperature in your apartment if you find a constant temperature to leave your heat on. It is not the type of heating system to turn down 10-15 degrees when you leave and then turn back up when you arrive home.

5. **One-Bedroom Still Available:** We have one remaining bedroom in a 5-bedroom apartment available at 361 Pearl if you know of anyone in need of a place to live.

As always please let us know if there is anything that you need assistance with. Thank you in advance for your help in keeping our properties well maintained.

My Best,

Gene Richards
802-343-9909