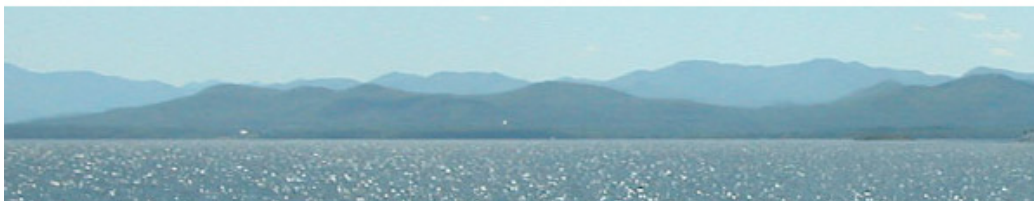


From: Gene Richards <generichards@generichards3.com>
Subject: **Champlain Apartments | Updates and Reminders**
Date: July 5, 2011 9:55:05 PM EDT
To: denise@sprucemortgage.com
Reply-To: denise@sprucemortgage.com

Champlain Apartments.com



July 5, 2011

Re: Updates and Reminders

Dear Champlain Apartments Tenants:

We hope this finds you well and enjoying summer!

We are writing with some updates and reminders about a variety of topics:

- Please be sure to **lock your doors and windows**. Summer crime is on the rise and locks are your first defense for safety and against theft. Keeping your valuable items out-of-sight both in your apartment and in your car is helpful, as well.
- If you have **porch or exterior lights** that need replacement bulbs, please let us know.
- Our team continues working diligently to handle all of your **repair and painting requests**. Please be patient but do let us know if something has not yet been attended to. Our commitment is to provide high-quality housing where everything is in good repair. A reminder that you have access to our service vendors through our Help Number's List -- Red Button on our homepage at www.champlainapartments.com. For our Hill Garden's renters you should always check in with us because your Condominium Association manages certain maintenance items directly.
- Throughout the upcoming year, if you need to change the **account which we debit** for your rent, please be sure to complete a new authorization no later than the 15th of the month prior to the effective debit. e.g. for August 1st we must have the new form by July 15th.
- A reminder about **noise and gatherings in your apartments**. Our definition of a party is twice the number in your group. Please call us to check-in if you have a special occasion. At no time should you ever have beer kegs in your apartments nor should you or any of your guests be using illicit drugs, smoking or playing drinking games like beirut or pong in any of our properties.

Do let us know if we may be of help and we hope that you enjoy Summer in Burlington.

Thanks very much.

My Best,

Gene Richards
802-343-9909

Contact Us

Gene Richards

cell:
802-343-9909

email:
generichards@generichards3.com

web:
champlainapartments.com

[Forward email](#)



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Champlain Apartments | 168 Summit Street | Burlington | VT | 05401