

Re: Thanksgiving-Break Preparations

November 16, 2010

Dear Champlain Apartments Tenants:

As many of you prepare to depart for the Thanksgiving break, we have some reminders for you:

1. Please be sure to lock your windows and doors.
2. Please do not leave your ipods, laptops, and other electronics near windows. These items may entice people looking for valuables. Please be thoughtful, too, about leaving valuables in view in your car. This is a time when theft increases in Burlington, so please use good judgment.
3. Please be sure to leave your heat on 60 degrees to prevent pipes from freezing.
4. All trash and recycling should be taken out of your apartments and placed in the designated containers.
5. All common hallways and entry hallways should be cleared. Please do not leave trash, recycling, or personal belongings in hallways.
6. Upon your return from break, for those of you who wish to decorate for the Christmas holiday, we prefer that you decorate with artificial trees rather than authentic trees. Artificial trees are much safer and do not present the same fire hazard that authentic trees do.
7. Please continue to let us know if you have porch lighting that needs replacement.

As we have been coming through your apartments with prospective tenants for next year, we have seen many candles. A reminder that candles are prohibited as outlined in our lease agreement and should not be used in your apartments.

As always, please let us know if we may be of help.

Our best wishes for a wonderful break - Happy Thanksgiving!

My Best,

Gene Richards
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