

From: Constant Contact <support@constantcontact.com>  
Subject: **Your email Champlain Apartments | Winter Break Reminders 2011 has been sent**  
Date: December 11, 2011 7:45:11 AM EST  
To: denise@sprucemortgage.com  
Reply-To: support@constantcontact.com

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## Email Confirmation



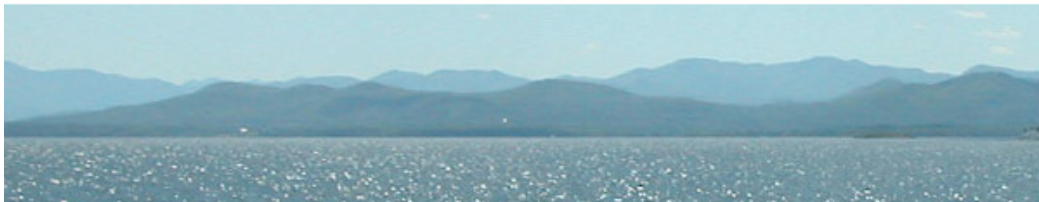
Dear Denise Vignoe,

Your email, named Champlain Apartments | Winter Break Reminders 2011, was sent on 12/11/2011 around 7:45 AM EST.

Below is a copy of the HTML version your contacts received. Don't forget, you can easily monitor the effectiveness of your email with real-time metrics and stats. Log in to your Constant Contact account and visit the **Reports** area under the Emails tab.

### Subject: Champlain Apartments | Winter Break Reminders 2011

## Champlain Apartments.com



**December 11, 2011**

#### Champlain Apartments | Winter Break Reminders

Dear Champlain Apartments Tenants:

We are writing with some reminders and requests as you prepare to leave your apartment for the winter break. **PLEASE TAKE A MOMENT TO READ.**

1. Please let us know if you have any non-working exterior or interior lights. Your exterior lighting is important for safety and is helpful as a deterrent to theft.

Additionally, please let us know if you have any slow drains or plumbing issues. We want to take care of these items over break.

2. **Please be sure to lock your windows and doors** prior to your departure. Please be sure that your basement doors are secure as well. This is our best defense against problems and potential theft while you are away.

3. Please do not leave your iPods, laptops, and other electronics near windows. These items may entice thieves 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 use good judgment.

4. **Be sure to keep the thermostat set at no less than 60 degrees** to keep your pipes from freezing. When heating and water pipes burst they create a serious mess that may displace you during the repair and clean up. Your lease contains a section that requires your heat be maintained at a level that will prevent pipes from freezing. Lowering the temperature a few degrees is not worth the savings if you must bear the cost of repairs.

5. **All trash and recycling** should be taken out of your apartments and placed in the designated containers.

6. All common hallways and entry hallways should be cleared. Please do not leave trash, recycling, or personal belongings in hallways.

7. We suggest using a UL-approved timer to keep one or several lights on in your apartment during the evening and nighttime hours. The lights should preferably be vented on top, such as a floor or wall lamp with an open shade to limit the buildup of heat.

8. If you have decorated with a Christmas tree, greens, and lights - Please REMOVE prior to your departure.

9. Please remove any stored items from your basements. We will be cleaning while you are away.

#### Contact Us

**Gene Richards**

**cell:**  
802-343-9909

**email:**  
[generichards@generichards3.com](mailto:generichards@generichards3.com)

**web:**  
[champlainapartments.com](http://champlainapartments.com)

10. Please park cars appropriately in your designated space so that they are not towed. If you are leaving your car in one of our lots over break, please leave your car keys appropriately marked on your kitchen counter and send us an email to let us know that you have done so. If we have to clear the lot, while you are away, we will move your car to prevent it from being towed. **For our Hill Gardens tenants** - your cars should not be left in the lots unless you have someone available to move them during winter storms that require that the lots be plowed.

11. Please remove all bikes and any other items from porches and railings - if bicycles are left they will be removed.

Please call in advance if you need assistance or have questions.

Thank you very much for making it a smooth year thus far. We wish you the best with all of your end-of-the-semester responsibilities and we hope that you enjoy the holidays with your family and friends.

Safe travels and we look forward to seeing you in the New Year.

My Best,  
Gene Richards  
[www.champlainapartments.com](http://www.champlainapartments.com)  
802-343-9909

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