



WINTER NEWSLETTER 2019

- 1.) **Mail Pick-up-** As most of you know, we have gone back to our old office hours for mail pick-up. You may pick up any packages that are in the office Monday- Friday between 9:00am- 5:30pm and Saturday from 12:00pm-4:00pm. You need to have your parcel slip and/or valid ID to pick up packages. Also, we will not be signing for any packages out of this office. If you have a parcel coming that requires a signature, you either need to make sure you are home to retrieve it, or you will get a notification to pick it up at the downtown location.
- 2.) **Website-** All newsletters will be posting it to the website from now on. You can go to www.suncrestvillage.net to view this and other important information that we regularly post or that may be of importance. Please make a habit of checking this site regularly for any updates or announcements. Also, if you are renting or selling your unit and want to advertise it on the website, you can contact the office and we will tell you the process to do so. If you have any updated contact information for yourself or your tenants, you can submit them on this website as well. If your email address changes please be sure to notify us immediately because this is our main form of communication.
- 3.) **Building Appearances-** At our latest Building Captains Committee Meeting we discussed with them that we would like to rely on the residents a little more to ensure the buildings are up to par and well maintained. We are asking that all residents become involved. If you see something that needs attention, please email Mary Rose at maryrose@suncrestvillage.net or Holli at office@suncrestvillage.net immediately with any issues you may see. We will then send someone down to assess the situation and handle it as necessary.
- 4.) **Garbage-** Please properly dispose of all garbage. All garbage needs to go *inside* the compactor and you must compact it every time and break down any and all boxes before placing them inside the compactor. There are directions clearly posted at the compactor, should you have any questions on how the process works. Also, NO trash is to be left in the hallways. Please do not drag the trash bags through the hallways, as this leads to a disgusting mess and stains the carpet. Lastly, ABSOLUTELY NO FURNITURE SHOULD BE LEFT OUTSIDE THE COMPACTOR AREA!!!
- 5.) **Sales and Rentals-** If you have your unit for sale, either through real estate or by Owner, please notify the office so we can have the proper documentation ready for the closing when it does sell. Also, please remember, if you have a rental property and obtain a new tenant, please make sure you submit the updated contact information for new tenants so we can properly update the files and the gate system. Also, be sure to collect all gate devices, pool permits, keys and any other items necessary. Failure to collect said items will result in you, the owner, paying to replace all items.