

## Community News

Welcome home to...

# Brookside Meadows

Thank you to all our wonderful Residents and everything you bring to the Brookside Meadows Community.

We appreciate you calling Brookside Meadows your *Home*.



### Mark your Calendar

*Knitting Class – will be held on the 1<sup>st</sup> Saturday of the month in the movie room. The next class is on 5/5/18. Let the office know if you would like to attend.*

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### Bulk Trash

If you every have a need for bulk pickup you can contact Royal Carting directly. The phone # is 896-6000. For a fee they will come right to your door and pick up bulk items that you wish to get rid of.

Our trash containers are only for household trash.

### Don't let it happen to you!!

### *Violators have/will be fined*

We are all in a rush but it only takes one second for something bad to happen.

Our residents MUST STOP at the STOP SIGNS!

Recently a pedestrian was almost struck by a vehicle while crossing the street.

Thankfully our cameras were utilized to identify and fine the vehicle operator. *Obey* posted speed limits and remember to *STOP* at the stop signs.

- *No longer will you be given a warning*
  - *1<sup>st</sup> offense \$100.00*
  - *2<sup>nd</sup> offense \$500.00*
  - *3<sup>rd</sup> offense \$750.00*

### **The clubhouse is available for your next party!**

Contact the leasing office if you are interested. The cost is \$150.00

# ANNOUNCEMENT

## **We are excited to offer our New and Improved Payment Portal**

Our new and improved online payment portal is now available. Make a one-time payment or sign up to have your payment automatically deducted each month. Pay by online check or credit card. It's that easy!

Each resident was given instructions via email or by notice on your door. You will need to review the instructions in order to sign up for online payments.

If you had previously had your payments set up through our payment portal you will need to review the instructions and sign up for automatic or one time payments. Go to [WWW.BROOKSIDEMEADOWS.COM](http://WWW.BROOKSIDEMEADOWS.COM). Click log in on the resident portal which is located on the bottom right corner of the page. Select login and then click here to register.

Registration is a two-step verification process, check your email address and click on the registration verification link to verify your email address.

## **Work Order Requests**

Do you have a maintenance issue but you are too busy to stop by or call our leasing office? In the coming months you will be able to simply fill out an online service request.

For emergency requests that need immediate attention, you will continue to contact our leasing office directly at 845-635-2600.

## Community Rules & Regulations

We encourage you to review the attached updated 2018 Rules & Regulations for our Apartment Community. Please remember that according to the Brookside Meadows lease agreement (section 24), all tenants are required to adhere to the Rules & Regulations.

Please take note at the updated fine amounts, along with a few new rules pertaining to the following:

- Cigarette smoking on the property – Page 3
- Exercise Equipment in the Units – Page 4
- Unsupervised Children Riding on the Property – Page 5, although we enjoy seeing the children out playing, we have had an overwhelming amount of complaints last season and this season already regarding children not respecting the cars and roadways. Efforts made by management have not been successful in keeping the children out of the roads, so we will be requiring children to have the direct supervision of a parent or guardian (over the age of 18). Brookside Meadows will not tolerate children riding alone. – Page 5
- New, higher fines for dogs off their Leash – Page 6

Although these are some new key rules listed in the Rules and Regulations, there are other changes that you should be aware of, so we encourage you to take the time to read and discuss these changes with whoever may reside in your apartment with you. Please have one tenant in the unit sign the rules and regulations and email/send back to us. We have made the form fillable online for your convenience.

Thank you for your immediate cooperation,  
Brookside Meadows Management

### MAINTENANCE CORNER



**Work Orders-** When you open a work order we will enter your unit within 24-48 hrs unless you have a minor in the unit.

If you have a pet that requires you to be at the unit when we enter, notify the office when you make a request for a work order.

If you need to open up a work order for a **Non-Emergency** you may email us at [office@brooksidemeadows.com](mailto:office@brooksidemeadows.com). Please remember to include your unit # and if it is **okay to enter your unit.**

For Emergencies, remember to call us at **845-635-2600**. Emergencies consist of No Heat, No Air-Conditioning, Water Leaks, Electrical and Toilet Clogs for 1 bedrooms.

**\*\* Someone over the age of 18yrs of age must be present for one of our maintenance team to enter your home.**

### MAINTENANCE TIPS

**Dishwasher** - It is very helpful to clean out your drain in the bottom of your dishwasher. You can't believe what maintenance finds in the bottom of some of the dishwasher: spoons, bottle caps, and large amounts of food. Dishwashers are not made to take these kinds of items. It clogs the dishwasher drain pump and causes damage that is not repairable.

**Bathrooms-** If the toilet overflows, the water shut-off valve is to the left of the basin. Turn the knob clockwise to shut off. If your toilet is stopped up, try unstopping the toilet with a plunger. If you do not own a plunger you can purchase one from any hardware store. If the problem persists or the toilet runs continuously, please contact the leasing office for maintenance assistance.

**Garage Door** – If you lose power you can open your door by pulling the emergency cord to disconnect the door from the garage door opener. The cord usually has a red handle and will hang down from the center rail of the garage door mechanism. Lift the garage door straight up until the door is fully open.



**Flag Football!!** One of our residents is looking to start a Flag Football Team. Practice would take place on Monday and Wednesday evening. Games would take place on Saturdays. We are looking for volunteers and referees. If you are interested in playing, being a volunteer contact the leasing office.

## Did you know?

**Several of our residents have been fined \$100.00 for not cleaning up after their pets!**

**Cameras! - Yes we have them throughout the property. We have turned our cameras to watch the hard hit areas in Margaret and Annie!**

**Notary Services** – We have a notary available at our leasing office. This service is free to all residents.

**Dryer** –When cleaning around your dryer, be sure not to push it back to far. By doing so can cause your dryer vent to become crimped. If the vent becomes crimped it can cause the dryer not to heat up. Contact the leasing office if you notice your dryer is not working properly.

## Spring Clean Time



We would like to remind our residents to check your entry way and patio's for items that have passed the season. These areas should not be used for storage.

Please see the rules and regulations Apartment and Housekeeping.