

# Eastern Gardens



3045 Eastern Avenue \* Sacramento, CA 95821 \* 916-489-1604 \* Fax 916-489-1627

**June 9, 2012****TO: Eastern Gardens Members****Subject: Annual Inspections for July 2012**

Your Management staff, consisting of Kurt Whisenhunt (Eastern Gardens maintenance technician) and myself (Theresa Williams), will be conducting annual inspections and I would like to give everyone adequate notice for procedure. Your scheduled apartment dates are listed below and a 48-HOUR NOTICE TO ENTER APARTMENT will be sent out prior to your inspection date. This requirement is part of our preventative maintenance program allowing management under Article 12. (b) Of the Occupancy Agreement to inspect each apartment in the community. The purpose of the inspection is to make sure tenants are provided with decent, safe, and sanitary housing fulfilling our obligation under HUD's regulatory agreement. This includes ensuring that all electrical and plumbing fixtures are functioning properly including replacement of HVAC filters and smoke detector batteries, along with the determination of condition of all interior surfaces, so that, repairs can be made if needed to avoid further cost and damages. It will be mandatory to inspect all structural operational areas in every room of your apartment for proper working function for compliance readiness under the REAC inspection guidelines whenever they are conducted in the future.

If you have maintenance items that need to be performed, and can not be present during the inspection, please leave a note indicating the items that require attention.

Scheduled time on the following days will be 9:00am to 12:00pm.

**Date**

July 9, 2012

July 10, 2012

July 11, 2012

July 12, 2012

**Apartment #'s**

1-32

33-64

65-96

97-112

Thank you as always for your support and understanding and for making Eastern Gardens a wonderful place to live.

***Theresa Williams***

Community Manager/ Director under the direction of FPI, Management, Inc.

Main Gate

Eastern Avenue