

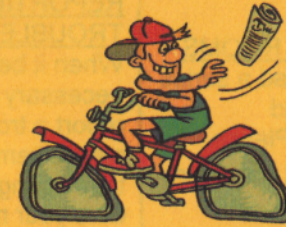
February 2004						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2 Ground Hog Day	3	4	5 Coffee 10am	6	7
8	9 New Mgr. Starts Wk.	10	11	12 Coffee 10am	13 Potluck 6pm-social 7pm-Dinner	14 Valentine's Day
15	16 President's Day Observed	17	18 Quarterly Members Board Mtg. 7:30 p.m.	19 Coffee 10am	20	21
22	23	24	25	26 Coffee 10am	27	28
29						

YOUR BOARD OF DIRECTORS

President	Ed Healy, 481.0709
Vice President	Kathy Slotterback
2nd Vice President	Peter Janicki
Secretary	Margaret Saunders
Treasurer	Lori Allio
Alternate	Elrick Caughey

An Emergency is a situation that threatens human life or personal property and demands immediate attention, i.e., Medical, Burglary, Fire, Theft and Assault. **DIAL 9 1 1**

EASTERN GARDENS TATTLER



Volume 1 Issue 1

February 2004

President's Message

Greetings to all EG Residents! I hope this letter finds all of you well and happy. As your newly appointed President I look forward to the many challenges that we face this year. Some of you may already know, that I'm not new to the board. My first year on the board I was the Secretary and my second year I was the Vice President and I have been a resident of Eastern Gardens (EG) since 1994.

I would like to thank our outgoing president, Kathy Slotterback, for her leadership skills and abilities. As you know Kathy stepped down as President and is now our Vice President, where we still draw upon her knowledge and wisdom. Kathy is a long time resident and board member,

Speaking as Board member, our positions here at EG are two-fold. Not only is this our home but as Board members we have the responsibility to conduct the business affairs of the -

- Corporation and it's one that we all take very seriously.

As most of you know by now, Virginia Dallas stepped down as our Community Director, which prompt us to do our first order of business for the new year, which was to hire a replacement. As President, I would like to inform you that your Board, in cooperation with FPI, our management team, conducted interviews earlier in January and have made a selection.

Her name is Theresa Williams. Theresa comes to us from the private sector, working 14 years for Core-Mark Distributors in accounts receivable. Prior to that she has three years experience in property management and will have no problem with making the transition. She will be joining us on February 9, 2004, and we are looking forward for her to becoming a part of our family here at EG, so please show her a warm welcome. This is: "**Politeness**"



Staff of Eastern Gardens

Community Director: *Theresa Williams*
 Maintenance Tech: *Ramon Lara*
 Property Manager: *Jim Collins*

Office Hours

Mon - Fri 8:00 a.m. - 2:30 p.m.
 Sat - Sun Closed
 Office Ph.: 916.489.1604
 After Hours Ph.: 916.929.3636



LAUNDRY ROOMS

We have had a series of thefts and break-ins. Please ensure that the doors are securely locked and closed upon leaving and that the lights are out. In addition, PLEASE keep the laundry rooms neat and clean, i.e., pick-up your dryer towels and lint as necessary and ensure that the trash cans have their lids on them. This is:

"Thoughtfulness"



PARKING

Residents, please be courteous to your neighbors. Have your friends and guests park their vehicles only in visitor spaces. Let's all work together to ensure that every resident is able to park in their assigned space. Otherwise your guests vehicles are at risk to have them towed away at their expense. And lets not forget to park NOSE-IN-FIRST! Although it may seem a peculiar request, we ask that all residents and guests park their vehicles nose-in-first. Backing into your parking space blocks the sidewalks and makes foot traffic difficult. In addition, the exhaust from the running car kills the plant life and travels into other resident's open windows. Simply parking your car nose-in-first can eliminate all of these hazards. "Consideration"

REPORTING TROUBLE CALLS

When it becomes necessary for you to report a trouble call, please remember these things to do:



Give your name and apartment number, the problem or discrepancy you are experiencing, and a call-back phone number.

Every call will be treated in the order of importance. The following three levels of priority are used to ensure that response to a request for maintenance service is made according to the urgency of the request:

Priority 1 - Emergency. Includes emergency work needed due to personnel safety, water breaks or the possibility of major appliance or structural damage. An immediate response is warranted.

Priority 2 - Service is needed within 24 hours. Specify the reason needed before the end of the shift.

Priority 3 - Scheduled Work. This work can wait more than 24 hours. It includes routine repairs, PM and project installation and modification work. SAFETY. Safety requirements are extremely important and will receive careful and continuing attention. These requirements will fall into all three of the categories shown above. This system is used because of the potential downfall of many good maintenance systems which occurs when everyone uses the ASAP (as soon as possible) priority. This is no system at all because soon everyone is using it, so all work requests have the same urgency. To avoid this from occurring, our management team will assign the level of priority, per their initial site visit when responding.

"Exercise Courtesy"

COMMITTEES



WANTED! The EG Board is responding to requests to have access to the Clubhouse 24/7. Currently the Clubhouse is open M-F, 8 a.m. to 2:30 p.m. The Board will consider this request on a trial bases, providing someone assumes the responsibility for its care and cleaning. We are looking for a Resident Member to head-up and Chair a committee to oversee the Clubhouse. Daily Duties and Responsibilities will include: Clean, sanitize, and disinfect restrooms, showers, changing rooms, kitchen fixtures, and sinks, partitions, and mirrors; Dust mop tile floors and wet mop to remove spots and smears; vaccum all main carpet areas; empty all waste cans; properly position all furniture in lounge area as needed; ensure that foods and condiments are not left out; folding chairs are put-away and neatly stacked; turn off all unnecessary lights; check, lock and secure all entrance doors and windows prior to leaving building; report all mishaps or discrepancies to Management, as necessary. If anyone is interested, please contact Donna Penny, interim Commuity Director, or Ed Healy, EG President, at 481-0709.



HEAR YEA..HEAR YEA !!

The EG Board has assembled all of its documents, i.e., its Articles of Incorporation,

Property Report, Regulatory Agreement, By-Laws, Occupancy Agreement, Rules and Regulations and compiled them all into one binder. Each Member will recieve one copy per household and will be required to sign for it, this will ensure that you have received your copy. You can pick them up at the Manager's office or at the Qrtly Memberships Meeting on 18 Feb 04.

Through the course of the year the Board will be reviewing the rules and regulations and implement any changes as necessary for current updates on laws and



Ramon on the Run



Maintenance Tip of the Month!

Here are some helpful hints to keep your garbage disposal running smoothly and smelling fresh:

- * Make sure that you grind up all waste in your disposal each time you use it.
- * Do not pour grease down your disposal.
- * Avoid using your disposal for vegetables or their peelings.
- * If you own a fish tank, do not use the kitchen sink to clean the tank.
- * Using lemon or orange peelings in your disposal is a great way to deodorize it and keep it smelling fresh.
- * If your disposal is clogged, call the office and place a maintenance request.