

**JUNE 2009**

# Kirtland Family Housing Newsletter

1008 Golden Smoke Drive · Albuquerque, NM 87116  
Leasing Office Phone 505.232.2049  
Maintenance Phone 505.266.0079  
Fax 505.255.0155

## Office Staff

- Paul Tourné,  
Community Director
- Veronica Huling,  
Assistant Manager
- Kristi Wagner,  
Sr. Leasing Agent
- Christine Coffield,  
Accounting

## Maintenance Staff

- Wade Little,  
Supervisor
- Bill Ward,  
Assistant  
Supervisor
- Joyce Melton,  
Coordinator
- Debbie Melton,  
Coordinator

## LEASING OFFICE HOURS

Mon, Tue, Thur & Fri  
8:00 a.m. to 6:00 p.m.

Wednesday

9:30 a.m. to 6:00 p.m.

Saturday

9:00 a.m. to 1:00 p.m.

## MAINTENANCE HOURS

Monday – Friday

7:30 a.m. to 4:30 p.m.

## Notice of Lease Termination

PCS Season is approaching and for those of you departing from KFH, be sure to keep in mind the appropriate process to give notice. All residents are required to give **written** notice at least thirty (30) days **prior to the next date rent is due** (end of the lease, monthly term **or** rental period) to avoid liability for the next month's rent. If termination of lease is due to retirement, separation from military or PCS orders, resident must provide a copy of official orders. Please visit our website, more information will be posted with this newsletter.

## Storm Doors

Storm doors are now allowed on **front** entry doors, with specific conditions. Approved doors are the EMCO Triple Track Series 200 and 300. They are available at Home Depot and cost approximately \$140 and \$180 respectively. It will first be necessary to complete a lease addendum, available at the KFH office prior to installation. Existing (unauthorized) storm doors may remain in place through the summer, but will have to be removed by the end of September, 2009.

## Pet Reminder

Pet owners must ensure that animals do not become a nuisance to neighbors due to noise, property damage, odors, unsightliness or infestation of quarters or other areas due to fleas. All dogs being exercised outdoors must be on a leash and accompanied by the owner or member of the family at all times. Remember, having a pet is a privilege. Repeated violations could result in the termination of a lease.

## Garbage & Recycling

Garbage and recycling carts are to be stored only in the specific area provided. They may be placed curbside for service no earlier than the evening prior to pickup. Carts are to be removed from the curb within 24 hours of service. Carts that are left out after this time risk confiscation at the resident's expense.

## Front Porch Areas

Front porch areas need to be maintained in a clean manner and free of all clutter including; bicycles, playground equipment, barbecues, etc. Residents may not use the front porch for storage purposes. Storage is allowed inside your residence, your garage or in your rear fenced areas. Items stored on porches, in front of garages or on the side of the house need to be removed to comply with fire code.

## Noise Control and Quiet Hours

KFH recognizes the following as "quiet hours" 2200 – 0600

During these quiet hours, residents should be considerate of their neighbors and be aware of the volume levels. This includes excessive stereo and TV volume, car alarms, group gatherings and excessive barking of dogs.

## Wading Pools

Remember, wading pools are allowed but cannot be left out overnight or unattended. Such pools must be less than 2 feet deep and 8 feet wide.

**Children must be supervised at all times when using these pools.**

## Kirtland Family Housing

### PEST CONTROL

Any pest control issues you may have (spiders, ants, crickets, cockroaches, etc) can be reported to the Maintenance office.

### Records Update

Remember, if you re-enlist, pick up rank, change phone numbers, get promoted, etc., come by the office so we can change our records. It's important we have current information.

### Thanks

From all of us at KFH, we all enjoy being here working with the Kirtland Team.

### Upcoming Events can be viewed online!

See us at:

[www.kirtlandfamilyhousing.com](http://www.kirtlandfamilyhousing.com)

## VEHICLES & PARKING

Recreational vehicles (self-propelled or towed vehicles) are for recreational use off-base only. Only appropriately licensed and registered vehicles are allowed to be driven within the housing area. Driving your off-road dirt bike or four-wheeler anywhere in housing is strictly prohibited. Vehicles may not park on sidewalks, porches, patios, landscape areas, rock areas or fire lanes. Residents may park only in their assigned garage and driveway or on the street, which is unassigned parking.

## After Hours Emergencies

The following listed items are considered to be after-hours emergencies:

- Sewage Back-Ups of Any Type
- Gas Leaks that set-off the Carbon Monoxide Detector
- Flooding
- No Cold or Hot Water to Entire House
- Toilet Stoppage – If Only Toilet in House
- Large Water Leak
- No Heat
- Range – All Burners or Oven Inoperative
- Carbon Monoxide Detector Inoperative or Beeping
- Smoke Detector Inoperative or Beeping
- No Power to Entire House
- No Power to Appliances or Furnace
- Plumbing Leaking into Rooms
- Inoperative Door – Cannot Secure House
- Glass Breakage – Security Problem or Hazard
- Leaking Walls, Roofs, Ceilings
- Fire in the House of Any Type

If you experience any of the above emergencies, please contact the On-Call Maintenance at 505.260.7264. If you have a maintenance problem that is not an emergency, call the Maintenance Office the next business day to initiate a work order.

## Future Newsletters

This newsletter will be the last to be handed out door-to-door to residents.

Future newsletters will be viewable on the web ONLY at [www.kirtlandfamilyhousing.com](http://www.kirtlandfamilyhousing.com)

## Signs & Posters

Any signs or posters placed by residents for garage sales, parties, directions, etc. must be removed by resident immediately upon completion of the advertised function. Failure to do so can result in a service charge assessed to resident.

## Kirtland Family Housing Tenant Representatives

### Primary Contact for Representatives

CMSgt. Crisler, 377<sup>th</sup> MSG  
846-7711

### Village II

MAJ John Shannon  
266-6201

### Village III

Capt. Eric Tucker, AFOTEC  
232-2680

### Village IV

MSgt. Salvador Zamora, 377 SFS  
620-9735

### Village V

TSgt. Melanie Duplantis, 58MOS  
702-3265

### Village VI

SSgt. Kamuela Alesna, 377 SFS  
808-381-6653

### Village VII

SRA Daniel Bergmann, 898 MUNS  
254-7766

### Pershing

SSgt. Raymond Castro, 377 SFS  
302-632-4907

Village Representatives meet with KFH on a monthly basis. If there are issues you'd like discussed, please inform your representative.

**THE ABOVE INFORMATION IS FOR OFFICIAL USE ONLY**

## Adult Supervision Guidelines

KAFBI 36-2901

Up to 5 years of age – at all times

6 to 8 years of age – no more than one (1) hour

9 to 11 years of age – no more than three (3) hours

12 to 13 years of age – no more than fourteen (14) hours

14 to 15 years of age – no more than sixteen (16) hours

\*\*All 6 to 15 years of age – require periodic checks by designated adult (a person age of 18 or older who accepts responsibility for the child(ren))