

SEPTEMBER 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.

Pool Closure

The last day the Kirtland Family Housing pool will be open will be Labor Day, September 7. Thank you all for a wonderful and safe summer!

We hope you enjoyed your summer and look forward to next year.

Trash & Recycle Collection

Each resident is responsible for the care and upkeep of the trash and recycling carts. They are to be stored in the specific area provided and are to be placed curbside for service no earlier than the evening prior and should be out no later than the evening on your collection day. All trash including wet refuse, kitchen waste, leaves and grass clippings, etc. should be securely wrapped prior to placement in the trash cart.

Children

School is back in session and everyone needs to be aware of children walking back and forth from school throughout the community. Be cautious of the posted school zone signs and the appropriate speed limit. The speed limits are posted within housing clearly showing the 15 and 25 MPH restrictions. And remember, all children should be closely supervised at all times.

Housekeeping & Grounds

It is the responsibility of each resident to maintain their home and yard in an appropriately clean and sanitary condition free of litter and trash. Residents are responsible to perform their own lawn maintenance in enclosed yards and must do so in a manner that is in compliance with Management specifications. Residents of Pershing Park are responsible to water all non rock areas around their residence.

Annual Survey

It's time for our annual resident survey. Each year, an opinion survey is conducted by asking residents to complete survey forms and mail them to CEL & Associates, an independent contractor. CEL & Associates gathers the data and furnishes the results to KFH and the Air Force. The entire process is confidential. The forms have been delivered to each house and we ask that you take a few minutes to "fill in the blanks" and give us your opinion. If you have any questions, please call the Leasing Office.

VEHICLES

State law and military regulations state all owners of motor vehicles are required to maintain liability insurance on their vehicle(s) at all times. Insurance coverage must meet or exceed New Mexico State Law.

Residents may park only in their assigned garage and driveway, or on the street. Parking in driveways of any vacant unit or model home is prohibited.

Inoperable, unregistered, or unlicensed vehicles parked in any housing area will be towed at owner's expense.

Driving of motorized vehicles off established roads is strictly prohibited.

Repair of vehicles is not authorized at anytime in within Kirtland Family Housing.

Towed recreational vehicles, utility trailers, un-mounted truck camper bodies, RV's and boats will not be parked in the housing area for more than 48 hours.

Kirtland Family Housing

Self Help

The Self-Help store is located at the Maintenance Office. Items available include snow shovels, ice melt, grass seed, electric lawn mowers, weed eaters, air filters, etc.

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

Fitness Center Access

We've been working on this for a while and it's finally happening!

We're having a keypad installed on the exterior door of the Fitness Center. This will allow residents to access and use the fitness center after hours. The keypad should be installed by September 1st, with the testing and programming completed by September 3rd. Individual code numbers will be issued to each household that requests one a you will have to complete a "Use Agreement" (yep, more paperwork). Anyone interested should call our office beginning Friday, September 4th.

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.

Maintenance Requests

Requests for routine maintenance should be submitted during normal office hours (Monday through Friday 7:30 a.m. – 4:30 p.m.) by telephoning the Maintenance Office at 505.266.0079.

ENTRY PORCHES & YARDS

Front and back yards must be are not to be used for storage of any kind. Play sets, play houses, sand boxes, pools, barbeque grills, etc. are to be stored in within fenced areas. Only patio/outside furniture is allowed on front porch areas..

Kirtland Family Housing Tenant Representatives

Primary Contact for Representatives

CMSgt. Crisler, 377th MSG
846-7711

Village I

MAJ John Shannon
266-6201

Village III

Cpt Thompson, 550 SOS

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

DO YOU HAVE SUGGESTIONS FOR OUR UPCOMING NEWSLETTERS?

If you have comments or suggestions you would like added to our upcoming newsletters, please contact the Leasing Office anytime during our business hours.