

NOVEMBER 2009

Kirtland Family Housing Newsletter

1012 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
Community Director
- Christine Coffield,
Accounting
- Nikki Jarvis,
Receptionist

Leasing Staff

- D'Layne Esquivel,
Leasing Agent
- Kara Reynolds,
Leasing Agent

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.

Holiday Decorations

Residents may install seasonal decorations as long as they do not cause any permanent structural damage to home. All outside holiday decorations are allowed two weeks prior to the holiday and must be removed within two weeks following the holiday. No exceptions.

Thanksgiving Office Hours

Your KFH Leasing and Maintenance Offices will be closed from Thursday, November 26 through Sunday, November 28th To observe the Thanksgiving Holiday.

We will reopen for business on Monday, November 30th.

Weekend Signs

Weekend event signs such as garage sales, yard sales, etc. are continuing to be left out after the event is over. These type of signs must be removed from the community immediately following the event. Residents who leave signs out will be issued a violation notice and will be charged a minimum of \$25.00 for disposal.

1st Annual Pie Social

We will be hosting our 1st Annual Pie Social to celebrate the Thanksgiving Holiday. There will be crafts for the kids, music, coffee, hot cocoa and of course plenty of pies. Come sample your favorite flavor from our new coffee machine.

Tuesday, November 24th
from 6:00 p.m. – 8:00 p.m.
at the KFH Town Center



Utility Refunds

If you are receiving a refund, checks will be issued the beginning of December and will be mailed directly to each resident from our Corporate Office. If you have a balance due, letters for your balance will be mailed in December.

Pets

All pets outside of the owner's premises or fenced area must be on a leash and accompanied by the owner or a member of the family old enough to control the pet. Pets cannot be loose and/or restrained (tethered) outside the house or fenced yard area at any time.

Kirtland Family Housing

THANK YOU

KFH Maintenance would like to thank our residents for their help and cooperation to make this year's heater turn over a successful event.

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

Winter Tips

- Disconnect all hoses from exterior faucets to avoid freezing and possibly leaking into the house.
- Leave an inside faucet dripping at night when temperatures get below freezing.
- To ensure maximum efficiency to your furnace, make sure the return air vent is clean and not obstructed.

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.

School Zone Signs

The new school zone signs now specify the 15 MPH only when lights are flashing. Please be aware of these flashing lights and watch out for children at all times.

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

Utility Refunds

All utility reconciliations will be completed by the end of November. If you are receiving a refund, checks will start being issued the beginning of December and will be mailed directly to each resident from our Corporate office. If you have a balance due, letters for your balance will be mailed in December.