



## Maxwell Place Contact Information

4129B Mercury Cir  
Albuquerque, NM 87116

### Phone Numbers

Office: 505-255-1188  
Emergency Maintenance: 844-887-6838  
Fax: (505) 255-0155

### Staff

Community Director	Charlena Cavender
Assistant Director (Maxwell)	Jesse Lopez
Leasing Agent/RSS	Martha Castillo
Maintenance Director	Paul Melendez
Asst. Maintenance Director	Don Morrison
Asst. Maintenance Director	Bill Ward
Marketing Coordinator	Amber Tracy

### Website

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

### Facebook

[www.facebook.com/MaxwellPlaceABQ](http://www.facebook.com/MaxwellPlaceABQ)

### Office Hours

Mon-Fri 8:00 am - 5:00 pm  
Closed 1:00 - 2:00 pm  
Sat & Sun CLOSED

### Helpful Numbers

Non-Emergency APD (505) 242-2677

**We are happy to serve you!**

### We are currently looking for a Maxwell Place Tenant Representative!

The role of the Tenant Representative is to be the bridge between Kirtland Family Housing/Maxwell Place staff and our residents. We help to foster a warm, united community and provide a clear, consistent source of information to help us improve the quality of service to our residents. Tenant representatives are asked to attend bi-monthly meetings held at the Town Center to bring forth issues, concerns, and ideas to the KFH team. Contact the office today to volunteer or for more information.



[huntcompanies.com](http://huntcompanies.com)

## Library Lovers' Month

As we hope you're all aware, Kirtland Family Housing, with the help of Kate Oyer, Kirtland's Blue Star Families Fellow, and Girl Scout Troop 10308 opened a lending Library last August. Doors are currently open every Wednesday from 11a-3p at the Kirtland Family Housing Town Center, though we are hoping to expand these hours in the future. Searching for volunteer opportunities for yourself or small group? Feel free to contact Kate at [koyer@bluestarfam.org](mailto:koyer@bluestarfam.org) or Amber Tracy at [amber.tracy@huntcompanies.com](mailto:amber.tracy@huntcompanies.com).

Are you in the midst of a pre-PCS purge? We'd be happy to take all of your gently used books for all ages as we are currently working on expanding our Lending Library to Maxwell Place, as well!

Feel free to drop off any book donations in the leasing office during business hours.



Visit us on Wednesday from 11a-3p & don't forget a book to leave so that you can take a "new" one home!

## Hunt Update

### Valentine's Day

Valentine's Day can be so much more than candy and flowers. How about taking care of your heart? Find a workout buddy and work out together. Insert a few more good-for-you meals into your rotation. Taper off holiday sweets by making every other day treat-free. Try an unfamiliar fruit or vegetable.

Take a walk. Short distances add up, and even one with many stops for dogs or kids is better than nothing. Bundle up and get outside on cold, sunny days – you'll feel better!

What better gift than being healthy and happy for those you love?



Valentine's Day can be a bright spot in a dreary month. What acts of kindness or gratitude will you perform?

## Maintenance

February seems so long for a short month...

Let's talk about winter driving. Whether that means rain or snow in your area,,,

- Slow down and leave plenty of room between you and the car in front of you
- Stopping distances increase – slow down for intersections, turns and other traffic early
- If you skid or hydroplane, look and steer in the direction you want to go. Avoid sudden braking.
- Accelerate and decelerate slowly
- Avoid using cruise control on wet or slippery surfaces
- Ensure tires are properly inflated
- Carry an emergency kit
- Always wear a seat belt
- If conditions warrant, stay home

# FEBRUARY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Trash & Recycling Pick-up	2 Ground Hog Day	3 Valentine's Craft 3-5 pm Leasing Office	4 Homemade Soup Day	5 Last Day to Pay Rent! World Nutella Day Wear RED Day	6 Ice Cream for Breakfast Day
Cookies & Coffee at the leasing office!						
7	8 Trash Pick-up	9	10 Lending Library 11a-3p KFH Town Center	11 Make a Friend Day	12 Lincoln's Birthday	13
14 Valentine's Day!	15 Trash & Recycling Pick-up President's Day	16 Do a Grouch a Favor Day	17 Lending Library 11a-3p KFH Town Center	18	19	20
21	22 Trash Pick-up Washington's Birthday	23 Banana Bread Day	24 Lending Library 11a-3p KFH Town Center	25 Calendar Event	26 Tell a Fairy Tale Day	27
28	29 Trash & Recycling Pick-up Leap Day					

## Calendar Events

- **A few friendly reminders:**
  - Speed limit is 15 MPH throughout the entire community.
  - Please clean up after your pets & keep them leashed when outside! This is your responsibility as a pet owner!
  - Make sure your front/backyards are kept neat, as well as your carport, in order to avoid violations. Also, any fence installed must be in compliance with KFH regulations. Come by the office for more information.
  - Please avoid parking in front of mailboxes as this makes it difficult for the carrier to deliver the mail.
- Don't forget to visit our **Lending Library** open **Wednesdays** from **11a-3p** at the Kirtland Family Housing Town Center. Bring a book to leave for someone else to enjoy, and take a "new" one home with you!
- Have a noise complaint or some other non-emergency police matter? Please call APD at (505) 242-COPS (2677)
- Pay your rent from the comfort of your home at [rentpayment.com](http://rentpayment.com)!

