



Maxwell Place Contact Information

4129B Mercury Cir
Albuquerque, NM 87116

Phone Numbers

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

Staff

Community Director	Charlena Cavender
Community Manager	Tana Gallegos
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

Facebook

www.facebook.com/MaxwellPlaceABQ

Office Hours

Mon-Fri 8:00 am - 5:00 pm
Wednesday 9:30 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!

HELP!

Did you know that Kirtland Family Housing has a **Lending Library** at our Community Town Center on the main base that operates on a take one, leave one system. Is this something you'd be interested here at Maxwell Place?

We'd love to hear your thoughts and suggestions, as well as any other ideas you'd love to have considered! Feel free to shoot an email to Tana Gallegos, Community Manager, at tana.gallegos@huntcompanies.com or Amber Tracy, Marketing Coordinator, at amber.tracy@huntcompanies.com and we would be happy to consider them!



Hunt Update

Back to School Thoughts...
It won't be long!

Consider a "Last Blast of Summer" treat. Implement school day routines EARLY – start rolling back that bed time and wake time. Read every day.

Remind kiddos that everyone's nervous on the first day and that a new year means a clean slate.

Ask your child's teachers the best way to contact them. Note? Email? Voicemail? Find out which websites and apps are used in the classroom and which are preferred for homework help.



Maintenance

Grill Cleaning and Maintenance Tips

There's a lot of grilling weather ahead of us. Here are a few tips:

- Clean flame tamers using a wire brush to remove debris
- Clean burners with a wire brush paying particular attention to port areas – where the gas comes out. Clean delicate ceramic burners by turning on for 10 minutes to burn off debris.
- Brush grates routinely with a dry wire grill brush with the burners turned off. For charcoal grills, sprinkle water on grill brush to steam clean the hot grate.
- Inspect fuel lines on gas grills. Brush soapy water along connections. If bubbles form when gas is turned on, tighten connections or replace lines.
- Clean lids with dishwashing liquid and water. Dry with paper towels.
- Keep kids and pets away from grills. Adult supervision required!
- Store LP tanks upright in a secure area, not in vehicles.
- Ensure lid is OPEN when lighting a gas grill.
- Don't grill near structures, overhangs, fences or trees.

AUGUST

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Trash & Recycling Pick-up Girlfriends' Day	2 Ice Cream Sandwich Day	3 Watermelon Day	4 Cost Guards Day	5 RENT DUE Work Like a Dog Day	6 Root Beer Float Day Sand Castle Day
7 Sisters' Day	8 Trash Pick-up Bowling Day Happiness Happens Day	9 Book Lovers' Day	10 S'Mores Day	11 Play in the Sand Day	12	13
14 VJ Day	15 Trash & Recycling Pick-up Best Friends Day	16 Tell a Joke Day	17	18 Bad Poetry Day	19 Aviation Day (Orville Wright's Birthday)	20 Honey Bee Day
21	22 Trash Pick-up	23	24 Pluto Demoted Day	25	26 Dog Day	27 Burger Day
28	29 Trash & Recycling Pick-up More Herbs, Less Salt Day	30 Slinky Day	31			

Notes

- **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.
- Parking in front of the leasing office is reserved for those residents visiting the office. No overnight parking is allowed.
- 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!