



## Maxwell Place Contact Information

4129B Mercury Cir  
Albuquerque, NM 87116

### Phone Numbers

Office: 505-255-1188  
Emergency Maintenance: 844-887-6836  
Fax: (505) 255-0155

### Staff

Community Director	Charlena Cavender
Assistant Director	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](https://www.facebook.com/MaxwellPlaceABQ)

### Office Hours

Mon-Fri 8:00 am - 6:00 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.

## We LOVE Our Residents!

It is our goal to make your time here with us as enjoyable as possible! While we have plenty of ideas for events & giveaways, we want to hear from you to know what kinds of events you would like for us to host for you. Some of the things we are currently working on are a Lending Library in the Leasing Office, hosting family movie & game nights, ice cream socials, yard beautification contests, craft days and cookouts. If you have any additional ideas, we'd love to hear them!

It's almost that time again! We will be holding another Community Information Session on Friday, May 13<sup>th</sup> at 6pm. Stay tuned for more details as the date gets closer!



Spring is just around the corner! Stay tuned to find out when we have grass seed on hand for you to pick up in the office at your convenience, as well as flower & mulch giveaways!

## Hunt Update

### Website Refresh

Check out our new website! Content has been updated and is easier to access. We're uploading new site and event photos, have included forms and information you'll find useful and, as always, you may contact us, initiate a routine maintenance request or pay rent on line at any time.



Make [www.kirtlandfamilyhousing.com](http://www.kirtlandfamilyhousing.com) one of your "favorites" and you'll be just a click away from photos, info and maintenance request access.

## Maintenance

### Spring Cleaning Safety Tips

Ready to tackle a few spring cleaning chores?

- Don't try to do it all in one day. It's hard to stay safe when you're tired or rushed.
- Lift properly - keep your back straight and lift with your legs. Or find a buddy!
- Be cautious using ladders and step stools.
- Follow cleaning product safety information. Read the label and use as directed.
- Keep cleaning buckets out of reach. A child can drown in a few inches of liquid.
- Clear away clutter to avoid trip hazards.
- Check your fire extinguisher.
- Replace smoke and CO detector batteries.
- If you have questions about your detectors, please contact maintenance.

# MARCH

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2 Banana Cream Pie Day	3 National Anthem Day	4	5
Cookies & Coffee at the leasing office!						
6	7 Trash Pick-up Cereal Day	8 Unique Names Day	9 Get Over It Day	10 Pack Your Lunch Day World Kidney Day	11 Middle Names Pride Day	12
13 Daylight Savings Time begins	14 Trash & Recycling Pick-up Pie Day	15 Ides of March	16 Pictures with the Easter Bunny & Craft Day 4-6p	17 St. Patrick's Day	18 Awkward Moments Day	19
20 First Day of Spring	21 Trash Pick-up Common Courtesy Day	22	23	24 Chocolate Covered Raisins Day	25 Waffle Day	26
27 Easter	28 Trash & Recycling Pick-up	29	30 Take a Walk in the Park Day	31		

## 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. Please remember that vehicle maintenance is prohibited and recreational vehicles cannot be stored at your home. Also, any fence installed must be in compliance with KFH regulations.
  - 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.
- 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)!