



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 | 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

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!

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.

The Easter Bunny Came to Visit!

The Easter Bunny asked us to thank everyone who came to see him! He had so much fun seeing all the boys and girls.

We LOVE hosting events for our residents! Next month we will be giving away grass seed & flowers for you to add a little color to your yard this Spring and Summer! Share with us your ideas as we are looking to fill our calendar with lots of fun this Summer! Feel free to shoot our Marketing Coordinator, Amber, an email at amber.tracy@huntcompanies.com. She looks forward to hearing from you!



This was our biggest event yet!
Let's keep it up, Maxwell residents! We love seeing you!

Hunt Update

HUNT LOYALTY PROGRAM

Did you know that you could be rewarded with CASH if your next move takes you to another Hunt property? If you choose to utilize our Loyalty Program, you will receive a loyalty award when you move into another Hunt community.

Check with your community management for particulars. We've just added communities in Colorado, Tennessee, South Carolina, Mississippi, Illinois, Indiana, Washington State and Hawaii.



Check out the Hunt Loyalty Program if there's a move in your future

Maintenance Planning Ahead for Spring Storms

April brings many things – cherry blossoms, income tax day and spring storms. Advance planning makes sense. Here are some severe weather tips:

Assemble an emergency kit. Include:

- Flashlights and a NOAA weather radio, with extra batteries
- List of phone numbers, insurance and medical information
- Extra chargers for cell phones
- Cash
- First aid kit
- Food and water for three days for each family member and pet
- Medications, baby supplies
- Blankets, jackets, hats, shoes, sleeping bags
- Vehicle emergency kit
- Plastic sheeting and duct tape
- Trash bags, baby wipes, hand sanitizer

Review emergency plans with your family. Where in your home would you shelter in place in severe weather? How will you handle a power outage? (Keep fridge and freezer doors closed, turn off or unplug appliances to prevent damage if power surges back on).

APRIL

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|-----------------------------------|--|---|---------------------------|-------------------------|---|--|
| | | | | | 1 April Fool's Day Poetry & the Creative Mind Day | 2 Children's Book Day World Autism Day Pillow Fight Day |
| 3 | 4 Trash Pick-up | 5 Read a Road Map Day Last Day to Pay Rent! | 6 | 7 World Health Day | 8 Zoo Lovers' Day | 9 |
| 10 | 11 Trash & Recycling Pick-up Pet Day | 12 Grilled Cheese Sandwich Day | 13 Scrabble Day | 14 | 15 | 16 |
| 17 Haiku Poetry Day | 18 Trash Pick-up Taxes Due Day | 19 Bicycle Day | 20 First Day of Spring | 21 | 22 Earth Day | 23 Passover Begins |
| 24 Teach Your Kids to Save Day | 25 Trash & Recycling Pick-up | 26 Pretzel Day | 27 Tell a Story Day | 28 Blueberry Pie Day | 29 Arbor Day | 30 Oatmeal Cookie 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** 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!