



## Contact Information

4129B Mercury Cir  
Albuquerque, NM 87116

Phone Numbers

Office: 505-255-1188

After Hours Maintenance: 844-887-6838

Fax: (505) 255-0155

### Staff

Community Director	Charlena Cavender
Community Supervisor	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](http://www.kirtlandfamilyhousing.com)

### Facebook

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

### Office Hours

Mon-Fri 8:00 am - 5:00 pm

Wednesday 10:00 am - 5:00 pm

Closed Daily 1:00 - 2:00 pm

Sat & Sun CLOSED

### Helpful Numbers

Non-Emergency APD (505) 242-2677

We are happy to serve you!

## Santa Claus is coming to town!

Santa Claus will be back at the Maxwell Place Leasing Office on Thursday, December 15th from 2:30-6:30 pm, and this time he's convinced Mrs. Claus to join him!

Join us for a holiday fun filled day of movies, cookies, crafts, hot chocolate, and pictures with the big guy!

We are so looking forward to this event, and hope to see you all there! We are happy to be able to spend this time with our Maxwell family!



Please RSVP to our Facebook event so that we can make sure Mrs. Claus has enough cookies on hand!

## Hunt Update

The holidays are a busy time for everyone, so we wanted to make you aware well in advance of our holiday closures!

Friday, December 9th - 11a-2p

Friday, December 23rd - CLOSED

Monday, December 26th - CLOSED

Friday December 30th - CLOSED

Monday, January 2nd - CLOSED



We hope that you & your families have a fun, safe holiday season! Please let us know how we can assist you in making this happen!

## Maintenance

'Tis the season to be festive, but remember to stay safe with your holiday decorations. Inspect the wires of your light display before switching them on: They may be frayed and present an electrical fire hazard. Same goes for the Christmas tree inside; always check the light strands for any sign of wear-and-tear from being in storage. If you have a real Christmas tree, keep it watered, since dry trees catch fire easier.

When the forecast calls for unusually cold temperatures, let water drip from hot and cold faucets overnight. Also try keeping cabinet doors open to allow warm air to circulate in places like below sinks. If you open the cabinet doors, be sure to remove anything inside the cabinets that may pose a safety to hazard to children, such as household cleaners..

# December EVENTS

## November 26th - December 30th

River of Lights - ABQ Bio Park Botanical Garden  
Enjoy the holidays with over 500 light displays, animated sculptures & more twinkling lights.

## December 12-13th

December 12-13th  
Team Kirtland Airman Cookie Drive, MVC  
To volunteer, visit the link below and sign-up!  
[Http://signup.com/go/oLEayg](http://signup.com/go/oLEayg)

## December 1st

Nob Hill Holiday Shop & Stroll, 5pm  
The event will include shopping, food specials, family entertainment, and photos with Santa.

## December 15th

Pictures with Santa, 2:30-6:30pm  
Come see us at the leasing office for crafts, cookies, hot chocolate, and pictures with Santa!

## December 3rd

Twinkle Light Parade, Nob Hill 5:15pm  
This family-friendly event features floats, marching bands, fire trucks, car clubs, and businesses.

## Office Closures

Friday, December 9th 11:00 am 2:00 pm  
Friday, December 23rd - Monday, December 26th  
Friday, December 30th - Monday January 2nd

## FRIENDLY REMINDERS

- Rent is due BEFORE 11:59PM on Monday, December 5th. If your rent check is placed in the drop box after this, a 10% late fee added to your account.
- Speed limit is 15 MPH throughout the entire community.
- Please avoid parking in front of mailboxes as this makes it difficult for the carrier to deliver the mail.
- Make sure your front/backyards are kept neat, as well as your carport, in order to avoid violations.
- Have a noise complaint or some other nonemergency police matter? Please call APD at (505) 242-COPS (2677).
- Please clean up after your pets & keep them leashed when outside! This is your responsibility as a pet owner!