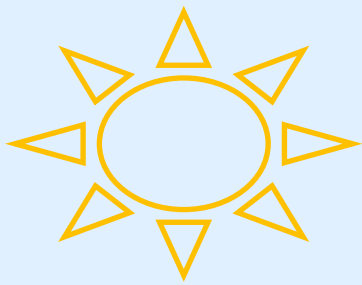


## August 2014 Newsletter



### Important Numbers

Office.....(617)876-5855

Fax.....(617)876-3123

Fire, Police, Emergency.....911

### Your Staff

Sr. Regional Manager.....Carrick O'Brien

Property Manager.....Paula Harwood

Administrative.....Lauren Robinson

Occupancy Specialist.....Shadah Thames

Res. Service Coordinator.....Nancy Porcaro

Maintenance Engineer.....Pedro Rodriguez

Maintenance Staff.....Joe Fiore

Juan Gomez

Vinny Hila

Fernelly Yepes

Painter.....Jim Constas

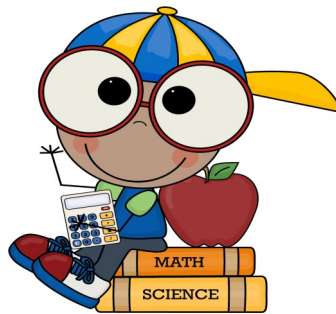
### Office Hours

Monday—Friday.....8:30 a.m.—5:00 p.m.

Saturday & Sunday.....closed

# Next Step Housing

301 Medford Street, Somerville MA 02145



### Back to School

Back to school time is quickly approaching and the best way to prepare is to start early!

Plenty of stores like Target, Family Dollar and the Dollar Tree have back to school sales which start in August so parents should be sure to keep an eye open. It never hurts to save!

In addition, reestablish school routines and sleep schedules for your children to help them prepare! Talk about homework, bed times and responsibilities early on so they know what's expected.

We hope everyone enjoys their summer and is excited for the new school year!

### Resident Safety

Resident Safety is one of our main priorities. It's incredibly important to the Management Office that each unit has the equipment in their home to ensure safety.

If your smoke or CO<sup>2</sup> alarm ever begins beeping, please alert the Office immediately. There is no need for residents to ever adjust these detectors.

In addition, if your windows, doors or locks do not close or lock properly, or if any other issue emerges, please alert Management. We are always happy to service these issues.



## Trash Disposal Update

Trash disposal is an ongoing issue at our sites. It's exceptionally important all residents understand proper disposal practices so we can stay pest free and avoid fines. Once again, we ask you to please remember:

- **Trash day is on Thursdays.**
- **Trash bags must be placed in barrels and the lid must close. Barrels are located in the parking lot, right behind the building.**
- **You may use any barrel with space available. All barrels lids should be closed tightly and secured.**
- **Don't drag your trash bags, as this may leave a trail of trash and debris in the common areas.**

Unfortunately, Next Step Housing has been fined in the past month for incorrect trash disposal practices. As a result, the residents responsible may be responsible for payment of these fines.

We ask all residents to please ensure they are following our trash disposal protocol. If you ever have any questions regarding this matter, we encourage you to please contact the Management Office.

## Cleaning Schedules: Tips & Tricks

We're the most happy and balanced when we live in a clean environment. But when is the best time to clean different parts of our home? This guide explains...

### Once a Week

Laundry, vacuuming, sweeping, dusting and cleaning the sinks and toilets are all once a week (if not more!) tasks. Dirt, scum and grim builds up quickly in these areas!

### Once Every Other Week

Cleaning the window and the showers are tasks that can easily be managed once every other week. Any less than that and your windows may get streaky and tub may get grimy!

### Once a Month

Washing heavy blankets, quilts and comforters can be done once a month. Furniture too, may be tackled once a month for general cleaning.



# Local Events

### The Somerville Flee

Sunday, August 3rd

10 am—1 pm

Davis Square, Somerville Parking Lot

### Comedy Sportz Boston

Friday, August 8th

7 pm—8 pm

Davis Square Theatre, Somerville

### Patio Music Series

Friday Nights

Evening Event

Assembly Row, Somerville

### A Taste of A Cappella

Saturday, August 2nd

1 pm—4 pm

Prospect Hill Park