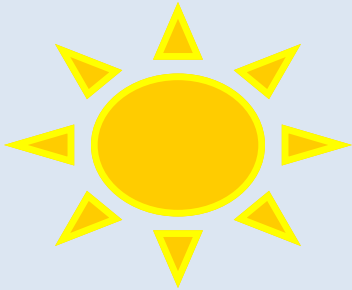


June 2014 Newsletter



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

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

Hello Residents!

The Management Office is very excited to send our first newsletter to Next Step Housing! Our goal is to strengthen communication between the Office and all our residents.

We encourage all residents to please call or visit if they ever have any questions concerning their rent, property rules, maintenance issues, or any other housing questions! Our office is located at 402 Rindge Avenue, right across from the Alewife Station, and our staff is always happy to help!

Thank you , and lookout for future newsletters to come!



Rent Checks

Every month, the Management Office receives hundreds of rent checks from our four different sites! With so many transactions, we ask all residents to please be sure they have included their unit number on their check, as well as if they are paying for rent or a security deposit.

In addition, if you ever have a question on how much you should be paying for rent, we ask you to please call our office and speak with Paula Harwood, our Property Manager. We thank you in advance for your prompt rent payment on the first of every month!



Pest Prevention

Helpful tips from our exterminators, MD Weaver

Trash Disposal

As you may know, following the correct trash disposal protocol is a necessity for all our residents. We ask all residents for their cooperation and attention to keep the property clean. When taking out your trash, 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.

The City of Somerville works hard to prevent rodent infestations in the area and has a zero tolerance approach to trash incorrectly disposed of. As a result, any resident found improperly disposing of trash may be subject to a \$50.00 fine per incident.

We thank you for your help in keeping our property clean, sanitary and pest free! Please feel free to contact Management with any concerns.

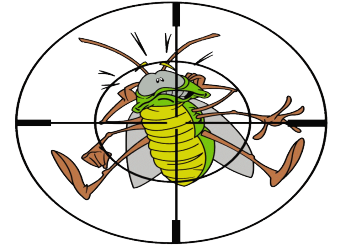
Store food items in closed containers. Cockroaches and mice like to be near their food source, so never leave food exposed on countertops or in cabinets. Avoid leaving standing water out as well (like in tubs or sinks), as water is crucial for a pest to survival.

Clear away clutter. Minimize storage items in boxes on the floor and throw away extra papers and trash as these are all places cockroaches prefer to live.

Keep the kitchen clean. Make sure dirty dishes are cleaned and not left in the sink or on countertops, sweep away debris, leave little trash in your home, and use a trash container with a self closing lid.

Do not use your own pest control spray. These sprays can drive roaches to other units! Your building is under a professional extermination program so make sure to report sightings as soon as possible!

If you ever spot a pest in your household, be sure to call the Office so we can schedule you for extermination ASAP!



Local Events

Somerville Food Truck Festival

Saturday, June 7th

Assembly Row, Somerville

Jimmy Fund Scooper Bowl

Tues. June 3rd—Thurs. June 5th

City Hall Plaza, Boston

35th Cambridge Arts River Festival

Saturday, June 7th

Mass Ave and Sidney St, Cambridge

Family Music Festival

Sunday, June 15th

Lowell School Park, Cambridge

