

COMMUNITY DIRECTOR UPDATE DECEMBER 1, 2025



COMMUNITY REMINDERS

Absence Reminders

If you'll be away for more than 30 days, please notify the Community Management Office.

Fire Pit and Chiminea Safety

Portable fire pits and chimineas are permitted in backyards only and must follow all installation, distance, and safety regulations.

- Fires must be small and supervised by an adult at all times.
- Maintain at least 15 feet of clearance from any structure or combustible material.
- Use only manufacturer-approved equipment and follow all local and installation fire regulations.
- Fire pits are not permitted in common areas, front, or side yards.
- Please note: use is prohibited during burn bans issued by local authorities.




Winterizing Your Home for Cold Weather Ahead

When temperatures drop, please remember the following to prevent frozen pipes and property damage:

- **Never turn your heat off** or lower than 65° F, especially if you are planning on leaving your home. You must keep your heat turned on.
- **Disconnect and store** outdoor hoses properly.
- **Lock all** windows and doors before leaving.
- **Avoid visible package buildup** by pausing deliveries or having someone collect them.
- **Maintain** your lawn and fenced areas. Please ensure pet care is arranged if you are away.
- **Check the forecast** before traveling and plan accordingly for freezing conditions. You must drip faucets and open cabinet doors where plumbing is located during a freeze warning to prevent pipes from freezing.



Leasing Office Contact Information

-  (334) 686-0444
-  MaxwellLeasing@HuntCompanies.com
-  MaxwellFamilyHousing.com

TRASH SCHEDULE

Maxwell: Monday and Thursday
Gunter: Tuesday and Thursday

MAINTENANCE TIPS

Maintenance Reminders

The Maxwell Family Housing Maintenance Team is here to keep your home safe and comfortable, and we're just a request away!

- Technicians wear uniforms, carry ID badges, and drive marked vehicles.
- Submit **non-emergency service requests** through the call center or resident portal.
- For emergencies (like flooding), maintenance may enter your home without prior notice.
- We are available 24/7 for emergency issues. Please do not hesitate to reach out!



Thank you for helping us keep our community running smoothly!

Emergency Maintenance Requests After Hours

For Emergency Maintenance needs after hours, please do not use the resident portal. It is not monitored outside of business hours. For urgent matters, please contact our emergency line directly at (334) 686-0444. This helps us respond quickly and prevent damage to homes or personal belongings.

HVAC Tips

When switching between air conditioning and heating, please follow these steps:

Friendly reminder: Turning your heat on. When turning on your heat for the first time, you may experience a slight smell, and in some cases, your smoke alarms may briefly go off. This is normal, as dust can settle on heating components throughout the warmer months and burns off when the heat is turned on for the first time in the cold season.

- Turn your system **off**.
- Allow it to idle for a few minutes.
- Choose your desired mode (Heat or Cool) and then set it back to **on** or **auto**.



Southeast Landscape Leaf Removal

Southeast Landscape has begun leaf removal services for the season. Leaves will be removed during regular yard service visits. We've shared feedback with the landscaping team regarding attention to detail, particularly about blowback and debris on patios. We look forward to continued improvement. If you have any concerns, please reach out to the office.

COMMUNITY UPDATES & EVENTS

CHILD SAFETY REMINDERS

Keeping Kids Safe in Our Community

The safety of our youngest residents is a top priority! Please help us create a secure and enjoyable environment for all families by following these guidelines:

- Children may not play in streets, alleys, or parking lots.
- Parents and guardians must supervise children at all times.
- Observe all posted signs in common areas and playgrounds for everyone's safety.

Thank you for doing your part to keep our community safe and family-friendly!

UPCOMING COMMUNITY EVENTS

LETTERS TO SANTA

Date: Friday, December 5th

Time: 3:00 PM – 4:30 PM

Location: Maxwell Community Center

Bring the kids to write and decorate their letters to Santa, and enjoy hot cocoa and cookies.



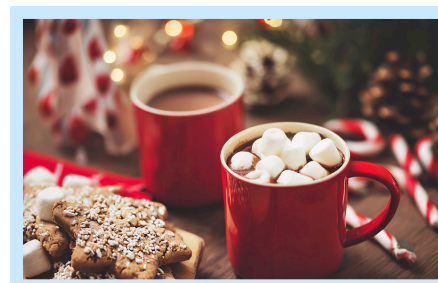
HOT COCOA BAR AND COOKIES

Date: Friday, December 12th

Time: 2:30 PM – 3:30 PM

Location: Maxwell Community Center

Swing by our office to indulge in complimentary hot cocoa and cookies courtesy of the Maxwell Family Housing team!



STORY TIME WITH SANTA'S ELVES + PHOTOS

Date: Friday, December 19th

Time: 3:00 PM – 4:30 PM

Location: Maxwell Community Center

Join us for a festive afternoon filled with holiday cheer! Enjoy a Christmas story read by Santa's Elves, snap a photo to capture the magic, and savor light refreshments.



If you have already contacted our local Management and Housing office team and are not satisfied with the outcome, or if you have words of praise to share, we encourage you to reach out to our senior management.

Community Director

Kenisha Harvey

✉ Kenisha.Harvey@HuntCompanies.com

Director of Operations

Ann Kimball

✉ Ann.Kimball@HuntCompanies.com

2025

DECEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
	01	02 #GivingTuesday	03	04	05 Letters to Santa	06
07 National Pearl Harbor Remembrance Day	08	09	10	11	12 Hot Cocoa Bar and Cookies	13 National Guard Birthday Wreaths Across America
14	15	16	17	18	19 Storytime with Santa's Elves and Photos	20 Space Force Birthday
21	22	23	24	25 OFFICE CLOSED	26	27
28	29	30	31 New Year's Eve			