



## MAXWELL FAMILY HOUSING STAFF

Maxwell Office ... (334) 262-1630  
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 Maintenance ..... (334) 262-1617

Website: [maxwellfamilyhousing.com](http://maxwellfamilyhousing.com)  
 Email:  
[Maxwell.leasing@huntcompanies.com](mailto:Maxwell.leasing@huntcompanies.com)

Office Hours.....Mon. – Fri-8AM-5PM

### Our Staff

Cindy Weitman .....Community Director  
 Susan Peroni..... Bookkeeper  
 Yvonne Reed..... Leasing Agent  
 Lily Tackie ..... Leasing Agent  
 Wanda Williams.... Leasing Agent  
 Tom Thomas ..... Maint. Supervisor  
 Terrence Harris ..... Maint. Technician  
 Jason Pate..... Maint. Technician  
 Doug Norton ..... Maint. Technician

**Rent is due on the 1<sup>st</sup> of the month!**  
**Acceptable forms of payment include:**  
**Personal Checks, Money Orders, Cashier's Checks.**

**IMPORTANT NOTE: RENT IS DUE BY THE 5<sup>TH</sup> OF THE MONTH EVEN IF THE 5<sup>TH</sup> FALLS ON A HOLIDAY OR OVER A WEEKEND! LATE FEES APPLY ON THE 6<sup>TH</sup> OF EVERY MONTH**

[Click on Hunt's Safety Zone Link to view safety Tips](#)

[www.huntsafetyzone.com](http://www.huntsafetyzone.com)

## HOME FOR THE HOLIDAYS

**You are all invited to stop by the office on Friday December 11, 2015 from 2pm – 4pm to make your "Gingerbread Door Knob Hanger"**

The self-adhesive foam pieces make fun crafts for both adults and children and they also make good Christmas decorations for around your home.

**Light refreshment will be served**

### Holiday Trash Pick-up Schedule for Gunter & Maxwell

**Christmas Week Trash Pick-up**  
 Gunter - Thursday December 24, 2015  
 Maxwell – Monday 21<sup>st</sup> December 2015

**New Year's Week**  
 Thursday December 31, 2015  
**Recycle pickup for both Maxwell and Gunter remain the same**



## Hunt Update

### HAPPY HOLIDAYS

With the holidays upon us, we'd like to take this opportunity to reflect on our gifts – we have a wonderful community of neighbors. Keep in mind those who may be alone on the holidays and find ways to include them. There are opportunities small and large to better someone's holiday – sponsor a child from a giving tree, make a donation at the food bank, be extra kind to the cashier when buying groceries for your holiday feast. Invite someone who can't get home for the holidays to join yours. Resolve to spread some cheer well into the New Year.



Our community is comprised of new and traditional housing in seven distinct villages which exhibit the personality and rich history of Fort Lee and its surrounding area.

## Maintenance

### CELEBRATE SAFETY

- More house fires occur on Christmas than any other day except Thanksgiving
- Stand by your pan! Be mindful when cooking – it's easy to get distracted.
- Be extra cautious if using candles. Employ a one foot circle of safety with nothing within that could burn.
- Water live trees daily
- Unplug lights before leaving the house or going to bed at night. Consider using LED lights which are cooler than other types.
- Develop and practice a home fire escape plan
- Ensure your smoke and CO detectors are working. Initiate a maintenance request if you need assistance or are unsure.
- Don't overload extension cord and don't run them under rugs or carpets
- Ensure lights and cords used outside are rated for exterior use.

# DECEMBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Giving Tuesday	2	3 Make a Gift Day	4 Cookie Day 	5 International Ninja Day
6	Letter Writing Day 	8 Brownie Day	9	10 Human Rights Day	11 Lost and Found Day Pest control	12 Gingerbread House Day
	14	15	16 Chocolate Covered Anything Day	17 Regifting Day	18 Bake Cookies Day Pest Control	19 
20	21 Trash pick-up day for Maxwell	22 Date Nut Bread Day	23	24 Egg Nog Day Office Closed	25 Christmas Day Office Closed 	26 Write a Thank you Note Day
27 Make Cut out Snow Flake Day	28 	29	30 	31 New Year's Eve Office Closed	Office Closed 	

## Calendar Events

- **December 11, 2015** – Ginger Bread Door Knob Hanger
- **December 24, 2015** – Trash Pick-up on Gunter
- **December 31, 2015** – Trash Pick-up on Gunter