



# Marsh Properties Apartment Homes

## WINTER NEWSLETTER

**Jan. Feb. March  
2016**

### Office Staff

Cheryl Mitchell  
Patty Myers  
Virginia Thomas  
Dana Kayyali  
Maureen McIntyre  
Lisa Butler  
Kim Lybrand  
Nichole Moore

### Maintenance Team

Mike Castellucci  
John Hurd  
Quincy Pettigrew  
Abel Miramontes  
Johnny Walker

Terry Brown

Scott Green

Mike Campbell

### Yard Crew

Markese McClinton  
Roberto Torres  
Diron Hudspeth



We appreciate you and are glad to have you as our resident. We would like to take this opportunity to wish you a joyous, prosperous and healthy New Year! We are here to serve you!

Interested in what is happening with the  
Sedgefield Redevelopment?

Visit [www.sedgefieldredevelopment.com](http://www.sedgefieldredevelopment.com)  
to find out the latest in this exciting project!  
If we can be of assistance in answering your  
questions or concerns, please contact us at  
704.523.4245. We will be happy to help you.



### **Resident Portal Update**

It is a great convenient way to pay rent, submit service requests and change your resident information. **Please remember if you have an emergency, we ask that you call in the service request for prompt response.** Please **do not** create an emergency service request through the portal. If you need assistance with the online resident portal please contact us and we will be happy to help!



### Office Hours

**Monday - Friday**

**8:30am-6pm**

**Saturday**

**10:00am - 4:00pm**

**Paying your rent by check or  
money order? Please ensure  
your address is legible for  
proper processing.**

**Thank you!**

**For fun and information!**



### Coming Soon To Our Salem Village Community!

A gas grill will be installed at the rear of the 1311 building. Also, there will be a charcoal grill installed at the pool picnic area and at the rear of the 1141 building. We hope to have all installed and operational by February 29, 2016! We are pleased to provide these grills and hope you will enjoy them!



### Elmhurst Recycling Update!

A new recycle enclosure will be installed at the end of the 2716 building beside the dumpster. The recycle enclosure should be completed by January 31, 2016. We hope this will help in your effort to recycle!



Grease is the leading cause of sewer overflow and service calls.

DO: Use an old coffee can or jar as a grease container.

Pour greasy or oily food waste into the container.

DO: Allow animal fats to cool or freeze in the container before throwing them in the trash.

DO: Mix liquid vegetable fats with an absorbent material such as cat litter or coffee grounds in a sealable container before throwing in the trash.

DO NOT: Pour oil and grease down drains or garbage disposals

DO NOT: Use hot water to rinse grease off cookware, utensils, dishes or surfaces.

DO NOT: Put food scraps down the drains.

THANK YOU FOR HELPING!



### Important Resident Reminder....

For the safety and privacy of our residents, Marsh Properties does not provide lock out service for anyone, leaseholder or occupant before or after business hours. We apologize for any inconvenience this may cause. We will be happy to answer any questions or concerns you may have regarding this policy.

### January is Maintenance & Grounds Team Appreciation Month!

Please show your appreciation when you see a member of our outstanding maintenance or grounds team in your community or when they are performing a service request in your home. Just saying "Thank You" means so much! If you see them going that extra mile let us know via phone at 704.523.4245 or email at [live@marshproperties.com](mailto:live@marshproperties.com) about their exceptional service!

### Mike's Reminder!



### Maintenance Tip:

During these cold months, please do not set your thermostat below 55 degrees. If your washer/dryer is located in an outside storage room, **please leave the light on and the door closed at all times to prevent the water pipes from freezing.** Be sure your light bulb is an incandescent type that creates heat. We offer worry free maintenance. One call or go online and submit through your online resident portal & the work is done for you! We welcome the opportunity to serve you!

Contact us via...

Phone: 704-523-4245 Fax: 704-523-6564

Email: [live@marshproperties.com](mailto:live@marshproperties.com) .

Resident Portal (can be accessed through our website at [www.marshproperties.com](http://www.marshproperties.com))

Email service requests to: [Service@MarshProperties.com](mailto:Service@MarshProperties.com)

Visit us at: [www.marshproperties.com](http://www.marshproperties.com)