

# Forest Run

Professionally Managed by Munz Corporation



December 2008

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## Your Friendly Staff

Tracy Fuller  
Assistant Resident Manager

Jeff Paulson  
Maintenance Technician

Max Esterholm  
Groundskeeper

### Important Numbers

Office: (608) 249-9955  
Fax: (608) 249-5772  
Emergency Maintenance:  
(608) 257-7810

**Email:**  
[forestrun@munzcorp.com](mailto:forestrun@munzcorp.com)

**Website:**  
[www.munzcorp.com](http://www.munzcorp.com)

### Office Hours:

Monday 10am-5pm

Tuesday 10am-5pm

Wednesday 10am-6pm

Thursday 10am-5pm

Friday 10am-5pm

Saturday 10am-2pm

Sunday  
Closed

3362 Forest Run Ct.  
Madison, WI 53704  
(608) 249-9955



## Winter Greetings!

Since I am not willing to admit winter is coming, let's talk about the great fall that Forest Run had!

A special thank you to the Nava family for the incredible job they did on the haunted garage! If you didn't stop by, you missed a great time! They promise that next year will be even bigger and better!

Congratulations to our Halloween Coloring Contest winner, **Sydney Koch!** Sydney received a very special Halloween basket with a gift certificate to Ella's Deli! All the children who participated did a fantastic job! They were all winners in my book!

Speaking of contests, our annual Holiday Decoration Contest is coming up! Judging will take place in the afternoon on December 23<sup>rd</sup> for the best holiday display! 1<sup>st</sup> place will receive \$100 off of January rent, 2<sup>nd</sup> place \$75 and 3<sup>rd</sup> place \$50!

Remember to pay your rent before the 1<sup>st</sup> of the month and you'll be entered to win the Early Bird Contest with the chance to win \$50 off your next month's rent. Congratulations to our last month's winner, **Torrie Smith.**

The season is coming when conditions are ripe for mold and mildew. Please review

the Guidelines for Mold and Moisture that you received at move-in. If you would like another copy, please stop by the office.

We would also like to ask that all second floor residents please remove any snow (we all know it's coming eventually!) from their patios to avoid water leaks into the lower level units. If you are unable to remove the snow yourself, please contact the office and we can assist you.

The staff would like to wish all the residents a happy and safe holiday season!

Until Next Year...  
Tracy



## A Season for Invitations

Bring a friend home for the holidays. Refer your friends and family to any Munz Corporation apartment home community and show them the relaxing lifestyle that could be theirs. The month your referral moves in, you will receive a \$150.00 gas card! Call the office for details!

## Holiday Office Hours

We want to wish everyone a safe and happy holiday season. The leasing office will be closed beginning at Noon on Wednesday December 24<sup>th</sup> to allow our staff time to celebrate with family and friends. We will re-open on Monday December 29<sup>th</sup> at 10am. In the event of a maintenance emergency, please call (608) 257-7810.

## Delivery! Delivery!

During the holiday season, we receive many packages for our residents. It is important that deliveries be picked up as quickly as possible after you are notified because our space is limited. The last day that we will accept packages is Wednesday December 17<sup>th</sup>. We will ask carriers to continue their attempt to deliver packages to your home.

# Important Dates to Remember

## December

1<sup>st</sup>-Rent Due  
21<sup>st</sup>-Winter Begins  
22<sup>nd</sup>- Hanukkah  
25<sup>th</sup>-Christmas Day  
26<sup>th</sup>-Kwanzaa  
Begins  
25<sup>th</sup>-27<sup>th</sup> Offices  
Closed

## January

1<sup>st</sup>-New Year's Day  
Offices Closed  
Rent Due  
19<sup>th</sup>-Martin Luther  
King Jr. Day

## February

1<sup>st</sup>-Rent Due  
14<sup>th</sup>-Valentine's Day



## Winter Weather Reminders

### **Parking Reminders**

Did you know our maintenance and grounds staff is here by 6 a.m. to keep our walkways clear of snow and ice? Please let us know if you notice any patches that we may have missed. Following a snowfall of one inch or more, vehicles need to be moved to a cleared stall within 24 hours. Also, please park your vehicle so it does not extend over the sidewalk. This enables more efficient snow and ice removal from the

sidewalks. We try to get the parking lots and sidewalks cleared for you as soon as possible. In care of a severe storm, it may take longer so your patience is appreciated. Your cooperation and understanding will keep everyone safe this winter season.

### **Icy Spots**

Please be careful on steps and sidewalks during the winter months and watch for icy spots. The maintenance and grounds staffs do their

best to keep sidewalks and steps free of ice, but it's a big job! Also, during the winter months large icicles can form and hang down from the buildings. Remember that the icicles can fall off and cause an injury. For your safety, please stay out from under areas where large icicles have formed until the maintenance staff can remove them. If you have any concerns regarding our snow and ice removal, please contact our office.



## Holiday Tree Disposal

For those residents who have a live tree, please follow the guidelines below for disposal of your tree. Live trees should be disposed of once the needles start to become brittle. To prevent needles and sap from damaging your carpet, place a plastic bag

around your tree before carrying it out. Put your tree on the lawn in front of your apartment and our staff will take it to the curb. Please remove all lights, decorations, and the plastic bag if necessary. For safety reasons, do not throw

your tree from your balcony. If you want to dispose of an artificial tree, please take it to the dumpster. Thank you for your cooperation in this matter. If you have any questions regarding holiday tree disposal, please contact our office.