

Village Green East

Professionally Managed by Munz Corporation



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Your Friendly Staff

Shawna Bronson
Assistant Resident Manager

Amy Wonsettler
Leasing Consultant

Jim Warn
Maintenance Technician

Mike Hewitt
Groundskeeper

Important Numbers

Office: (608) 241-0610
Fax: (608) 241-2045
Emergency Maintenance:
(608) 257-7810

Email:
villagegreeneast@munzcorp.com

Website:
www.munzcorp.com

Office Hours:
Monday, Wednesday-
Friday
9am-5pm
Tuesday
9am-6pm
Saturday
10am-2pm
Sunday
Closed

820 Village Green Lane
Madison, WI 53704,
(608) 241-0610



Winter Greetings!

Season's Greeting's
Village Green East
Residents!

Our annual Holiday
Decoration Contest is
coming up! If you
would like to participate
all you need to do is
decorate your patio or
balcony. Judging will
take place on Tuesday
December 23, so be
sure to have your lights
turned on! We will
pick three winners who
have the best looking
decorations. Winners
will receive \$25, \$50, or
\$75 off their January
rent. Have fun and
good luck!

For your convenience,
we have changed our
office hours on Tuesdays
to be open until 6 pm.
Residents who have
packages to pick up
can now do so on our
late night, if needed.

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.

Our fitness center is

great to use during the
winter months. We just
ask that you bring a
clean pair of shoes to
use as the equipment
can get damaged from
salt and snow.

Speaking of snow...it will
be here soon! Please
make sure and read
through the parking
reminders on page two
so you are prepared
when it arrives.

I hope you all have a
safe and happy holiday
season.

Until Next Year...
Shawna



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 24th to allow
our staff time to
celebrate with family
and friends. We will re-
open on Monday
December 29th 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 17th. We will
ask carriers to continue
their attempt to deliver
packages to your home.



A New Year
"Youth is when you're
allowed to stay up late on
New Year's Eve. Middle
age is when you're
forced to."-Bill Vaughn



Important Dates to Remember

December

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

January

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

February

1st-Rent Due
14th-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 case 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.