



Silver Spring Courtyards

January 2011



Professionally Managed by Springwood Real Estate Services



Community Management Office

43 Ashburg Dr., Suite 23
Mechanicsburg, PA 17050

Phone (717) 591-1413

Fax (717) 591-1450

E-Mail

pbeasley@springwood.net

Office Hours:

Monday & Thursday
10:00 a.m. to 5:00 p.m.

Peg Beasley
Residential Manager

Bobby Lohss
Service Manager

Danielle Heishman
Supportive Services
(717) 697-3311

Emergency
Maintenance
717-730-3529



From the Manager's Desk...

HAPPY NEW YEAR!!! I hope everyone had a very enjoyable holiday season. I would like to take this opportunity to thank everyone for their cards, gifts, and tasty treats. I truly appreciate your thoughtfulness and kindness and I have enjoyed sharing this holiday season with all of you.

The community looks so festive this year, with the lights and decorations. Thank you for helping to make our community so beautiful and wonderful.

Winter has arrived! Our Service Team will keep after the icy patches on the sidewalks and parking lots; however, since you live here you may be aware of trouble spots first. Please use the ice melt provided if you would happen to see a need. Make sure to contact the Community Management Office if the supply of ice melt needs to be replenished.

In order to make sure our records are up to date, please take a moment to complete the resident information form that is on the 3rd page of the newsletter and return it to me by January 31, 2011. Please complete and return the form, **even if your emergency contact information has not changed.**

- New Hours for Supportive Services are Wednesdays, 1:00 p.m. to 5:00 p.m. starting January 17th.
- Resident Birthday Celebration for Oct., Nov., Dec. & Jan. birthdays is scheduled for Thursday, January 13th at 1:00 p.m.
- Resident's Association Meeting—January 18th at 2:00 p.m.
- Rent Rebates for the 2010 year do not start until Feb 2011.
- Please see Supportive Services for help completing LIHEAP application.

(All activities are held in the Community Room.)



CHRISTMAS TREE REMOVAL

Christmas trees will be picked up the 1st week of January. Trees must be placed next to the dumpster with the trunks out and totally free of ornaments and tinsel. The schedule may change if weather prohibits pickup.

INCOME CERTIFICATION

Our community was funded by state and federal programs that require a signed certification of each household's gross annual income each year. Approximately 30 days before the due date, you will receive a letter explaining this process and containing an Alternate Certification form and instructions.

This is a self-certification of annual income which is used instead of the 3rd party verifications that were required when you moved in. You will need to answer some questions about your household and provide an estimate of the **total gross annual household income** expected for the next twelve months. This includes wages, tips, commissions, bonuses, pensions, social security or other government benefits, as well as spousal or child support or any other type of regular income. Also, please include interest and/or dividend income from bank accounts, annuities, IRA's, CD's, mutual funds, stocks, or whole life insurance policies. The Residential Manager will contact you to schedule a time to help you complete the form. Please bring the form with you to your appointment.

Please note if you moved in last year, a full-recertification of annual income will need to be done on your first anniversary. The Residential Manager will contact you to schedule a time to meet.

As always, please call or visit the Community Management Office if you have questions or need help.

EMERGENCY MANAGEMENT PLAN

The Cumberland County Emergency Management Plan is in place to ensure your safety in the event of an emergency such as fire, chemical spill, or severe weather in the area. If an emergency arises, it will come across the Emergency Alert System, which will provide you with official information. Please tune your TV to WGAL Channel 8 or WHTM Channel 6, or tune your radio to WSBA 910 AM, WARM 103.3 FM or WINK 104.1 FM. If the Emergency Alert System calls for evacuation, please meet at the front parking lot to be transported by bus to Cumberland Valley High School.



Green Gene Says "Freshen the Air!"

Who doesn't love the smell of lemons? Combine 1 teaspoon of baking soda and 1 teaspoon of lemon juice with 2 cups of hot tap water in a spray bottle and use it as an air freshener! Avoid spraying on fabrics.



IMPORTANT PHONE NUMBERS TO REMEMBER

| | |
|---|-------------------|
| EMERGENCY | 911 |
| Silver Spring Township..... | 697-6998 |
| Non-Emergency Police..... | 697-0607 |
| Non-Emergency Fire Co..... | 766-4033 |
| Poison Control..... | 1-800-222-1222 |
| Carlisle Hospital..... | 249-1212 |
| Post Office | 766-0172 |
| PPL (Electric Co.)..... | 1-800-342-5775 |
| Area Agency on Aging..... | 697-0371 |
| Comcast (Cable Co) | 1-800-266-2278 |
| Verizon Telephone | 1-800-660-2215 |
| Mechanicsburg Area Senior Center..... | 697-5947 |
| Silver Spring Ambulance..... | 691-3131 |
| Meals On Wheels..... | 697-5011 |
| Cumberland Co Dept of Transportation..... | 697-0371 Ext 6340 |

We are in the process of updating our Resident Contact & Emergency Contact Information. Please complete the following so we have information to be able to reach you or your emergency contact in the event of an emergency. Please return to the Community Management Office by January 31, 2011, **even if your emergency contact information has not changed.** Thank you.



| | | | |
|-----------------------|--|--------------|--|
| Name | | Home Phone | |
| Address | | Work Phone | |
| | | Cell Phone | |
| License Plate No. (1) | | Email | |
| License Plate No. (2) | | Today's Date | |

| | | | |
|------------------------|--|------------|--|
| Emergency Contact Name | | Home Phone | |
| Address | | Work Phone | |
| | | Cell Phone | |
| | | Email | |