



# Silver Spring Gardens

## January 2011



Professionally Managed by Springwood Real Estate Services

### Community Management Office

66 Ashburg Drive  
Mechanicsburg, PA  
17050  
(717) 591-1918

### Office Hours

Tuesday and Friday  
10:00 a.m. to 5:00 p.m.

Peg Beasley  
*Residential Manager*  
pbeasley@springwood.net

Bobby Lohss  
*Service Manager*

*Supportive Services*  
Danielle Heishman  
717-697-2255

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 Office Hours for Supportive Services starting January 17th are Mondays, 7 a.m. to 5 p.m. and Wednesdays, 7 a.m. to 1 p.m.
- Resident's Association Meeting—Monday, January 10th at 2 p.m.
- Resident Pizza Party—Jan. 24th at 1 p.m. Signup sheet at mail room bulletin board—all residents are welcome!
- 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.



## IMPORTANT PHONE NUMBERS TO REMEMBER

EMERGENCY.....	<b>911</b>
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	

## 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 3<sup>rd</sup> 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.