

# August 2017 WESTBURY SQUARE APARTMENTS

“Where everyone’s family!”

*Have a wonderful new school year! Hope your summer was a blast!*



❖ Rent is due on the 1<sup>st</sup> to the 3<sup>rd</sup> no matter which day of the week it falls on. On the 4<sup>th</sup>, a \$40 late fee will be added and each day after that is \$5 additional. To avoid these charges, be sure to pay your rent on time between the 1<sup>st</sup> and the 3<sup>rd</sup> of every month. Any sort of small balance will be paid off before being applied to rent, such as outstanding water, late fees, or unpaid fines. If financial hardships arise, please give management the courtesy of letting them know before the rent period so we can work something out!

❖ The next pest controls are September 21<sup>st</sup> and October 19<sup>th</sup>. Please let us know if there are any issues in your unit. Nobody likes bugs!

❖ Filter changes are mandatory. They are free in the office for pickup. We can deliver if you would like. Not changing your filters causes needless wear and tear on your AC. This will cause an issue, and you will receive a fine for the cost of damages that occur. Please help prevent this by changing your filters at least once a month!



❖ We have noticed that vehicles are being left unlocked. The worst possible thing is to have the vehicle door unlocked, while having personal belongings out in the open or seen through the windows. Portland is a relatively safe place, as is Westbury Square, but know that there are still some bad people in the world. Please help us prevent anything from happening to personal property by keeping vehicle doors locked and personal items safely secured within the safety of your home!

❖ Unwanted furniture and clothes can be donated to Goodwill as a tax write-off, which is conveniently less than 5 minutes away! No bulk items should be thrown in or around Westbury’s dumpsters as they are much more difficult to service. Boxes must be broken down to throw in the dumpster.

❖ There are some new community barbecue pits! One is by the pool and the other is by the cabana. There is a charcoal/ash container right under each grill for when it is finished being used and cleaned up. Please read the community grill sign installed by each location for safety information. Happy grilling! (And practice your best dish, as we just may have an event revolving around it. Who knows?)

❖ As stated last month, the Cabana is undergoing its minor make-over stage. We are very excited to open it back up to the community! We are just waiting on a few things to arrive and it’ll be a new luxury for all residents. We very much so apologize for the time it is taking! There will be some “Cabana Rules” posted on the same pole as the community BBQ pit sign. Please abide by them to keep the Cabana looking as pretty as the day it arrived!

❖ There is a new AC unit in laundry room to keep it comfortable while you’re doing laundry. Please keep it at 78 at all times and not touch the unit. The temperature is preset and the unit is on a timer. Messing with it may result in the whole unit getting removed. Additionally, the laundry room closes promptly at 9PM every day. If your clothes happen to be locked in there, no worries; they will be able to be picked up in the morning.

❖ **FYI:** Conservice is the company in charge of handling water bills for our property. The way the water bills work is that our owner pays water for the whole property for all 13 buildings. Residents reimburse them and it is allocated (shared) and broken down as followed: All 13 Buildings ÷ Size of the Apartment ÷ Amount of People in Each Apartment = Your Personalized Water Bill.

Now, each water bill you receive is **ACTUALLY** for a service period prior to the month you will be paying in. For example, for bills due on September 1<sup>st</sup>, it is actually for a pay period about a month and a half prior - around mid-July to the middle of August. This means, that whenever you move out, even if you pay for the current month’s water, you will still owe a month and a half prior.

## New Laundry Room Monday Time

In the past, we had the laundry room closed on Mondays for a little bit for cleaning. From here on out, the laundry room will be closed between 8:30AM - 12:00PM for deep cleaning. This will start 8/21/17. There will be a sign posted on the door and on the window to give some more notice!



## Pool Rules

*Posted in the bulletin board by the office are all the pool rules. These are put into place for everyone’s safety and are in no way meant to ruin any fun! We want the pool to be as crystal clear as possible, so please help us in doing so. The bluer, the more fun there is to have and the more inviting it is to be in!*

back to  
school



*This concludes our August 2017 newsletter. To all residents, reading this or not, thank you for having us as your place to call home. You truly are the ones that make Westbury such a nice community! Please feel free to contact us at either (361) 643-3712 or by email at westburyportland@gmail.com at any time!*

*Have a fantastic rest of your day!*