



Office Staff

Mark Johnson
Property Manager
Community
Director

Carla Jantz
Bookkeeper

Monica
Montgomery
Leasing Manager

Maintenance Staff

Greg Lewis
Maintenance
Supervisor

Ray Joiner
Maintenance
Technician

Barry Espinoza
Maintenance
Technician

Landscaping
Contractor

Urban Farmers
Incorporated

"August 2007 Buckley Family Housing Monthly Newsletter"

17300 East Keystone Boulevard, Aurora, Co. 80017

" www.buckleyfamilyhousing.com "

Phone: 303-340-2066, Fax: 303-340-2068

Emergency/After Hours Maintenance: 303-340-0066

Office Hours: 8:00 AM to 5:00 PM Monday through Friday

Greetings and Welcome to all new families of Buckley Family Housing!

From the Staff at Buckley Family, we are committed to working diligently to ensure that you have the nicest, cleanest and finest housing community at Buckley Air Force Base. Anything we can do to improve Buckley Family Housing, please feel free to stop by the office at your convenience and let us know.

I would like to take a couple of paragraphs to announce up-coming events at Buckley Family Housing.

1. Effective 01 August 2007, we will have a 911 phone installed for the pool area. The phone is located on the west side of the Community Center in the pool area.
2. The Maintenance Building, Self-Help Building will be inside the fence in August 2007. Self Help Items can be issued on a 1 for 1 exchange.
3. We are in the process of installing 12 Waste Control Stations throughout the property. Please us these stations to dispose of pet waste.

The following items are available at no charge on a 1 for 1 exchange

- All Incandescent and Florescent Light Bulbs
- All Batteries for Smoke Alarms, Carbon Monoxide Detectors, and Garage Door Openers.
- All Air Filters for your Heating/Air Conditioning Systems.
- Toilet Seats that have become non-serviceable.

The following items can be Purchased at the Self-Help Center

- Keys: \$2.50 Each.
- Garage Door Openers: \$25.00 Each
- Water Filters for your Refrigerators: \$26.00 Each
- Locks can be changed at \$10.00 per Cylinder
- New Locks: \$50.00 per door assembly.

Very Truly Yours,

Mark Johnson
Community Director
Buckley Family Housing LLC

BUCKLEY FAMILY HOUSING WEIGHT ROOM HOURS

Mon-Fri 8:00AM to 5:00PM
Sat-Sun Closed:

We will be extending the Fitness Center Hours soon to accommodate your needs.

POOL HOURS

9 am to 9 pm Mon thru Sun

Children under the age of 16 Years old should be supervised by parents, and not sent to the pool unaccompanied.

Cleanliness of the Property

We need all residents to please help us keep Buckley Family Housing clean and nice for all residents at all times.

-Please keep your yards free of toys, trash and cardboard; and take your trash cans in after trash pick-up

-Please keep your driveways clear of newspapers, in the event you are going on vacation have a neighbor pick-up your newspapers while you are gone.

- Please keep porches and patios clear of trash and cardboard. Waste Management will pick-up cardboard boxes that are collapsed on the normal trash pick-up day, (Wednesdays before 8:00 PM)

- Please pick-up toys that your children take to the Tot Lots.

- Please remove all Garage Sale, Yard Sale & Moving Sale signs after your sale is complete.

- This is your Community, please help keep it clean for the enjoyment of all families that reside in this Great Community.

Maintenance Corner:

The following items are considered to be after-hour emergencies. Please feel free to call the Emergency Maintenance After Hours Phone at 303-340-0066.

We ask that any calls, outside of what is listed below, be called in during normal business hours.

1. Carbon Monoxide Detector or Smoke Alarm alarming, (alarming is 3 quick beeps every 5 seconds, if the detector is chirping once every 15 seconds it just needs the battery replaced; remove the battery and come to the office during normal working hours and we will gladly give you a replacement battery).
2. Gas leaks that set off the carbon monoxide detector.
3. Flooding, no water or no hot water in the home at all.
4. Heater not working at all.
5. Oven and all burners not working at all.
6. Sewage back-ups of any type.

7. Backed up toilet, if this is the only toilet in the home.

8. All tubs and sinks backed up.

9. Fire in the home of any type.

10. Locked out of the home

Energy Conservation Measures

Checklist

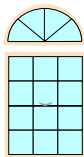
Lights:

- ✓ Turn off lights in un-occupied areas
- ✓ Turn off interior lights when day lighting is sufficient
- ✓ Ensure that light levels in work area does not exceed requirement for task
- ✓ Replace light bulbs
- ✓ Reduce light levels in corridors, stairwells, hallways, etc.
- ✓ Reduce excessive wattage in work areas
- ✓ Turn off all exterior lights during the day
- ✓ Insure that stacks of supplies or equipment do not block lights
- ✓ Reduce excessive exterior illumination
- ✓ Insure that all de-lamped fluorescent lamps have their ballast removed
- ✓ Keep light fixtures and reflective surfaces clean
- ✓ Keep interior walls and windows clean to maximize their reflectivity

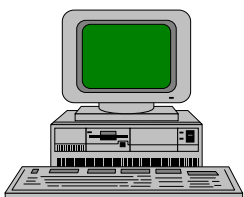


Heating:

- ✓ Close-off all unused areas and rooms
- ✓ Lower heating temperature
- ✓ Ensure that heating vents and radiators are not obstructed
- ✓ Ensure that all exterior doors are closed when heat is on
- ✓ Ensure that windows are not left open when the heat is on
- ✓ Report all leaks to Buckley Family Housing
- ✓ Replace all air-filters regularly (at least 4 times/year)
- ✓ Remove or trim plant, foliage and other material blocking air intakes/vents
- ✓ Ensure that thermostats are not damaged, and are working properly
- ✓ Keep all radiators clean



Electrical Equipment:



- ✓ Turn off all electrical equipment when not in use
- ✓ Use major electrical appliances during off-peak demand hours

Water:



- ✓ Repair or report leaky faucets and plumbing fixtures
- ✓ Repair or report missing or damaged hot water pipe insulation
- ✓ Ensure that hot water temperature is set no higher than 120° F
- ✓ Report excessive hot water temperatures to the Buckley Family Housing Office
- ✓ Discontinue hot water delivery to non-critical areas
- ✓ Ensure that hot water tanks are properly insulated
- ✓ Wash only full loads in washers
- ✓ Wash clothes in cold water

Refrigeration:

- ✓ Check refrigerator gaskets door – make sure they are air-tight
- ✓ Defrost refrigerator at least twice a year
- ✓ Locate refrigerator away from stove or other heat sources
- ✓ Disconnect refrigeration units when not in use
- ✓ Consolidate refrigeration where possible

Building Structure



- ✓ Check for broken windows and doors.
- ✓ Replace cracked caulking around windows and doors.
- ✓ Replace missing blinds.
- ✓ Repair defective or missing weather-stripping around windows and doors
- ✓ Repair ill-fitting exterior doors
- ✓ Ensure that outside air intake damper does not close tight
- ✓ Report structural damage to exterior walls to Buckley Family Housing ASAP.