

SEASON GREETINGS FROM OUR FAMILIES TO YOURS!

All of us at DOBLER MANAGEMENT COMPANY and your Apartment Community Team wish you and yours a wonderful Holiday Season and a Merry Christmas filled with happiness, peace and prosperity.

HOLIDAY OFFICE SCHEDULE

In order for the employees of your apartment community to spend time during the holidays with their loved ones and friends, the rental office in your apartment community will be closed as follows:

- Monday, Dec 25, 2017 Christmas Day
- Monday, Jan 1, 2018 New Year's Day

WILL YOU BE OUT OF TOWN FOR THE HOLIDAYS?

If you are planning to be out town for the holidays, please notify the Manager in the Rental Office. If the temperatures drop below freezing, you will need someone to enter your apartment home to turn on the heat to prevent the pipes from freezing. Otherwise, when the pipes thaw, they will burst and flood your apartment.

DON'T LEAVE HOLIDAY PURCHASES IN YOUR VEHICLE

After shopping always remove all of your holiday purchases and packages from your vehicle. Never leave valuable items visible from outside your vehicle. These items may attract unwanted attention. Lock up such items in the trunk or remove them. Always lock your vehicle. Your safety and well-being are always important to us.

HOLIDAY DECORATIONS - TIPS AND REMINDERS

A live Christmas tree needs a lot of water, especially the first few days. This is why it is important to check the level of the water every day. Plenty of water will prevent the needles from getting brittle and falling off before the Christmas season is over. Some people believe sugar helps prolong the life of Christmas trees. They believe the sugar water acts as a sort of artificial sap or food for the tree, thus helping the tree to live longer. However, you can't just pour sugar into the reservoir of the tree stand. You must dissolve it in the container used to water the tree. Use one cup of sugar per gallon of water. It is recommended you stir the container to be sure the sugar is dissolved, before you pour it into the tree stand reservoir.

- Remember to turn off Christmas tree lights before going to bed or when leaving your apartment. Do not leave them on and unattended.
- Never put electric Christmas lights on a metallic tree.
- Do not place your Christmas tree near a heater or a fireplace. Keep furniture and other decorations away from them, too.
- Keep holiday plants beyond reach of small children and pets, since some holiday plants are poisonous if ingested. Poinsettias, mistletoe, holly, amaryllis, rosary pea and Jerusalem cherry are just a few such holiday plants.
- For their own safety, keep children and pets away from electrical cords and decorations.
- Residents are welcome to decorate their patios and balconies, however the decorations should not go beyond patios or balconies into common areas. Also, potted plants or other items should never be placed on balcony railings.
- After the Holidays, do not put your Christmas tree in the dumpster. If you have questions regarding your Christmas tree and how to dispose of it, please contact your Apartment Community Manager.

PACKAGES, PACKAGES, PACKAGES

The Holiday Season means more packages arriving in the Apartment Community Rental Office. Accepting packages for our valued Residents is a customer service opportunity that we are happy to provide. If you are notified about a package, please come into the Rental Office promptly to pick up and show photo identification. This is especially true if you are a new Resident or if a new Team Member is assisting you. This helps to ensure everyone receives their correct packages. In addition, you will be asked to sign for the package on the Package Pick-Up Log. We appreciate your cooperation with the above policies.

Live Where You Work and Work Where You Live!

If you are seeking employment, consider joining our team! Save yourself time and an expensive work commute by contacting your Apartment Community Manager, today! Or, if you know of someone in search of employment, refer that person to your Apartment Community Manager. Once your referral is hired, you will refer a \$200 Employee Referral Check!

APARTMENT COMMUNITY OF THE MONTH



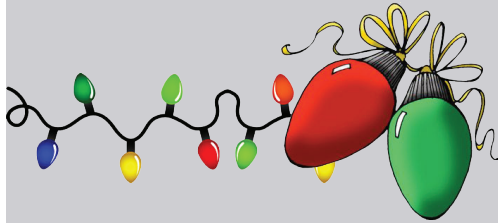
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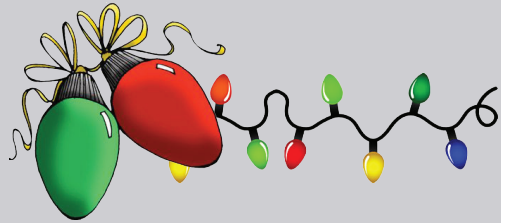
Nestled in a peaceful, park-like setting, Stonegate Apartments offers newly renovated one and two-bedroom apartments with fully equipped kitchens, stainless steel appliances, fireplaces, modern washer and dryers and private decks and balconies with private storage. The residents enjoy a state-of-art fitness center, free tanning salon, resident business center and resident social room. The pool, hot tub and limited access gate top off this beautiful apartment community making it the perfect place.

The Stonegate Apartment Community is also a convenient commute to the I5 Freeway, Lakewood Towne Center, Lakewood Gardens and Fort Steilacoom Parks. It is centrally located close to shopping, dining, the St. Clare Hospital, Pierce, Bates and Clover Park Technical Colleges.

Refer your next resident referral to the newly renovated Stonegate Apartments and receive a \$350.00 once your referral moves in.



DMCI Dobler Management C O M P A N Y , I N C .



IMPORTANT DECEMBER DATES

- Dec 1st** - Rent is Due, AIDS World Awareness Day and Rosa Parks Day
- Dec 1st-3rd** - Resident Appreciation Days at your Apartment Community
- Dec 3rd** - Last Day to Pay Rent Avoid a Late Charge, National Roof Over Your head Day and International Disabled Persons Day
- Dec 4th** - Rent is now Late and the Late Charge is Due
- Dec 6th** - Slavery abolished in the USA by the 13th Amendment (1865)
- Dec 7th** - Pearl Harbor Remembrance Day (1941)
- Dec 10th** - World Human Rights Day
- Dec 11th** - Last Day to Give Notice to Move
- Dec 12th** - Poinsettia Day and Hanukkah begins
- Dec 20th** - Hanukkah ends
- Dec 21st** - Winter Solstice and First Day of Winter
- Dec 23rd** - Happy Festivus for the rest of Us Day
- Dec 24th** - Christmas Eve
- Dec 24th** - Hanukkah begins at Sundown
- Dec 25th** - Christmas Day - All Rental Offices are Closed
- Dec 26th** - Boxing Day and Kwanzaa starts
- Dec 31st** - New Year's Eve Day
- Jan 1st** - New Year's Day - All Rental Offices are Closed, Hanukkah ends

**December is Safe Toy and Gift Month,
Universal Human Rights Month and World AIDs Month.**

RENT IS DUE ON THE FIRST.....

Rent is due on the FIRST of the month. There is a three day grace period. Rent is considered late after the THIRD of the month. Late Charges take effect on the FOURTH day of the month. If you are unable to pay your rent in full by the FIRST of the month, contact the Apartment Community Manager before the FIRST of the month when the rent is already due.

IF YOU MUST MOVE.....

We certainly do not want to see any of our valuable residents move. If you have a concern or unresolved issue, please either call or email your Apartment Community Manager or email livehere@dmcimail.com. We encourage you to make your voice heard. You are a valued resident, and we appreciate the opportunity to hear your concern and correct the situation. Your satisfaction is important to us. If you must move, notify the Apartment Community Manager as soon as possible. The last day to give proper, written Twenty Day Notice of Intent to Vacate required by Washington Residential Landlord/Tenant Act to move the end of December will be December 11, 2017. However, if you paid a Last Month's Rent, in order to avoid a Late Fee and a Three Day Notice your Notice of Intent to Vacate must be completed and submitted to the rental office by the third of the month. For your convenience, there is a Cleaning List at the bottom of the Twenty Day Notice of Intent to Vacate form. When disposing of trash or unwanted items, do not put them outside the trash container. In addition, do not put large objects, such as furniture, in the dumpster or trash compactor. Instead, please notify the Apartment Community Manager so she may assist you with an alternative solution. To ensure your Security Deposit Refund Accounting arrives in a timely manner, include your forwarding address on your Notice of Intent to Vacate form, as well as confirming and assuring this information is written correctly when you turn in your keys. As a former resident, you will qualify for a \$250.00 Former Resident Referral for any friend, co-worker or relative you refer who chooses to rent from any Dobler Management Company Inc, managed apartment community. Also, should you be in need of an apartment anywhere in the South Puget Sound area in the future, we hope you will think of our apartment communities.

WILL YOU BE COOKING THIS HOLIDAY SEASON?

If you will be cooking for this year's holiday dinner, here are a few important reminders:

- Now is the time to ensure your oven is working perfectly. If it is not, please notify the Rental Office so a service request can be written, the maintenance issue assessed and corrected.
- Do not pour cooking grease down your kitchen sink or any other drains. This will clog the drain and possibly your neighbors' drains, too. Instead, you should wait until the hot grease cools and then pour the grease into an empty tin can or milk carton. Then, dispose of it in the trash.
- Do not leave cooking food unattended, as this is a dangerous fire hazard.

HOLIDAY CANDLES

Before you light holiday candles, remember to put safety and fire prevention, first. Make sure an adult is in the room, whenever a candle is burning. Never leave a room with a candle burning. Before you leave the room, check to be sure all candles are extinguished. Consider buying and using some of the many new candle alternatives. Also, matches and lighters should always be kept out of reach of children.

WHEN USING YOUR FIREPLACE...

Never leave a fire unattended. Before using your fireplace, first be sure the flue is open. Do not place your Christmas tree near a heater or a fireplace. Never use gasoline to start a fire. Before lighting a fire in a fireplace, be sure gift wrap, ribbons and bows, greens, boughs, and any other decorations are removed from the mantle, hearth and fireplace area. Always leave the fireplace glass doors open and the metal screens closed, when using the fireplace.

THE END OF THE YEAR WILL BE HERE SOON

This means all past due balances should be paid in full, as soon as possible. We cannot carry 2017 past due balances into 2018. We appreciate your attention to this important matter.

AFTER HOURS MAINTENANCE EMERGENCY PROCEDURES

If you have a maintenance emergency after the Apartment Community Rental Office is closed, call the phone number for the Rental Office. The voicemail message will instruct you to do one of the following:

- Call the maintenance emergency phone number provided.
- Go to the Rental Office and call the emergency maintenance number posted outside the Rental Office door.
- Dial the number for an emergency pager. After you dial the number for the emergency pager, enter your phone number including your area code and then push the # button. A Team Member will call you.

Not all maintenance issues are an emergency. A flood, property damage, loss of electricity and/or the stoppage of plumbing are all examples of maintenance emergencies. A dripping faucet, a pest problem, or being locked out of your apartment home is not considered a maintenance emergency. The person who responds to your initial call will need to know the nature of the maintenance emergency, your full name, full address including apartment number and phone number. For other emergencies, such as a fire or noise complaints, immediately dial 911 and report what you know. Then, call the Rental Office and leave a voicemail so the Apartment Community Manager will also have the same information, once the Rental Office opens.

DISPOSING OF YOUR CHRISTMAS TREE AFTER THE HOLIDAY SEASON

Just a friendly reminder...Christmas trees should never be put into the garbage dumpster or trash compactor or left on the patio or balcony. Do you know where to dispose of your Christmas tree after the Holiday Season? If not, please contact the Manager of your Apartment Community for the correct answer. In addition, all such holiday decorations should be removed by January 8, 2018. Thank you in advance for your cooperation.

WHEN TEMPERATURES FALL

As temperatures start to fall, be careful when leaving or returning to your apartment, especially in the early morning and late at night. Use caution when driving, parking and walking. Black ice, the invisible sheen of ice which can occur on sidewalks, parking lots and roads, is very hard to see. Be careful when getting in and out of vehicles, since there may be ice, especially black ice near vehicles. When walking on ice or snow, take short and flat steps. When there is snow or ice, do not wear tennis shoes or high heels. When going up and down stairwells, be sure you hold onto handrails. Use care, too, when getting mail from the mailbox and around the dumpster area when depositing trash into the dumpster. Also, if you warm up the motor of your vehicle before departing, stay with your vehicle when it is running. For everyone's safety and crime prevention, do not leave your vehicle running unattended, even for just a few minutes. And we appreciate the opportunity to hear from you should you have a concern. Your satisfaction is important to us, which is why we also appreciate the opportunity to address any concerns our Residents have.