

# The Courtyards Connection

Monthly Publication of the Courtyards at the University of Maryland  
ISSUE 13 December 2011

## Clubhouse Office Hours

Monday, Wednesday, Friday 9:00 am—5:00 pm  
Tuesday & Thursday 9:00 am—6:00 pm

## Clubhouse After Hours Desk

Monday—Thursday 5:00pm—10:00pm  
Friday No Desk Services  
Saturday 10:00 am—8:00 pm  
Sunday 12:00 pm—10:00 pm

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## 2011-12 CA Staff

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## Winter Break is Approaching Fast!

During the winter break, the Courtyards Clubhouse will be closed on several days. During this low-occupancy time, we will not be receiving or distributing packages, so please plan accordingly. However, we will always have someone able to respond to any emergency incidents that occur. If you are in need of assistance, please feel free to contact our staff on duty. For maintenance concerns, you may place an electronic work order through your Resident Portal account. However, if it is an emergency please reach out to us via telephone, as well! The days that the Clubhouse will be closed are:

December 25th, 27th, 30th, January 1

All other days during the break, we will be open for normal business hours. Additionally, our "after hours desk" and Clubhouse facility will be open on the following days and times:

December 24th , 31st 10:00 am-2:00 pm

December 26th, 28th, January 2nd 5:00 - 10:00 pm

### Courtyards Management Staff

**Gina Brasty, Director**  
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**Amber Dees, Associate Director**  
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**Karlana Walker, Assistant Director**  
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**La Tonya Wallace, Leasing Agent**  
office@umdcourtyards.com

## Top 10 Things to Keep in Mind Before You Leave For the Holidays!

Don't forget to take care of these important tasks before you leave for the break.

10. Unplug all electrical appliances and take down exterior holiday decorations.
9. Turn down the heat to 65-68 degrees.
8. Close and lock all windows
7. Take out all trash and recyclables to the appropriate receptacles at the rear of the property.
6. Empty out refrigerator with food that will expire while you are away and dispose of all perishable food items.
5. Clean your apartment by vacuuming, mopping and wiping down furniture.
4. Turn off your alarm clock.
3. Have the last person leave arm the apt alarm.
2. Pay Your Rent! Rent is due on the 1st of January 2011. Make sure you write a check or set up an elec-

tronic payment.

1. January rent is due on the 1st "Happy New Year".

In addition to our top ten list you should take precautions to secure valuables and take portable items with you while properly securing those items left behind.

Speak with your roommates concerning the winter break, discuss their plans and talk with them about yours. Also, be certain that your apartment alarm is properly armed when not occupied.

If you are leaving your vehicle on the property during the break make sure to remove all items stored in the vehicle out of sight and make sure your Courtyards decal is properly displayed.

Also, If you have a bicycle on the property make sure it is secured on a bike rack.

Have a safe break and please share this information with other residents!

Be Involved!



From Our Heart  
to Yours  

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Let's Show We Care!

Each year, the Department of Resident Life and the Panhellenic Association team up with College Park's Youth and Family Services to fill gift bags for children in the College Park area. This year, the Courtyards is joining them!

This project involves students, staff and faculty who agree to fill a gift bag with small items that children need to make their holiday season a little brighter. Each bag will be labeled with the age and gender for the intended child along with a list of suggested gift items.

**THERE IS STILL TIME TO MAKE A DIFFERENCE!** You can team up with your roommates to purchase items for a specific bag, or you can contribute loose items by putting them in the collection box in the clubhouse.

If you are interested in filling a bag, please stop by any the main office or after hours desk to sign up today or [sign up to submit an online Gift donation](#). You can also contact FOHTY by email at [fohty@umd.edu](mailto:fohty@umd.edu) or call (301) 314-7350.

*Dear Courtyards Residents,  
you're cordially invited to...*



## The Annual Late Night Breakfast

**Thursday, December 15, 2011  
8:00 pm—10:00pm  
The Clubhouse will be the  
place to be!**

*This event is for Courtyards Residents only, So  
please don't invite all your Facebook friends!*

# Safety & Security During the Holidays

As we draw near to the holidays, we love to walk around the Courtyards and see apartments looking festive. Here are a few guidelines that we have adopted to ensure a safe and happy holiday season for you and your neighbors!

## The following are prohibited:

- Bamboo
- Confetti (loose, in large quantities)
- Corn stalks/ husks and straw/ hay
- Live trees, plants, flowers, garland, etc.
- Cotton batting
- Cloth drapery (non-flame retardant\*)
- Crepe paper decorations (non-flame retardant\*)
- Dried vines, leaves, and moss
- Flammable powders or liquids
- Foam or plastic materials (ex. packing peanuts)
- Paper streamers
- Plastic sheeting
- Wood bark, mulch, sawdust, or shavings
- Artificial trees, plants, and flowers that are NOT labeled as flame retardant \*
- More than 3 strands of

lights connected to each other

**\*Flame retardant / fire resistant treated materials must have proper writ ten documentation indicating that they meet the requirements of NFPA 701 or equivalent .**

## To prevent falls or falling objects:

- Window screens cannot be removed from windows.
- No objects can be hung out of windows or around the exterior of a window or balcony.
- Holiday lights cannot be draped out windows or strung from window to window.

## To prevent fires:

- Candles or any other device that creates an open flame cannot be used.
- All electrical decorations must bear the Underwriter's Laboratories (UL) label. Do not use any item with frayed cords, exposed wires or loose

connections.

- Turn off any decorations when you are not in your room/ unit .
- Lamps should not be placed too close to decorations, nor should fabric be draped over any lamps or lights.
- Only artificial trees are permitted.

## To allow for the safe evacuation from a building/ unit and to maintain safety equipment :

- All decorations must be kept away from exits, stairwells, exit signs and fire safety equipment (pull stations, alarm bells, & smoke detectors, etc.).
- Nothing should be placed in a manner that would create a tripping hazard or block one's exit from a unit or building.

*Please remember these guidelines when decorating your apartment for the upcoming holidays. If you have any questions please contact your Community Assistant or the Courtyards Office. We appreciate your cooperation!*

## Help us put trash in its place!

Remember that all household trash is to be placed in the trash compactor at the rear of the property, **not** in the trash cans in front of apartment buildings. Apartments that continue to put household trash in these containers are subject to fines. Help us keep the Courtyards beautiful and put trash where it belongs.

## You've got mail!



Have you received notification about an unexpected package, only to pick up a bundle of old mail? This happens when USPS mail carriers cannot fit more of your mail into your mailboxes. They turn this unclaimed mail over to the Courtyards office, and we log it as a package so you don't miss any important pieces of mail. You can avoid having to pick up your mail as a package by periodically checking your mailbox.

Also, remember that all packages must be logged by Courtyards staff before you can pick them up. Once a package is received and logged by staff, you will receive an email when it is available for pick-up. Packages are logged throughout the day until the Clubhouse is closed, so please wait until you receive an email from the Courtyards before coming to claim it.

## Would you like to be \$25.00 richer?



**CONGRATULATIONS to Matthew Staroneck and Sally Jaroudi the winners, respectively, of November and December's rent concession drawings.**

You can win, too! All you have to do is pay your rent on or before the 1<sup>st</sup> of every month. All residents with a zero balance will be entered into the drawing! The drawing will be held on the 2<sup>nd</sup> business day of every month. If you are drawn, you will be given a \$25.00 rent concession! Don't miss out on this simple way to save.

**If you have any questions email [office@umdcourtyards.com](mailto:office@umdcourtyards.com).**

# Courtyards Area Council

The Courtyards Area Council has been busy working on behalf of the residents this semester!

On Thursday, December 1, the council hosted a "Sound Your Horn" forum about transportation at the Courtyards. The forum was an opportunity for residents to ask questions and voice their concerns about the Courtyards Express and evening bus service as well as on-campus parking. David Allen, the director of the Department of Transportation Services was in attendance and offered suggestions for several long- and short-term solutions.

If you have questions or suggestions about transportation or other aspects of life at the Courtyards, let your area council representatives know. We value your input, and want to make YOUR voice heard!

It's never too late to get involved: Courtyards Area Council meetings are held each Monday at 9pm in the Clubhouse conference room.

## Safety and Security at the Courtyards

Here are a few reminders about safe behaviors while you're at the Courtyards.

1. **Lock your doors:** one of the easiest things you can do to ensure your own safety is to make sure your doors (and windows) are locked whenever you're away from your apartment and inside it. Be sure to activate your alarm system, too!
2. **Be aware of who is around:** if you see someone who looks suspicious, do not be afraid to call campus police to investigate it. It's better to be safe than sorry. You can call the campus police at 301.405.3333 or #3333 from your mobile phone.
3. **Report solicitors:** the Courtyards does not allow soliciting on the property. Do not answer your door for them, and call the main office at 301.314.2466 or campus police non-emergency line at 301.405.3555.

## EMPLOYEE PROFILE:

### AMBER DEES

Meet Amber Dees, the new Associate Director for the Courtyards. Amber joins us from the South Campus Commons, and we're excited to have her join the Courtyards team. Take some time to get to know her:



**What is your hometown?**  
Fayetteville, North Carolina

**How long have you been with the Courtyards?**  
9 days

**What is your favorite part of working at the Courtyards?**  
The collegiality between staff members—it's a tight-knit group.

**What do you like to do in your spare time?**  
Watch movies, shop, go out to eat.

**If you could trade places with any other person for a week, famous or not famous, living or dead, real or fictional, with whom would it be?**  
I would like to be a famous athlete to understand the dedication to the sport (diet, work-out schedule) and to see the luxuries they get.

## Quiet please!

As a courtesy to your neighbors, please lower the music in your cars as you drive into the Courtyards in the evening. Remember: courtesy hours are always in effect, and it's even more important to have quiet nights as we get closer to finals week.



## Important Reminder: Releasing is Coming to a Close!

**The Last Day to submit a request for Spring 2012 Re-leasing is Monday, January 3, 2012!!**

Re-leasing gives you the opportunity to find a qualified student to take over your lease. We do not sub-lease, so if you need to end your lease prior to the end of July 2012, this is the process that must be followed. There are multiple steps that must

be completed before you are released from the financial obligation of your lease, so now is the time to get started.

If you are interested in re-leasing, please visit the Courtyards website:

[www.umdcourtyards.com/residents](http://www.umdcourtyards.com/residents)

and follow the "Spring 2012 Re-leasing"

link. *An added incentive:* Remind your potential re-lessors that they will be given priority consideration for renewing their lease for the coming 2012-2013 lease year.

Please direct specific questions and concerns about the releasing process to our Leasing Agent: La Tonya Wallace at 301-314-9141 or [office@umdcourtyards.com](mailto:office@umdcourtyards.com).

# Acceptable Appliances at the Courtyards

As a reminder, residents are not allowed to install or operate freezers, stoves, air conditioning units, and any other major appliance, that was not provided or authorized by the Courtyards.

While mini-refrigerators are allowed in units, it is your responsibility to protect the carpet before installing one.



Mini-refrigerators, such as the one pictured above, are allowed in your apartments, with proper floor protection.

If you choose to utilize a space heater within your unit, we ask that you do so responsibly. Remember never to leave a space heater operating unattended, and review the product manual for suggested time limits for continuous operation. Also, be sure to unplug it before leaving your apartment.



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Friend us on Facebook!  
[www.facebook.com/CourtyardsUMD](http://www.facebook.com/CourtyardsUMD)

## Winter Break Transportation

Are you looking to travel to New York or New Jersey for the upcoming winter break? The Department of Transportation Services is offering service to Port Authority, New York; Metropark, New Jersey; and Cherry Hill, New Jersey (near Philadelphia).



**Wednesday, December 21st Departure**  
 (Leaving Stamp Student Union at 2pm)

Destination	Estimated Time
Port Authority, NY	6:30 pm
Metropark, NJ	5:30 pm
Cherry Hill, NJ (near Philadelphia)	5:10 pm

The cost of the trips are \$50 roundtrip and \$30 one way. Visit <http://dots.umd.edu/trips.html> for more details and to register.

**Sunday, January 22nd Arrivals**  
 (Returning to Stamp Student Union)

Departure Location	Departure Time	Estimated Time of Arrival
Port Authority, NY	12:00pm	5:00pm
Metropark, NJ	1:00pm	5:00 pm
Cherry Hill, NJ (near Philadelphia)	2:00pm	5:00 pm

All return trips will arrive at the Stamp Student Union .

Need more space in your room?

Don't want to make a trip home for your winter clothes?

We have storage rooms available to rent!

**\$25 per Month**

Contact Misty Adams, Account Coordinator, if you are interested or if you have any questions.



## The 2011-2012 Community Assistant Staff

Pictured above are the faces of our 2011-2012 Community Assistant staff. CAs help facilitate a positive living experience here at the courtyards. They plan programs and activities, assist with roommate concerns, and assist with emergencies and after-hours concerns. If you have roommate concerns, questions about policies, ideas for programs, or if you would just like to say hello, please feel free to contact them.

*First row (left to right): Tiffany Harvey (100), Eric Federline (100), Kevin Such (200), Roberta Capobianco (200), Jarret Angbazo (300), Caitlin Browne (300), Eviealle Dawkins (400). Second row (left to right): Hawaria Shiferaw (400), Samira Howard (500), Alenna Monet (500), Adrenia Smith (600), Joshua Parrish (600), Grant Hughes-Baldwin (700), and Ellen Farr (700)*



### *Join the CSI:*

*Courtyards Sustainability Initiative!!*

**December Sustainability Tip: Buy recycled wrapping paper and holiday cards.**

Around 744 million holiday cards are sent each holiday season. If all these were made from recycled paper, it would help to save the equivalent of 248,000 trees.

**The Courtyards at University of Maryland**

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