

# Courtyards connection

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## Meet the New CA Staff



Top row left to right: 100: Tiffany Harvey & Eric Federline. 200: Richard Fields & Felisha Tankard. 300 Katrina King & Jayson Stone. 400: Akosua Asantewaa-Oti & Hawaria Shiferaw. 500 Courtney Ward & Paula Mouzon. 600: Folasade Ogundipe & Anwar Taylor (not pictured). 700 Grant Hughes-Baldwin & Evelyn Koffi

### We're Changing Our Hours!

Starting June 5<sup>th</sup>, the hours of operation for the Courtyards Office and Clubhouse will change for the summer. The Clubhouse will remain open anytime one of the offices is open

#### Courtyards Office:

Monday-Friday 9AM-5PM

#### After Hours Desk:

Monday-Thursday 5PM-10PM

Saturday 10AM-8PM

Sunday 12PM-10PM

### Keep trash in its place and your balconies clean

Do your part in keeping the Courtyards a beautiful place to live by putting your trash in the compactor located at the back entrance of the complex.

If trash is found outside of your door it will be billed to your apartment. \$25 per bag and or item.  
Balconies and patios

shall be kept free of all personal belongings including, but not limited to, bicycles, furniture provided by Landlord, furniture designed for interior use, garbage, rubbish and bird, animal and insect feeders. Tenant may maintain lawn furniture thereon provided the same is maintained in a neat

and orderly manner. Apartment furniture must remain inside the premises and may not be used outdoors.

#### KEEP IT CLEAN AND CLEAR



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# Summer is time to be Safe

## Police & Security Patrols

Every night of the semester, the residential communities of the campus and their surrounding areas are being monitored by:

- University Police officers in marked and unmarked police cars (24 hours daily), motorcycles, bicycles and on foot patrols
- Surveillance cameras at more than 210 selected locations (outdoors, inside parking garages and libraries) across the campus (24 hours daily)

## After Dark, Never Walk Alone

Walk with friends or in a group or ride Shuttle-UM. Walk in well-lighted paths. Know the location of the nearest emergency phones.

*Going to your car:*

- Walk with a friend, then drop him/her at your apartment as you drive off

*Coming back to your apartment alone:*

- Call ahead to a friend who'll meet you at his/her front door, then walk with you from the parking lot, or request an escort from Police (301-405-3555).

## Escorts/N.I.T.E. Ride

Escorts by uniformed Police officers or Student Police Aides are available 24 hours any day by calling 301-405-3555.

For curb-to-curb service by N.I.T.E. Ride vans 5:30pm to 7:30am any day, just call 4-NITE (6483). Please use N.I.T.E. Ride when evening transit routes are not in service or if your pick-up location or destination is not on an evening transit route.

## Program your cellular phone

From a cellular phone, University of Maryland Police can be reached at 301-405-3555.

Take time now to pre-program this number into your cellular phone. If you call 911 from a cellular phone, you will reach Prince George's County Police and you should ask to be transferred to University of Maryland Police.

**Know what to do if approached** It is not necessary, and may not be advisable, to confront someone who has a weapon or is angry enough to inflict harm on another person. If you should come upon a situation like this, as naturally as possible, move away to your room, a friend's room, a group of people, a well-lighted area, etc. Then, call Police at 911 or x5-3555.

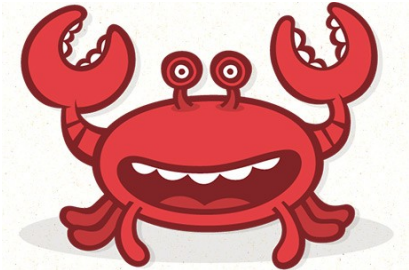
## Evening Transit Route

Shuttle-UM fixed evening transit routes operate seven nights a week from 5:30pm to 3:00am, with buses stopping outside most residence halls, apartments, and along Fraternity Row every 15 to 35 minutes. This is your convenient and safe way to visit friends in other parts of campus and go to libraries, student union, College Park shopping district, College Park Metro station, etc.

Please visit the [Department of Transportation web site](#) to see schedules for Shuttle-UM transit service evening routes (Blue, Gold, Orange, Purple, Silver and College Park Metro).

# Summer Programs at CTY

Summer at the Courtyards is always fun! Please join us at our annual Crab fest on June 12<sup>th</sup> 2pm-4pm  
 June 24<sup>th</sup> Dive-In Movie  
 July 1<sup>st</sup> Pre-Fourth Celebration  
 July 18<sup>th</sup> Courtyards BBQ



Please be on the look out for more information or contact your building CA.

## Top 6 Rules for Using Cell Phones at Work

Having your cell phone at work can be useful but it can also be very disruptive. Your friends and family can reach you anytime, anywhere, which can be annoying.

When you're on your own time, the choice to turn off your cell phone is entirely yours. When it comes to using your cell phone at work, however, you have to be mindful of your co-workers and your boss, not to mention your own ability to get your job done. Here are some rules you should follow if you have your cell phone at work.

### 1. Turn Your Cell Phone Ringer Off

If you have your cell phone at work, it shouldn't ring. If you don't want to turn off your cell phone completely, at least set it to vibrate. The sounds of different ring tones going off all the time can be very annoying to others. In addition, you don't want your boss to know how often you get calls.

### 2. Use Your Cell Phone Only for Important Calls

If you have your cell phone at work, you should only use it for important calls.

What should you classify as an important call? The school nurse calling to say your child is ill, your child calling to say he's arrived home from school safely, and family emergencies that you must deal with immediately are important. Your friend calling to chat, your child calling to say the dog had an accident, or your mom calling to tell you your cousin Tilly is engaged should not be considered important.

### 3. Let Your Cell Phone Calls Go to Voice Mail

While you are at work if you are in doubt about whether an incoming call is important, let voice mail pick it up. It will take much less time to check your messages than it will to answer the call and then tell the caller you can't talk.

### 4. Find a Private Place to Make Cell Phone Calls

While it's okay to use your cell phone at work for private calls during breaks, don't stay at your desk. Find somewhere else to talk, where your conversation can't be overheard, even if what you're discussing isn't personal. You may be on a break but your co-workers have a job

to do.

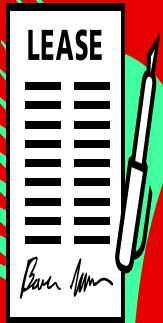
### 5. Don't Bring Your Cell Phone Into the Restroom ... Ever

This rule should apply to using your cell phone at work or anywhere. Why? Well, if you must ask — you never know who's in there; the person on the other end of the line will hear bathroom sounds, e.g., toilets flushing; it is an invasion of your co-workers' privacy.

### 6. Don't Bring Your Cell Phone to Meetings

Even if you have your cell phone set to vibrate, if you receive a call you will be tempted to see who it's from. This is not only rude, it is a clear signal to your boss that your mind isn't 100 percent on your job. All calls can wait until your meeting is over or until there is a break. Remember, there was a time before we had cell phones.

For more information on Office Etiquette visit: [http://careerplanning.about.com/od/officeetiquette/Office\\_Etiquette.htm](http://careerplanning.about.com/od/officeetiquette/Office_Etiquette.htm)



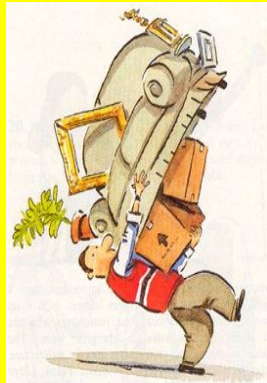
## Summer Re-Leasing Deadline June 8<sup>th</sup>!

The last day to submit a Summer Re-leasing candidate online for approval is June 8<sup>th</sup>.

Please visit [www.umdcourtyards.com/residents](http://www.umdcourtyards.com/residents) to review *The Re-leasing Process* information. You will need to follow the directions listed, to complete the Re-leasing Process. Please contact Leasing Agent Darren Hoppert ([Darren@umdcourtyards.com](mailto:Darren@umdcourtyards.com)) with any questions.

NOTE: Allowing someone to live in your apartment without transferring your lease to him/her through the re-leasing process is a direct violation of your lease and may lead to eviction or other consequences.

## Move-Out Reminder



### *Check-out Procedures:*

Remove all personal belongings and trash from the unit.

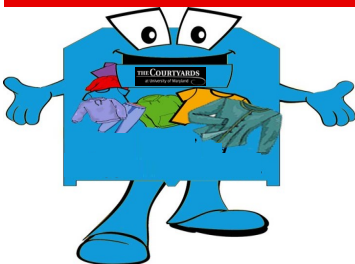
Close and lock all windows and doors.

Turn in all keys and parking pass to the Courtyards Office.\*

Complete a Check-out Agreement and Change of Address notice at the office.

\*If the Courtyards Office is closed, you must check-out at the After Hours Desk. If an emergency arises and you need to check-out after 10PM, please contact the Community Assistant On-Duty by calling (301) 906-3623. Failure to properly check-out will result in a \$100 Improper Check-out Fee.

If you do not re-lease your apartment, you remain responsible for all aspects of your lease until it concludes on July 31, 2010 including June and July's rent installments.



Throwing away your stuff? Moving out and don't know what to do with all your left over's? Well the Courtyards will be partnering again with a local charity to deliver your donations. During July, we will set up a collection site so that you can donate, donate, donate. So don't discard those unwanted items yet they can still be but to good use.



## Follow Us @CourtyardsUMD on Twitter!

The New York Times calls Twitter "one of the fastest-growing phenomena on the Internet" and we are a part of it! Use the web or your mobile device to get the latest updates and reminders from The Courtyards.

Not a part of Twitter yet? Visit [www.twitter.com](http://www.twitter.com) for more information. It is free and easy, and you do not have to have a mobile device to be a member.

Once you start following @CourtyardsUMD, don't forget to tell your friends and roommates to follow us, too!



**Don't have a PlayStation 3? Well use ours! Wireless remotes and games are available in the Clubhouse. Just bring your I.D. and your game face.**

**Need *More* Space in Your Room?**

**We have storage units available to rent for \$25 per month!**

**Some of our titles include: Leisure Suit, Larry-Box Office Bust, Shaun White Snowboarding, Burnout Paradise, Madden 09, Star Wars- The Complete Saga, Midnight Club-Los Angeles, Tom Clancy's Rainbow Six Vegas, Virtua Fighter 5, NCAA Basketball 09, Socom- U.S. Navy Seals Confrontation, Call of Duty 4- Modern Warfare**

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

**(301) 314-2466**

**Madams @umdcourtyards.com**

## Pool Rules Reminder



Please remember residents are allowed four guest on the pool deck. Residents must bring their I.D. and stay with guest at all time. Failure to do so can impact poll privileges.

*Please check us out at: [www.umdcourtyards.com](http://www.umdcourtyards.com) for updates.*