

# maintenance



If you have a maintenance request for your apartment, please call or come to the office at Stone Ridge Commons to complete a maintenance request or take one off of the bulletin board located directly across from the office. You may place it in the drop box if the office is closed. If you are locked

out during office hours call or stop by the office at Stone Ridge. If you are locked out after-hours please call 532-3782.

# mail

The mailboxes are located at the end of the parking lot near the office. Each unit will be given a key to their box. All mail and packages should be sent to you at 100x for single unit numbers (x = your unit number) and 10xx for double unit numbers (xx = your unit number), Hot Point Commons, Shippensburg, PA 17257

For example: Unit number 1's mailing address would be 1001 Hot Point Commons. Unit number 21 would be 1021 Hot Point Commons, Shippensburg, PA 17257.

# on-site management

During the normal working day (Monday – Friday 8:30 a.m. – 4:30 p.m.) questions can be directed to Michelle Wright (Coordinator for Student Housing) at 530-1311. After hours and weekends please call 729-0309.

# hpstyle

**Do you have a flair for interior decorating? Does your Hot Point bedroom, living room, kitchen or patio make a fashion statement?**

Email a photo of your room to Anne Detter, Director of Marketing at [amdett@sufoundation.org](mailto:amdett@sufoundation.org) and your **hpstyle** could be featured in an upcoming Slate ad or other Hot Point promotions.

# tenant appreciation events

## SATURDAY September 17, Noon

### TAILGATING

Join us before the first SHIP Raider home game for the traditional tailgating fare... hot dogs, chips, cookies...

**WHERE:** College Park Commons parking lot in front of the A building, adjacent to the stadium

## SATURDAY October 1, Noon

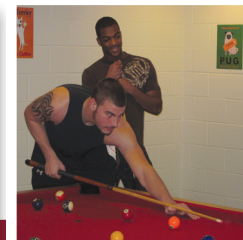
### TAILGATING

Join us for Tailgating at homecoming for the traditional tailgating fare... hot dogs, chips, cookies...

**WHERE:** College Park Commons parking lot in front of the A building, adjacent to the stadium



## NOVEMBER Date TBD Pizza Party @ the Clubhouse



# welcome to HOT POINT commons

FALL 2011



## Welcome back and thank you for choosing Hot Point Commons as your off campus housing.

Hot Point Commons is THE most luxurious and spacious townhome community within a short walking distance of campus. We are sure that you will find it convenient to your classes, to the CUB and the Lehman Library.

### Mark your Calendars!

**Tenant Appreciation Events.** You'll find a list of tenant appreciation events on the front and back of this newsletter. We want you to know

we appreciate YOU choosing Hot Point Commons and we want your stay here to be a great experience. We pre-planned the first few events, but would like your input and ideas for future events. E-mail your ideas to me at [mewrig@sufoundation.org](mailto:mewrig@sufoundation.org) or stop by the office at Stone Ridge.

**Hot Point Commons Tenant Newsletter.** The newsletter is also available for reference or download at our [new website www.hpcommons.org](http://www.hpcommons.org)

Again, welcome back and thank you for choosing Hot Point Commons.

# moving in

Here is helpful list of places you might need to go today.

### grocery stores

- Giant Food Stores** (open 24 hrs) 397 Baltimore Road 532-7515
- Walmart Supercenter** (open 24 hrs) 100 S. Conestoga Drive 532-4240
- Food Lion** 300 S. Fayette Street 530-5454
- Cressler's Marketplace** 1705 W. King Street 532-2161

### pharmacies

- CVS Pharmacy** 702 E. King Street 530-1401
- Giant Food Stores Pharmacy** 397 Baltimore Road 532-7170
- Walmart Pharmacy** 100 S. Conestoga Drive 532-2410

### general items

- Pague & Fegan** 35 W. King Street 532-6511
- Walmart Supercenter** (open 24 hrs) 100 S. Conestoga Drive 532-4240
- Kmart Stores** 40 Shippensburg Shoppes 532-9012
- Lowes** 250 Conestoga Drive 530-3701



## important numbers

Rental Office:  
109 Stone Ridge Commons  
**(717) 530-1311**

After-Hours Emergency:  
**(717) 532-3782**

## important dates

**August 29**  
First day of Classes

**September 5**  
University Closed

**September 17**  
First home Raider Football Game  
Tailgating at College Park

**October 1**  
Homecoming  
Tailgating at College Park

**October 10-11**  
Fall Break, no classes

**November 1**  
Rent Due

# seriously you need to read this

## Please read your entire lease.

Copies are available in the rental office. These are just a few of the very important rules and regulations of your lease. It is vital that you read and understand your entire lease. Violations of your lease may result in you being evicted from your apartment. If you have any questions or concerns, please feel free to stop over at the office or give us a call.

## office hours

The office is open from 8:30 A.M. to 4:30 P.M. Monday through Friday. We are out to lunch from approximately 12:00 to 12:30 daily.

## trash

All trash must be placed in the dumpsters outside. Tenants must keep their patio free from garbage and debris. A \$10.00 minimum charge will be assessed to each unit of the building if our maintenance personnel have to remove trash from any of the patios or grass areas around your building

## pets

No pets or other animals are permitted anywhere on the premises at any time. Tenant must pay additional rent of \$250.00 for any and/or all breaches of this condition.

## kegs

Kegs are prohibited at Hot Point Commons. If it is determined that there is a keg in your apartment, you may be fined and you will receive a letter of probation. Please be respectful of the property, your neighbors and the lease.

## noise

Please be advised that loud noises and/or disturbances are prohibited. Please be considerate of your neighbors at all times.

## late rent

Internet service is included in your rent. If rent is not paid by the due date, we have the right to disconnect this services until the account is brought up to date.

## tenant changes

Any tenant changes (tenants leaving the lease – tenants added to the lease), must be made in the rental office. **There are forms that ALL tenants on the lease must sign to make these changes.**

## lease terms

Please read your lease carefully. The lease is a legally binding contract. If you choose to leave, fail out or transfer from the University, you are still bound to the contract with Hot Point Commons.

# living at hot point

## about your utilities

**electric** Tenants have a convenient "All-Inclusive" electric package which includes a \$50 per month per bedroom electric allowance. Tenants will be billed for overages.

**phone service** If interested in phone service to the unit please contact Embarq (800) 829-8009.

**basic cable** is included in your rent.

**internet** Is included in your rent. Please contact Comcast regarding set up questions.

**water & sewer** are included in your rent.

## about your safety

### smoke alarm/fire system

Fire alarms are for your safety and protection so please do not tamper with them. If the smoke alarm goes off in your townhouse because of excessive smoke due to burnt food, you should try to fan it out and be patient.

If it is an actual fire please exit the building and wait for the fire department. Because the entire system is hard-wired, if you take the detector off or destroy the cover, it will be very expensive to replace. Our alarm company will respond and you will have to pay for their service call and the expense of replacing the smoke detector which may exceed \$200.



**Sprinkler Heads:** Do not hang anything from the sprinkler heads. If you break the red crystal in these the sprinkler system will immediately engage in the entire unit pumping water throughout and causing extensive damage to the unit and its contents.

## about your car

**All vehicles must be registered with the office and have a parking decal displayed on the rear bumper of the vehicle in order to be able to park in the lots at Hot Point Commons.**

Parking decals are available at the office in the Stone Ridge Commons building. **One decal per tenant.**

- You will need the following information: Registration Card and Insurance Card. If your vehicle is not registered under your name or one of your parent's names you may not be able to receive a parking decal.
- The cost for a parking decal is \$5.00.
- A boot (vehicle restraint device) will be placed on any vehicle that does not display a parking decal on the rear bumper, parked in the handicapped zone or any place that is not a designated parking place.

### Visitor Parking

If you have a visitor, you must come to the office prior to their visit to obtain a visitor-parking pass to be placed in the windshield of their vehicle.

## about your rent

### Next rent payments

Next rent payments are due:

**November 1, 2011**

**February 1, 2012**

You will not receive a bill for rent; therefore, it is important to keep these dates in mind. **If you do not pay the rent within four (4) days of the due date, you will receive A FIFTY-DOLLAR (50.00) LATE FEE.**

### make a payment

We accept payment in the form of credit card, check or money order. Please no cash. Check or money orders may be mailed to Hot Point Commons, 109 Stone Ridge Commons, Shippensburg, PA 17257 or placed in the secure drop off box located between the double doors in Stone Ridge. Credit card payments may be made by phone.

## we're here for you



**MICHELLE**  
Leasing Agent  
mewrig@sufoundation.org  
(717) 530-1311



**SAM**  
Maintenance  
Supervisor  
After-Hours  
Emergencies  
(717) 532-3782



**GINNY**  
Assistant  
Maintenance  
Supervisor



**JIM**  
Maintenance



**CHRYSTAL**  
CFO SU Foundation  
(717) 477-1377