



Commonwealth

REAL ESTATE SERVICES

Keeping In Touch - May

Oregon Managers,

As a reminder, the File Audits were due May 1, 2022. We want to thank everyone who worked hard to complete their File Audits by the deadline. We know that this task has been quite an undertaking and we appreciate all your efforts in completing them. Please be patient with us as we work as quickly as possible to go through the File Audit Checklists received. If we have any questions, your Admin will reach out to you individually. If you have not completed your File Audit and need some additional time, please let your Admin and Regional Manager know right away. File Audits are required to be completed by all of our Community Managers.

Please remember to continue to monitor the resident's insurance and make sure you reach out to residents to get their renewal declarations prior to the current policy expiration date. There is a report that can be pulled for Manage America properties to help with tracking the insurance.

The Admin team is working on developing the training material for this and should have it ready soon.

Wellness Corner



With warmer weather (hopefully) on the horizon, it's time to check in with our Vitamin-D deficient mind & bodies, and shake up our routines for the better!

Ask yourself,

When's the last time you've moved AND felt good moving?
Is the morning a productive time- are you waking up refreshed and ready for the day?
Do you have patience and compassion for yourself during daily struggles?

Movement for a healthy mind and body is crucial to maintaining self confidence and motivation in all areas of life.

While it won't be an overnight change, there are small steps you can take today to encourage a healthier tomorrow.

Tips and Tricks to Stick with an Active Routine

Please help us in welcoming some new additions to the Commonwealth Family!

Ken Foote- Accounting
Sonia Galindo- Bellevue Office Admin
Steve Quillan- Maintenance at Friendly Ridge

Welcome

CHS Manager Recognition

Congratulations to all the managers who have sold homes recently through CHS!

Sylvia Wege- Riverstone #A 36
Don Best- Lakewood Vista #121
John and Robin Perez- Friendly Ridge #304, #319, #372
John and Robin Perez- Friendly Ridge
Tom and Maureen Callaghan- Glenwood #184 & #78
Brandon Judy- Glenwood #78
Michelle Enrici- Seminole #85
Geri Cochraham- Seminole #85
Melissa Sapp- Terri Lynne #39
Mara Picco- Clackamas River #16 & #58
Don and Sylvia Best- Lakewood Vista #63
Frank Migliore- Maple Lane #28
Cassy Hamel- Bow Lake #106
Sean and Denise Stephens- Bow Lake #106
Jack Scofield- Songbrook #24
Ken Taylor- The Boulders #1525



Commonwealth Anniversary Dates

Aaron Wyrostek - 12 years 5/1
Gregory Mustoe - 10 years 5/1
Brandon Judy - 1 year 5/3
Robert Dent - 1 year 5/8
Cassy Hamel - 1 year 5/8
Andrew & Denise & Sean Stephens - 1 year 5/8
Deanna Long - 1 year 5/8
Jim Roberson - 1 year 5/8
Kitt Atkinson - 1 year 5/8
Noel Chea - 1 year 5/8
Randy Ray -1 year 5/8

John & Robin Perez - 1 year 5/8
Tom & Maureen Callaghan - 1 year 5/8
Dennis Hunt - 1 year 5/8
Don & Sylvia Best - 1 year 5/8
Chris Goldsmith - 1 year 5/8
John & Julie Maxwell - 1 year 5/10
Loren Landau - 10 years 5/11
Jared Landau - 10 years 5/11
Mark Dury - 8 years 5/19
Heather McDuffie - 1 year 5/24
Dayton Hammers - 5 years 5/26

congratulations

Safety Corner



Electrical Safety: Checklist

- Call a qualified electrician or your landlord if you have:**
 - Frequent problems with blowing fuses or tripping circuit breakers
 - A tingling feeling when you touch an electrical appliance
 - Discolored or warm wall outlets
 - A burning or rubbery smell coming from an appliance
 - Flickering or dimming lights
 - Sparks from an outlet
- Inspect your home** for hidden electrical hazards.
- Check electrical cords** to make sure the wires are not damaged, cracked or loose. If the cords need to be repaired, take the item to a professional repair shop, hire an electrician or replace with a new item.
- Make sure cords** are not running across doorways or under carpets. If they are, have a qualified electrician install more outlets.
- Keep children away** from electric cords and outlets. Cords placed in the mouth can cause a burn and objects placed in a receptacle can cause a shock, burns or electrocution.
- Make sure that** all receptacle outlets and switches have faceplates.
- Never put more** than one plug in each receptacle. An outlet may have one or more receptacles — one to receive each plug.
- Be sure that the bulbs** in your lights match what is safe for the lamp. There should be a sticker that indicates the maximum wattage for the light bulb — such as use maximum of a 60 watt bulb.
- Light bulbs in the living area** of your home, including closets, should have a shade or globe for protection. Light bulbs can get very hot and cause a fire if something that can burn is too close.
- Ground-fault circuit interrupters** (GFCIs) reduce the risk of shock by shutting off an electrical circuit when the circuit could be a shock hazard. Your home should have GFCIs in the kitchen, bathroom(s), laundry, basement, garage, and outdoor areas.
- Heat producing appliances** such as a toaster, coffee maker, iron or microwave oven draw a lot of electricity. Plug only one heat producing appliance in each outlet to prevent wiring from overheating.
- Buy only appliances** that are listed by a qualified testing laboratory.
- Arc-fault circuit interrupters** (AFCIs) protect against fire by monitoring the electrical current in a circuit and shutting off the circuit when unintended arcing occurs. AFCIs should be installed in your home. If not, have a qualified electrician install them for you.
- Keep ladders away** from overhead power lines, including the electrical service into your home.



Think Green! Turn off lights when you are not in the room. Unplug appliances when not in use.



**NATIONAL FIRE
PROTECTION ASSOCIATION**
The leading information and knowledge resource
on fire, electrical and related hazards

Keeping Your Community Safe and Energized!

www.nfpa.org/education

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SAFETY FIRST!!!

Safety Meeting Minutes

Calendar Corner

2022 TIMESHEET CALENDAR

OREGON MAY CALENDAR
WASHINGTON MAY CALENDAR

Thank you for all your hard
work!

-Commonwealth Team

Stay Connected

