



# Commonwealth

REAL ESTATE SERVICES

## *Keeping In Touch - November*

### **Daylight Savings Ends**



It's that time of the year when we get an extra hour of sleep. Don't forget to set your clocks back an hour on Saturday night. Daylight saving ends on Sunday, November 3rd, 2019.

### **New Petty Cash Debit Card System**

Due to the SOLE petty cash card system discontinuing, we have been searching for a replacement card system. We are pleased to announce that Heritage Bank is going to be able to help us with this. Those of you that have used a SOLE card for petty cash in the past can expect to receive an email from Heritage Bank ([cas@heritagebanknw.com](mailto:cas@heritagebanknw.com)) sometime soon requesting information needed for a business debit card application. After you provide the information, Heritage will complete the debit card application, and email it to you to sign. Please sign it and scan and email it back to Heritage as soon as possible.

**Don't forget that the SOLE card program is ending soon,** and if you haven't used up the balance of your SOLE card you will need to cash it out ASAP and operate with cash until the Heritage Bank card arrives. Please keep your petty cash stored in a secure location.

Once your Heritage Bank debit card is issued, we will be giving you instructions on how to access Heritage Bank's online banking system in order for you to be able to view and print the card activity like you used to do with SOLE.

Thanks for your help and patience as we make this transition.

### **Abandonment Reminders**

Please remember that when you have an active abandonment to keep your admin in the know. Also, when the abandonment period is over and there is move in/move out needed please remember that all of that is done by corporate. Training material is attached.

**[Abandonment Procedure](#)**

# Sending Denials

In Oregon, it is important to send out denial letters in a timely manner. If the application is still under review or if there is a possibility of an override, a denial must still be mailed out, if a decision has not been reached by the 7th day. Remember that a denial could still be overturned, but it is important to send the letter within the deadline, or we'll have this applicant as a new tenant whether we like it or not.

## Wellness Corner

### WEIGHT MANAGEMENT

## Healthy weight, happy body

Forget juicing, fasting, and fad diets. Just focus on being healthy and fit. When you eat right and exercise regularly, maintaining a healthy weight can happen naturally.

### Fill up with fiber

High-fiber foods fill you up without filling you out. Getting the right amount of fiber a day can help you lose weight, regulate your blood sugar, and lower your cholesterol – all without counting calories.

### Make time to move

Cutting calories can help you lose weight, but keeping it off long-term is a different story. Exercise is a must – aim for 200 to 300 minutes of physical activity a week to keep extra pounds you've lost from coming back.\*

### Rethink your drinks

There's more to maintaining your weight than watching what's on your plate. Calories from soda, juice, and alcohol add up fast. Switch to mostly water to help keep your weight from creeping up over time.

LOOKING FOR MORE WAYS TO KEEP YOUR WEIGHT STEADY?

Visit [kp.org/weight](http://kp.org/weight) and follow us @[kpthrive](https://twitter.com/kpthrive).



\*American Heart Association

Services covered under a Kaiser Permanente health plan are provided and/or arranged by Kaiser Permanente health plans: Kaiser Foundation Health Plan, Inc., in Northern and Southern California and Hawaii • Kaiser Foundation Health Plan of Colorado • Kaiser Foundation Health Plan of Georgia, Inc., Nine Piedmont Center, 3495 Piedmont Road NE, Atlanta, GA 30305, 404-364-7000 • Kaiser Foundation Health Plan of the Mid-Atlantic States, Inc., in Maryland, Virginia, and Washington, D.C., 2101 E. Jefferson St., Rockville, MD 20852 • Kaiser Foundation Health Plan of the Northwest, 500 NE Multnomah St., Suite 100, Portland, OR 97232 • Kaiser Foundation Health Plan of Washington or Kaiser Foundation Health Plan of Washington Options, Inc., 601 Union St., Suite 3100, Seattle, WA 98101 • Self-insured plans are administered by Kaiser Permanente Insurance Company, One Kaiser Plaza, Oakland, CA 94612

Please recycle. 604-44513 November 2017

KAISER PERMANENTE **thrive**

## Welcome Aboard!

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



Washington Regional Manager – Jacob Arntson  
Vancouver Mobile Terrace – Malory Mace

## CHS Manager Recognition

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

Henry Garcia - Desert Oasis #50  
Mara Picco - Johnson City #16340  
Nichole Olson - Angel Haven #66  
Michelle Gruetter - Glen Tualatin #46  
Tanya Weathers - Swiss Meadow Village #31



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## Commonwealth Anniversary Dates

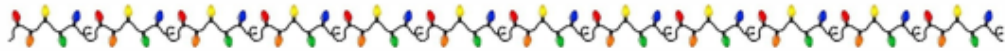
**Corey Packwood - 3 years 11/1**  
**Melissa Sapp - 8 years 11/1**  
**Stewart & Cynthia Blodwell- 6 years 11/11**  
**Nicole Antons - 6 years 11/1**  
**Larry Clark - 6 years 11/1**  
**Tiffany Bouley - 1 year 11/5**



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## **SAFETY CORNER**

We want to remind everyone to put up the Winter Weather signs. Please see file on the Commons Home page located under "Safety Material" [Winter Weather sign 2019](#). Posting suggestions are by the mailboxes, office and common areas.



### Safety Tips for Holiday Decorations

- ❖ Double check lights for frayed wires or cracks, and be sure there is a bulb in each socket. Discard and replace damaged strands.
- ❖ When decorating outside, keep ladders and decorations away from overhead power lines. Ensure the ladder is securely placed on the ground before climbing.
- ❖ Lights should be approved by Underwriters Laboratory. "UL" will be clearly displayed on the tag, signifying the product has been inspected for potential safety hazards. Red UL marks indicate the lights are safe for indoor/outdoor use, and green UL marks indicate the lights are only safe for indoor use.
- ❖ Do not hammer tacks or nails into the electrical cord when hanging lights. Instead, use clips to safely attach lights to the house.
- ❖ Use heavy-duty extension cords, and only use cords outdoors if they are designated for outdoor use. Avoid overloading extension cords by using no more than three sets of standard lights per cord.
- ❖ If possible, outdoor lights and inflatable decorations should be plugged into circuits protected by ground fault circuit interrupters (GFCI). GFCIs help prevent electric shock by breaking the circuit when differences in the currents of hot and neutral wires occur.
- ❖ Use a timer or turn off lights before going to bed, or if you will be away from home.
- ❖ For special ornaments that plug into a bulb receptacle, use no more than two per strand, or check the manufacturer's directions.
- ❖ Indoor lights should not touch drapes, furniture or carpeting. Keep lit candles away from flammable items, too.
- ❖ Prevent tripping hazards by placing cords and decorations in low-traffic areas where they won't be walked on. Avoid twisting, kinking or crushing cords.



**SAFETY FIRST!!!**

[Safety Meeting Minutes](#)

## Calendar Corner

[2019 TIMESHEET CALENDAR](#)

[OREGON NOVEMBER CALENDAR](#)

[WASHINGTON NOVEMBER CALENDAR](#)

Thank you for all your hard work!

The Commonwealth Team

Stay Connected

