



Commonwealth

REAL ESTATE SERVICES

Keeping In Touch - October

6th Annual Red Cross Halloween Blood Drive



**American
Red Cross**



Join us this Halloween for our 6th Annual Red Cross
Blood Drive.

Commonwealth Real Estate Services
18150 SW Boones Ferry Rd. Portland, OR 97224
Thursday, October 31, 2019
From 9:00 am to 2:00 pm

To schedule your time to donate please contact

Joana at reception@cwres.com

Feel free to come in with your Halloween costumes!

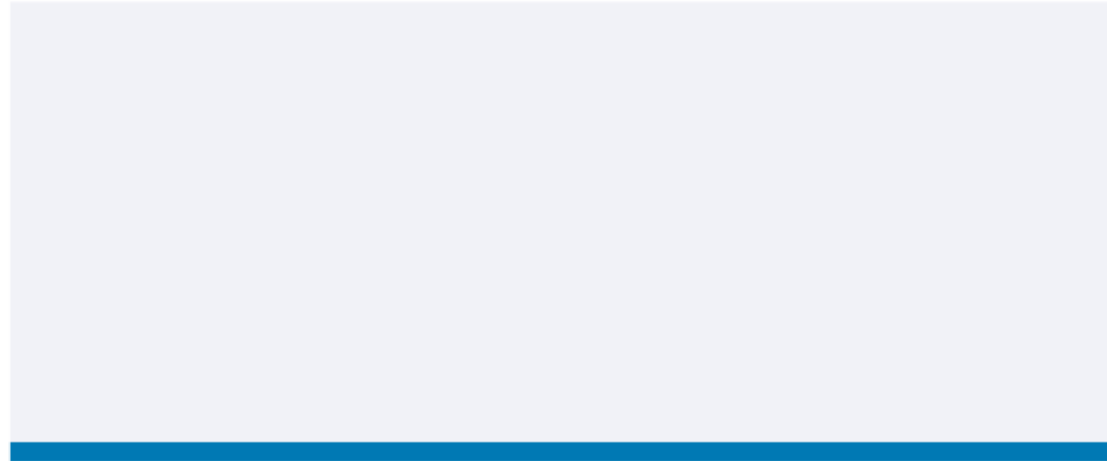
Who to contact

Here is a reminder of who would be the best person to contact.



Who Should I Contact???

Question Regarding...	Contact
Abandonments.....	Administrative Assistant
Accidents.....	Regional Manager & Kristine Rupp
Applications - entering and processing.....	Reception
Applications - questions regarding report results.....	Regional Manager
Application Status	Reception
Business Card Orders.....	Reception
Court Cases.....	Regional Manager
Deposits.....	Accounting Specialist
Direct Deposit of Paycheck.....	Human Resources - Kristine Rupp
Emergency Situations - Maintenance.....	Regional Manager
Emergency Situations - Fire.....	Fire Dept. and Regional Mgr.
Emergency Situations - Tenant Disputes, Assault, etc.....	Police Dept. and Regional Mgr.
Employment Verification.....	Human Resources - Kristine Rupp
FED - Filing.....	Regional Manager & Admin Assist.
FED - Follow Up.....	Regional Manager & Admin Assist.
Final Accounting.....	Accounting Specialist
First Letters.....	Regional Manager & Admin. Assist.
Form Orders.....	Reception
Home Depot Accounts.....	Regional Manager & Reception
Insurance.....	Human Resources - Kristine Rupp
Issues with printers, computers, etc.	IT - Jared Landau
Maintenance Issues.....	Regional Manager or On Call RM
Manage America - Rent Payments, Accounting, etc.....	Accounting Specialist
Manage America - Change Resident Name or Address.....	Administrative Assistant
Move-Ins / Move-Outs.....	Administrative Assistant
New Hire Paperwork.....	Human Resources - Kristine Rupp
Notices - First Letters, 30-Day, etc.	Regional Manager & Admin. Assist.
Office Depot Accounts.....	Reception
Paint/Repair Process.....	Administrative Assistant
Payables.....	Accounting Specialist
Payment Agreements.....	Regional Manager
Payroll.....	Human Resources - Kristine Rupp
Petty Cash - Approval.....	Regional Manager
Petty Cash - Check Distribution.....	Accounting Specialist
Purchase Orders - Approval.....	Regional Manager
Purchase Orders - Issuing.....	Regional Manager & Reception
Receivables.....	Accounting Specialist
Rent Payments - Entering.....	Accounting Specialist/Admin. Assist
Rent Payments - Questions regarding 72-Hour Notice.....	Regional Manager
Reservations.....	Administrative Assistant or Reception
Resident Complaints & Issues (also see Emergency).....	Regional Manager
Signs - Approval to Order.....	Regional Manager
Signs - Ordering.....	Admin Assist.
72-Hour Notices.....	Regional Manager
Timecards (Paycom).....	Regional Manager or Kristine Rupp
Unemployment.....	Human Resources - Kristine Rupp
Workers' Compensation.....	Human Resources - Kristine Rupp



3 ways to fend off the flu

It's never fun to be sick, but the flu is more serious than the common cold. It can be dangerous – especially for older people, children under 4, and pregnant women. Protect yourself and the people you care about with these simple tips.

Get your flu shot

It's your best defense. The vaccination can't give you the flu – but it can help protect you against this year's most common strains and prevent spreading the flu to others. Don't get the flu – get the flu shot!

Boost immunity with healthy habits

Simple things that support overall health can also help you fight the flu. Wash your hands often, and keep hand sanitizer handy. Make sure to get enough sleep, eat lots of fruits and veggies, and drink plenty of water.

Keep your germs to yourself

If you do get the flu, do yourself and your coworkers a favor and stay home. You need rest, fluids, and time to recover – and going to work sick can make symptoms worse and spread the illness around your workplace.

READY TO WIN YOUR FIGHT AGAINST THE FLU?

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



Please recycle. 6044410/November 2017

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

KAISER PERMANENTE **thrive**

Welcome Aboard!

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



Mountain Road Park – John Coy
Auburn Hills – Rehannon Smith & Mike Beder
Auburn Park – Tracy Carr & Anthony Alexander
Rogue Valley Meadows – Allen Jennings
Washington Admin – Jonathan Brighton

CHS Manager Recognition

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

Cindy Harris - Country Living #10
Nikki Aguilar - Mobile Towne West #145
Stacey Daniel - Fran Mar #55
Shannon Lehigh - Twin Firs #2
Pennie Jennings & Angela McMurray - Rogue Valley Meadows #10



Commonwealth Anniversary Dates

Susie & Virgil Bowling - 2 years 10/1
Jon Martineau - 2 years 10/1
Melvin Roher - 2 years 10/1
Ronnie Skeslien - 14 years 10/15
Jason Miller - 5 years 10/1
Raul Custodio Simon - 1 year 10/1
Robert Hammers - 8 years 10/12
Debra & Edward Hill - 1 year 10/5
Edward Burgett - 6 years 10/28
Julie Cummins - 12 years 10/15
Jeffrey Bellwood - 2 years 10/1
Dennis Kuhlman - 1 year 10/24



SAFETY CORNER

Safe Bee's Top 10 Fall Safety Tips



To paraphrase the old Byrds song, to everything, there is a season. Shorter days and cooler nights mean it's time to take some steps around the house, and within your family, to keep yourself and your loved ones safe during the transition to winter.

Please feel free to share with your Community Residents.

Here are ten smart moves to make now according to the safety experts at UL (Underwriters Laboratories).

- Check around the furnace before turning on the heat for the first time. Make sure there's nothing near it that's flammable. It's also a good idea to have your [furnace](#) inspected before winter sets in. (If for some reason you can't, take a look at it yourself. Make sure the flame is blue, not yellow or orange. Check the pipe from the furnace to the chimney to be sure it doesn't have rust spots and isn't disconnected at either end.) If you have radiators, remove anything that's sitting on top of them before the heat comes on.
- Dress kids in light-colored clothing to help drivers see them on their way home from after-school activities. On Halloween, make sure your kids can be seen. Give them a flashlight and glowstick, and if their costume is dark, add some reflective stickers or tape.
- **Change batteries when you "fall back."** Smoke alarms most often fail to sound an alarm because of missing, dead or disconnected batteries. Replace the batteries twice a year when you change the clocks (or whenever the alarm "chirps," indicating the battery is getting low). Also change the batteries in your CO detectors.
- Practice your [family fire escape plan](#) before the weather gets too cold. Every family should have one, but just one in three American households do, according to the National Fire Protection Association. Having the plan is important, but it's just as critical to practice it by conducting a home fire drill at least twice a year. Frightened kids may be tempted to hide under the bed or in a closet during a fire unless you teach them exactly how to escape.
- Use [space heaters](#) safely. Remember to keep combustibles "three feet from the heat" or "a meter from the heater." If you're using a fuel-powered heater, open a door or window slightly to allow fresh air to circulate. Remember to turn off your heater if you leave the house and before you go to bed.

- Buy your winter storm supplies now. The Old Farmer's Almanac [predicts above-normal amounts of snow](#) and below-normal temps across much of the United States this winter. Buy a good supply of ice melting compound now. If you'll need your driveway plowed, book a snow plow contractor now. Don't wait until the snow starts.
- Add outdoor lighting to dark places. These lights serve a dual purpose: discouraging intruders and protecting against falls. Motion sensor lights are most important around doors and near steps.
- Clean leaves out of your gutters every week in the fall. When you do, make sure you're [using the right ladder for the job and using it properly](#). More than 90,000 people get emergency room treatment for ladder-related injuries every year. If the gutters are hard to reach, install a leaf guard to keep most of the leaves out.
- Have your chimney inspected before the weather tempts you to use your [fireplace](#). If you use your fireplace every year, you should have the chimney cleaned every year to prevent a chimney fire. If your chimney needs repair, don't try to do it yourself; this is a job for a professional.
- Get your car ready winter. Stock the trunk with a blanket, hat and gloves, a bag of salt, sand or non-clumping kitty litter for traction, plus extra windshield fluid and of course, an ice scraper and shovel. Throw in a brightly colored cloth to tie to your antenna in case you get stuck. Also toss in a few snacks, like granola bars and unsalted canned nuts, as well as bottled water (dump some of the water so the bottles are only two-thirds full in case they freeze). Have all fluid levels checked. Finally, [make sure your tires are ready for bad weather](#).



SAFETY FIRST!!!

[Safety Meeting Minutes](#)

Calendar Corner

[2019 TIMESHEET CALENDAR](#)

OREGON OCTOBER CALENDAR
WASHINGTON OCTOBER CALENDAR

Thank you for all your hard work!

The Commonwealth Team

Stay Connected

