



Commonwealth

REAL ESTATE SERVICES

Keeping In Touch - March

Daylight Savings Begins



Its time to spring ahead!

Daylight Savings is

March 12th, 2023.

Change your clocks an hour ahead before you go to sleep on Saturday, March 11th, 2023.

Oregon Managers,

Due to a recent fire in one of our communities, we are moving to the next steps in the File Audit and Insurance Audit. We have started sending out first letters to residents who have not turned in their Insurance Declarations and/or have expired insurance policies. If a resident does not respond to the first letter sent, we will immediately be moving to a 30-day notice. Once you receive a declaration page, you will need to upload it to the Resident Documents and input the insurance information in the Quickset/Site and Home/Home Details/Insurer Information tab if your property is in MA. If your property is in Rent Manager, the declaration page will need to be uploaded to the History/Notes tab and an Excel spreadsheet should be created to track the insurance expiration dates. Unfortunately, Rent Manager does not have the capability of creating an Insurance Report like MA does.

As some of you may know, the law recently changed and we are no longer allowed to request that residents carrying a \$250,000 general liability insurance policy. We can only request a minimum of \$100,00 for general liability coverage. Our rental agreement has been updated with the new amount and we are referencing the \$100,000 general liability coverage in the notices we are sending. Unfortunately, for residents that do not have the insurance requirement listed in their rental agreement or in the general rules for the community, we are not able to legally enforce the insurance requirement. However, we are working on a letter to help persuade the residents

without the insurance requirement to get a general liability insurance policy. More details to come as we work through this part of the File Audit and Insurance Audit.

Collecting and monitoring insurance should be an ongoing monthly task. You need to make sure you are reaching out to residents to get their renewal declarations prior to the current policy expiration date. We are going to start monitoring the insurance more closely and will be pulling the Insurance Report with the Delinquency Reports on the 16th of the month. It is really important that the insurance information is updated as you receive it and you are following up with residents frequently regarding their insurance.

If you have any questions regarding the File Audit and Insurance Audit, please reach out to your Admin or Regional Manager.

Upcoming QMM Meeting on 4/19/2023. Details regarding the meeting will be sent out closer to the date. Please let us know if you have any questions!

WELLNESS CORNER



As we emerge from the cold and dark winter months, its important to take time for a mental check-in.

How do you feel? What has gone well recently? What is an obstacle you've encountered?

Who can you lean on in times of stress?

This Spring, consider shaking up your routine to prioritize your mental wellbeing. Small additions to your day-to-day, such as journaling, decluttering, learning a new skill or speaking to a Therapist can be incredibly impactful.

[Find out more ways you can put your mental health first this season](#)

Welcome!

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

- Noah Tabladillo - Mountain View MHC
- Marshal Odden - CW OR Corp
- Heidi Propp & Bob Cox - Pine Ridge Park
- Travis Lunde - CHS WA

CHS Manager Recognition

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

Lazerrick Holiday - Auburn Hills #17
Michelle Enrici - Seminole Estates #170
Victoria Kingsbury - Alder Creek #364
Nichole Olson - Angel Haven #73
Kimberly Barndhardt - Holly Tree #16
Debbie Hesterley - Driftwood Gardens #2
Deanna Long - Anglers Pointe #71
Michelle Gruetter - Glen Tualatin#25
Skye Langford - Forest Hills #49
Ronda Aldridge - Sundial



Commonwealth Anniversary Dates

Araceli Sanchez Gregorio - 4 years 3/1
Leisa & Ed Quintero - 6 years 3/1
Timothy Meyer - 13 years 3/1
Joshua Hoffert - 10 years 3/1
Joe & Sandy Keener - 1 year 3/1
Joy Chester - 9 years 3/3
Ryan Nelson - 2 years 3/4
Ryan Erickson - 6 years 3/6

Luis Lopez - 5 years 3/7
Chelsea Keller - 4 years 3/11
Sarah Hall - 3 years 3/15
Abby Mace - 6 years 3/15

Congratulations!

SAFETY CORNER

March is Eye Safety Month

Eye Safety Month

More than 2,000 eye injuries occur on the job site every day and about one in 10 of them require missed work days to recover. Of the total amount of work-related eye injuries, 10 to 20 percent will cause temporary or permanent vision loss in the affected employees. And, while many people think that eye injuries primarily occur in manufacturing, construction or trade jobs, nearly 40 percent of work-related eye injuries occur in offices, healthcare facilities, laboratories and similar environments.

Flying objects, tools, particles, chemicals and harmful radiation, are the causes of most eye injuries. And in many cases, implementing safe work practices and utilizing appropriate personal protective equipment could prevent them entirely.

March is Workplace Eye Safety Awareness Month and that is why we are taking this opportunity to remind you of a few tips to help protect your eyes while on the job.

- › Always wear the appropriate safety eyewear for your job site or role, even if you are just passing through a hazardous area.
- › If working in an area with particles or dust, be sure to wear safety glasses with side shields to protect against flying objects.
- › When working with chemicals, always wear safety goggles or face shields to protect against splashing.
- › When working around hazardous radiation like welding, lasers or fiber optics, be sure to use special-purpose safety goggles and helmets designed specifically for the task.

So remember - something as simple as putting on a pair of safety glasses can prevent serious eye injuries. These injuries are painful, cause many lost workdays and sometimes lead to permanent vision loss. So during the month of March, and year round, remember to wear your safety glasses!

Source: Oregon State University copyright 2020

TO PREVENT DIGITAL EYE STRAIN

TAKE A	EVERY	LOOK AT SOMETHING
20	20	20
SECOND BREAK	MINUTES	FEET AWAY

"Stay Focused on Safety"



SAFETY FIRST!!!

Safety Meeting Minutes

CALENDER CORNER

2023 TIMESHEET CALENDAR

OREGON MARCH CALENDAR

WASHINGTON MARCH CALENDAR

Thank you for all your hard work!

Stay Connected

-The Commonwealth Team

