



# Commonwealth

REAL ESTATE SERVICES

## Keeping In Touch - May

### Oregon Managers,

We recently updated the 10 Day Notice form. The updated form is now uploaded in MA and listed on the Commons.

Please remember to double-check the dollar amounts for each category (base rent, late fees and utilities and other charges). MA sometimes does not list these correctly. You will need to add an alternate mailing address (if applicable) and the number of 10-Day Notices sent in the last 12 months to the notice. Unfortunately, MA will not automatically generate this for us.

When mailing a 10-Day Notice, you will need to send the notice with a Certificate of Mailing NOT Certified Mail.

10-Day Notices are considered legal notices, so please remember to keep a copy of the final notice for your files and upload a copy of the notice to the Resident Documents in MA or to the History/Notes if your property is in Rent Manager.

If you have any questions, please reach out to your Regional Manager or Admin for help.

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## Refresher Training - 5/10

**10:00am-11:00am**

Refresher training will be covering notices (10-Day Notices, First Letters, etc.) An invite will be sent out on Monday, 5/8.

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### Washington Managers,

Stay tuned for details regarding our Paint & Repair Program. Further information will be provided via email.

Monthly QMM's are being scheduled as we speak and will be done regionally (North, South & Vancouver). Please look out for a calendar invite to save the date and we look forward to seeing you!

## 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!**

Kelly Ruiz - WA Admin  
Jennifer Brandon - Accounting Specialist

# Welcome

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## CHS Manager Recognition

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

**Mike Grant** - Puerto Vista #124  
**Robert Hammers** - Quiet Meadows #45  
**Sylvia Wege** - Riverstone #B-17  
**Victoria Kingsbury** - Four Winds #5  
**Michelle Gruetter** - Glen Tualatin #45



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## Commonwealth Anniversary Dates

**Aaron Wyrostek** - 13 years 5/1  
**Gregory Mustoe** - 11 years 5/1  
**Robert Dent** - 2 years 5/8  
**Andrew & Denise & Sean Stephens** - 2 years 5/8  
**Deanna Long** - 2 years 5/8  
**Jim Roberson** - 2 years 5/8  
**Noel Chea** - 2 years 5/8  
**John & Robin Perez** - 2 years 5/8  
**Don & Sylvia Best** - 2 years 5/8  
**John & Julie Maxwell** - 2 years 5/10  
**Dayton Hammers** - 6 years 5/26



*congratulations*

## Safety Corner



# 10 RULES FOR WORKPLACE SAFETY



- 1** You are responsible for your own safety and for the safety of others.
- 2** All accidents are preventable.
- 3** Do not take shortcuts always follow the rules.
- 4** If you are not trained don't do it.
- 5** Use the right tools & equipment and use them in the right way.
- 6** Assess the risks before you approach your work.
- 7** Never wear loose clothes or slippery footwear.
- 8** Do not indulge in horseplay while at work.
- 9** Practice good Housekeeping.
- 10** Always wear PPEs.



*"Stay Focused on Safety"*



**SAFETY FIRST!!!**

**Safety Meeting Minutes**

## *Calendar Corner*

**2023 TIMESHEET CALENDAR**

**OREGON MAY CALENDAR**

**WASHINGTON MAY CALENDAR**

Thank you for all your hard  
work!

-Commonwealth Team

Stay Connected

