



Shrewsbury Manor

A NEWSLETTER FOR RESIDENTS OF SHREWSBURY MANOR

SPRING/SUMMER 2018



LANDSCAPING

As the warmer weather approaches, get out and enjoy the beauty of Shrewsbury Manor's views and grounds. Guaranteed Landscaping will be working every **MONDAY OR TUESDAY**, depending on the weather (and holidays). They maintain the beds, trim bushes, and cut the grass as needed.

We would like to remind everyone to **close their windows** so that the inevitable dust that is created by the blowers and lawn mowers does not go through your windows. This applies to your car windows and garages as well.

Only annual flowers are permitted to be planted in the flower beds. Please do not plant trees, bushes or vegetable plants.

SPRING REMINDERS

- The heat for the entire complex will be turned off around May 1st, weather permitting.
- All spring and summer accessories must be stored after each use and not left on the porch area or grounds. Please be considerate to those who share your porch area and keep it clear of any tripping hazards. We ask that all garden tools, pots, bags of mulch, lawn chairs, etc. be stored daily as well.
- For those who enjoy grilling, please remove your grill from the grounds after each use. In addition, please do not leave piles of coal on the lawn or in the garden beds.
- If not done recently, please take the time to replace your smoke alarm and carbon monoxide batteries.
- Please help keep the community looking beautiful this season by picking up any garbage you see and please do not drop cigarette butts on the grounds.
- Please keep garage doors closed to keep leaves, dirt, etc. from blowing in your garage.
- Philip J. Bowers & Co. will be removing the outside air conditioner covers on or about April 15th please do not use your air conditioners until you see the covers come off or you may burn up the motor in the air conditioner unit.

RESIDENT INFORMATION

Visit our website at www.shrewsburymanor.com to see apartments available for rent, access links to local Red Bank events and news, as well as contact us. You can also contact us through Philip J. Bowers & Co.'s website www.pjbowers.com. However, if you have an after-hours emergency, please call us at 732-741-7200 and dial "0" for the operator to call an on-call employee. Our website is not checked on the weekend or at night.



There is a bulletin board located in the laundry room, where we will post the newsletter, important notices, memos, articles, facts, etc. Should any resident want to post a personal note, such as selling an item, please feel free to use the bulletin board. We ask that you remove your note in a timely manner.

There is also a suggestion box located in the laundry room next to the bulletin board. We welcome your suggestions. Please complete your suggestion and put it in the box or send an email to Jennifer Matule at jmatule@pjbowers.com.

Please refer a friend to rent at Shrewsbury Manor. Simply have your friend list your name on their application and if their application is approved and a one-year lease is signed, Management will pay you \$500 sixty (60) days after your friend has moved in. This applies to applications who are not represented by a real estate broker. Lease applications can be found online at www.shrewsburymanor.com.

NOTEWORTHY

Parking Permits: Residents may apply to the office of the Borough Parking Utility located at 75 Chestnut Street for a residential parking permit in order to park overnight on the street (driver's license and a valid vehicle registration card are required). Residential permits have an expiration date, please renew prior to expiration. All permits must be displayed visibly in the rear driver's side window or driver's/driver's passenger side window which are not tinted.

Parking: Every parking space is rented and/or reserved. Please do not park in someone else's space and please be sure you tell your guests to either park in your assigned space or on the street. If someone parks in your space, please put a note on the car telling them they are in your space and not to park there again and call the office with their car information. We will try our best to find the person. Repeat offenders will be towed. If someone is in your space, please park on the street and not in someone else's space, which only doubles the problem.

Laundry Room: Please do not leave clothes in the washing machines or dryers as many residents share the laundry room. Please report any washing machine and/or dryer that is not working properly to the office so we can have it repaired. Call our office at 732-741-7200.

Power Outages: It is not uncommon for a power failure to affect only part of an apartment or building due to electrical phasing. Extended power outages will affect the heat & hot water and garage door openers. A manual access key is highly recommended for all garage door openers. With an access key, you can disconnect the opener, should the power go off. If you feel a power outage is isolated to your apartment, check the circuit breakers, which may have to be reset. You may also need to reset the GFI outlet by pressing the "reset" button on the center of the outlet.

Dumpster Area: Please remember to tie your trash bags shut. Sometimes the wind off the river is so strong it blows the dumpster lids open and if the bags aren't tied shut, trash blows all around the parking lot. Also, cut and flatten all cardboard boxes and close the dumpster lids when finished.

Storage Bins: Every apartment comes with a basement storage bin. Your bin is numbered the same as your apartment. Please do not put any items in an empty bin as every bin belongs to an apartment. If you need help locating your assigned bin, we will be happy to help you.

Smoking: We would like to ask all smokers to be courteous of their neighbors and smoke outside and away from the building so the smoke does not blow back into a unit's windows. And please do not drop or leave cigarette butts on the ground.

Storm Doors: Please hold your storm door while entering and exiting your apartment and be sure that it latches shut. With the extreme wind off the water, if a door isn't latched, it will be ripped off the hinges. Give us a call if your storm door isn't closing all the way and we will repair it immediately.

Leaks: If you have a leaky faucet or your toilet runs, please let us know and we will repair it immediately.

Sink & Tub Drains: Please call us immediately if you notice your sink or tub getting slow to drain. It is much easier for us to snake the lines when they are partially clogged than when they are completely clogged and stop draining.

Bike Rack: The bike rack is located to the side of Apt. 38, near the laundry room.



RENT

Rent is due on or before the 1st of each month. If rent is received after normal business hours, which is 4:30 pm, on the 10th, a late fee will be applied to your account. Payments can be mailed to Shrewsbury Manor, P.O. Box 757, Red Bank, NJ 07701 or placed in the rent drop box outside the maintenance office. Please note that no cash is accepted in the rent drop box.

MAINTENANCE REQUESTS

All maintenance requests and/or emergencies must be called into the office at 732-741-7200. Please do not give any maintenance requests directly to John or Pete. We keep track of all maintenance requests at the office to make sure that they are taken care of in a timely manner. Thank you for your cooperation. We charge \$75.00 for all lockout calls. We suggest giving a key to a family member or friend so they can let you in if you lock yourself out. You can also try a hide-a-key for emergencies.



CONTACT INFORMATION

Shrewsbury Manor is managed by Philip J. Bowers & Co. Please contact us at 732-741-7200 with any questions or concerns. If you call after hours, please leave a message for non-emergencies. For emergencies, press "0" and you'll be connected to our answering service.

Please note that we do not check any emails sent at night and/or weekends, therefore, if it is an emergency, please call the office to be connected with the answering service as stated above.

Mailing address: P.O. Box 757, Red Bank, NJ 07701

Location: 44 Apple Street, Tinton Falls, NJ 07724

Office hours: Mon-Fri, 8:30 am—4:30 pm

Website: www.shrewsburymanor.com or www.pjbowers.com