

Shrewsbury Manor



A NEWSLETTER FOR RESIDENTS OF SHREWSBURY MANOR

FALL/WINTER 2018

LANDSCAPING & SNOW REMOVAL

Shrewsbury Manor's landscaping contractor, Guaranteed Landscaping, will continue working at the complex every **MONDAY OR TUESDAY** throughout the year, depending on the weather and holidays, to 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.

Guaranteed Landscaping will also be providing the snow removal this winter season. In order to assure more efficient snow plowing, there are ways residents can help.

- The plows do not remove snow, they only move the snow. When plowing, snow may get pushed behind your vehicle as the plow makes a path down the driveway. If you hear the plow trucks (they will beep their horns), please move your car so they can plow your space. Once your space has been plowed, you can move your car back. If you do not move your car, Management will not be responsible for shoveling it out later.
- If you rent a garage, please use it for parking if the weather is calling for snow.
- If you have a doormat on the porch, please remove it if it snows so the doormat does not get stuck in the snow blower.
- If you see another resident in need of assistance, please lend a helping hand (or shovel).

With regard to snow and ice removal from the sidewalks and parking lots, it is imperative that residents and guests be as careful as possible when walking through the complex. Management and Guaranteed Landscaping do their best to remove the ice and snow, however, many times the ice melts just to freeze again. We will continue to salt/sand until the ice and snow are gone, but many times this can take several days. Snow and ice are a nasty, natural occurrence of winter and our best efforts are made to keep the complex safe.

HEATING SEASON

The heat for the entire complex will be turned on **October 1st**. The radiator valves can be lowered to "1" for less heat and turned up higher for more heat. It is very possible that your radiator will get air in the lines when the heat is first turned on, so please call our office if your heat is not working so we can send someone from maintenance to bleed your radiators. If you call after normal business hours (8:30 am – 4:30 pm), please call our main line at 732-741-7200 and press "0" for the operator and they will contact maintenance and give them your heat call.

SNOW BIRDS

If you are heading south for the winter months, please make sure that Philip J. Bowers & Co. has a copy of your key, as well as a friend, family member or a neighbor who can check your unit in your absence. Be sure to advise Philip J. Bowers & Co. of the person we should contact should there be a problem with your unit, as well as your winter address and telephone number in case of any emergencies.

RENT

Rent is due on the 1st of each month. If rent is received after our 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, placed in the rent drop box outside the maintenance office or brought to our office located at 44 Apple Street in Tinton Falls. Please note that no cash is accepted in the rent drop box.

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.

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 applicants who are not represented by a real estate broker. Lease applications can be found online at www.shrewsburymanor.com.



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 hid-a-key for emergencies.

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 cigarettes on the ground or stub out cigarettes on the sidewalk areas. Thank you!

NOTEWORTHY

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 the 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 and down to the river. 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.

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.

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.

Garages: Please keep garage doors closed at all times to keep leaves, dirt, etc. from blowing into your garage. In addition, any pipes in the garages will freeze if exposed to the cold air, especially in the winter months.

Sewer Backups: Items such as wipes, paper towels, q-tips, feminine hygiene products, dental floss, etc. cannot be flushed down the toilets. Please keep a waste basket in your bathroom for disposal of any items other than toilet paper. If any of these items are flushed down the toilet, it puts the sewer line at risk of a backup.

HOLIDAY SEASON

Many of us enjoy the annual holiday tradition of a live Christmas tree. Christmas trees can be left at the dumpster area for pickup at the end of the year. Please be aware that no outside lights or decorations are allowed.

Please note that the office will be closed November 22nd & 23rd, December 24th & 25th and January 1st.

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 are unable to check any emails sent through the website on nights 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 and www. pjbowers.com

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