

### MANAGEMENT STAFF

Regional Property Manager	Jan Mathison
Property Manager	Ann Gauvreau
Resident Services Coordinator	Patti Chewning
Assistant Property Manager	Shirley Perry
Administrative Assistant	Lil Benjamin-Boysen
Maintenance Supervisor	Les Chewning
Maintenance Technician	Darryl Ennis
Maintenance Technician	Rick Kajanaku
Grounds/Custodian	John Ksiazewski

### IMPORTANT PHONE NUMBERS

Management & Leasing Offices	(215) 547-2170
FAX	(215) 943-7642
Resident Services Office	(215) 547-4704
Maintenance Emergencies	(215) 547-2170
PECO (Gas and electric service)	(800) 841-4141
Verizon Telephone	(800) 660-2215
Comcast (Cable services)	(215) 547-3819
Police/Fire/Rescue (Emergency)	911
Police (Non-emergency)	(215) 949-1000
Poison Control	(800) 222-1222

### MANAGEMENT OFFICE HOURS

Monday – Friday	8:00 AM – 5:00 PM
Holidays	Closed

**Corcoran-Jennison Management Company**  
150 Mount Vernon Street  
Suite # 520  
Boston, MA 02125  
[www.cjapts.com](http://www.cjapts.com)

The **NHP Foundation (NHPF)** provides quality affordable multifamily rental housing and resident services for low and moderate-income families. Operation Pathways, a multifaceted program for residents and members of the surrounding communities, delivers services to children, youth, and families. For additional information call 202-789-5300 or visit our website at [www.nhpfoundation.org](http://www.nhpfoundation.org).

## Foxwood Manor Apartments

***DECEMBER 2007***



2180 Veterans Highway  
Levittown, PA 19056



# Foxwood Manor Apartments

## SNOW REMOVAL 2007-2008

Dear Residents,

In an effort to help our staff as winter snowstorms approach, we are asking all of our residents to do their part to ensure a quick cleanup of the property during snow removal. Please keep the following tips in mind whenever the forecast calls for snow:

1. Remove all welcome mats from front doorways and any decorations that may get in the way of our snow removal team. Doormats, Newspapers and other items can become tangled in our snow blowers and cause damage to the equipment and slow down the removal process. These items often cannot be seen when they are covered with snow.
2. **Make sure that the front of your parked vehicle is not covering the sidewalk. This will help the snow removal team when they are removing the snow from the sidewalk.**
2. Keep an eye out for the snow plows! If possible, please move cars to an area where the snow has been cleared so the plows can clear your parking lot more efficiently.
3. Please notify the office of any icy patches that we may have missed during our removal process.

If there are any other items you are aware of, please call the office.

During snowstorms, all routine maintenance calls will be handled once the snow removal process is complete. Emergency maintenance calls will be handled as quickly as possible.

Thank you for your cooperation and your anticipated patience during all storm removal efforts.

Sincerely,

Foxwood Manor Staff

### Manager's Corner

#### **ATTENTION: All two bedroom downstairs units**

All downstairs end apartments should turn off the water in your utility closet and remove your hoses to prevent water freezing and damage to the pipes.

#### Emergency Calls

CJ Management Company has a policy that calls made to the answering service, after normal business hours, weekends, or holidays, are to be for **emergencies only**. When calling the answering service, please be sure to leave your name, telephone number, and address so that our maintenance person ON-CALL can respond to your emergency. Below is a list of what is considered an emergency:

**No Hot Water  
Gas Leaks  
No Heat  
No Electricity  
Broken Window  
Fire  
Toilet not working  
Refrigerator not working,  
which causes loss of food  
Water Leaks that may cause  
harm to resident/property**



Happy December Birthdays!



Courtney Miller  
Barbara Lasecki  
Megan Wilson  
Nancy Haring  
Sharon McFarland  
Joan McCloskey  
Wilfredo Figueroa  
Angel Williams  
Naomi Mutter  
Glennia Johnson  
Susan Rubel  
Michael Chavez  
Geraldine Thompson  
Nancy Scott  
Jasmine Henne  
Jenny Epp  
Claire Cameron  
Evan Buckby  
Audrey Hinterkopf  
Holly Kimball  
Brooklyn Reynolds  
William Thompson  
Daryle Mousley  
Wilma Smith  
Rebecca Ragon  
Sharon Becher Spicer  
Geraldine Exum  
Anne Carboni  
January Derby  
Balleh Doe  
Kimberly Shoffner Bowen  
Jade Santiago-Gomez  
Suzanne Bruse  
Michael Bowman  
Joan Disharoon  
Sarah Nem  
Lena Howard  
Kathleen Kessler  
Michelle Marshall  
Ansu Kaba  
Ramon Clendaniel  
Tina Unwin  
Frank Budka  
Justine Spinelli  
Keira Adams  
Iman Arnaoutti  
Brieana Gibilisco  
Alvaro Hurtado  
Noel Ernsberger  
Edivia Fields  
Kamah Gbelle  
Alaysia Day



The Office will be closed on **Friday, December 14, 2007** and also **Tuesday, December 25, 2007**. Any emergencies, please call 215/547-2170, and they will contact the person on call.

The **Community Center** will be closed on the following dates: **Friday, 12/7, Friday, 12/14, and the WEEK of 12/24 thru 1/02.**

**THERE WILL BE NO  
AFTER SCHOOL  
PROGRAM.**

**Happy Holidays From the  
Staff of  
Foxwood Manor!**



**S.Bruse**

You are this month's questionnaire winner! Stop by the Management Office for your prize. Don't forget that you can also be eligible for the monthly prize and also for the year-end Grand Prize of \$1,000. Be sure to complete your questionnaire! **C.J. Management cares about your opinion.**

## Holiday Breakfast

On Saturday, December 8<sup>nd</sup>, between the hours of 10 AM -12 PM, we will be having our Holiday Party in the Community Center at Foxwood Manor. Not only will a *Holiday Breakfast* be served to the residents of our community, but also a “*special visitor*” is coming to Foxwood Manor who will be giving presents to residents from ages infancy to 14. The holiday elves have been busy at Foxwood Manor! We look forward to sharing the holiday spirit.

NO RESIDENT UNDER THE AGE OF 18 WILL BE ALLOWED IN THE COMMUNITY CENTER WITHOUT AN ADULT.

Admission to the *Holiday Breakfast* is a can or box of food (non-perishable) per each household.



## BUCK \$BACK PROGRAM

Is Back at Foxwood Manor  
Community Center  
2180 Veterans Highway  
Levittown, PA 19056

### SPEEDY TAX RETURNS – FREE OF CHARGE

Starting Thursday, January 31<sup>st</sup>, and running thru  
Saturday April 12<sup>th</sup>

See your Newsletter for additional dates and time.

- Is your income below \$39,000
- Are you:
  - o A U.S. Citizen?
  - o A wage earner during 2007?
  - With a valid social security card?
  - Who typically files a Form 1040 or 1040-EZ?

You may meet the criteria for free tax preparation service, courtesy of a special program created by the U.S. Internal Revenue Service and administered for Bucks County residents by the Bucks County Opportunity Council, Inc., Delaware Valley College, and Foxwood Manor in partnership with Bucks County Foundation, Prudential Financial and Citizens Bank.

Your tax return will be prepared:

- v Free of charge
- v All tax returns prepared are kept totally confidential
- v By volunteers especially-trained to secure all earned income tax credits, child tax credits and education credits and
- v Expedited to the IRS through special e-file software.

If you did not collect your Earned Income Tax Credit last year, you may still qualify for it with this year's return.

Call the Bucks County Opportunity Council to schedule an Appointment:  
215-345-8175 X 201  
Ask about free child care.



## Resident Services Corner

I would like to thank all the residents who showed up on Resident Appreciation Night. It was great seeing everyone.

## Pathway to Academic Achievement

### Project Jump Start



A program for ages 3-5 is being held every Monday and Thursday mornings from 10 AM-12 PM in the Community Center. For more information, contact Patti at 215/547-4704.

### Foxwood After School Program

Foxwood/YWCA After School Program is held Monday thru Friday from 3:00-5:00 pm, in the Community Center.

### Congratulations to Foxwoods After School Students

### “Student’s of the Week”

Jerome S.  
Satarus R.  
Kolbey S.R.

Way to go! Keep up the good work!

### Community Library

Foxwood has its very own Community Library for all ages. If you or someone you know likes to read, stop by the Community Center to borrow a book or two.



## Pathway to Self-Sufficiency



### Computers for Adults

Computers are now up and running. If you would like to use the computers for job search etc, stop by the Community Center Monday thru Thursday from 9 am-2 pm.

### Attention Seniors

Join your friends and neighbors every Wednesday, from 10 AM to 12 PM for a fun morning of activities and enjoy a delicious hot meal. Check your calendar for activities planned.

## Pathway to Healthy Living

### Health and Fitness Program

Want to get fit? Join us at the Community Center for a night of fun getting fit. See your calendar for dates and times. Fitness fun for all ages!



## Pathway to Social Enrichment

### Coffee Hour

Every Tuesday at 10 AM is an opportunity to make new friends while enjoying a hot cup of coffee, tea or juice and some pastry. Take a few minutes each Tuesday to stop by the Community Center to say hello to your neighbors.



## BINGO

Wednesday, December 12<sup>TH</sup>  
10 AM  
Cost \$ 1.00  
\$.25 per card



Join friends and neighbors for fun and prizes.

# DECEMBER 2007

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 Project Jumpstart 10 AM-12 PM Computers 9 AM-2 PM ASP 3-5 PM	4 Coffee Hour 10 AM Computers 9 AM-2 PM ASP 3-5 PM	5 Seniors 10AM Computers 9 AM-2 PM ASP 3-5 PM	6 Project Jumpstart 10 AM-12 PM Computers 9 AM-2 PM ASP 3-5 PM Fitness 7 PM	7 Center Closed	8 Holiday Party 10 AM-12 PM
9	10 Project Jumpstart 10 AM-12 PM Computers 9 AM-2 PM ASP 3-5 PM	11 Coffee Hour 10 AM Computers 9 AM-2 PM ASP 3-5 PM	12 Seniors Holiday Party –Bingo 10 AM Computers 9 AM-2 PM ASP 3-5 PM	13 Project Jumpstart 10 AM-12 PM Computers 9 AM-2 PM ASP 3-5 PM Fitness 7 PM	14 Center Closed	15
16	17 Project Jumpstart 10 AM-12 PM Computers 9 AM-2 PM ASP 3-5 PM	18 Coffee Hour 10 AM Computers 9 AM-2 PM ASP 3-5 PM	19 Seniors Cards 10 AM ASP 3-5 PM	20 Project Jumpstart 10 AM-12 PM Computers 9 AM-2 PM ASP 3-5 PM Fitness 7 PM	21 Boy /Girl Scouts ASP Holiday Party 3-5 PM	22
23	24 Center Closed	25 <b>Happy Holidays</b>	26 Center Closed	27 Center Closed	28 Center Closed	29
30	31 Center Closed					