

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	

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

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.

Foxwood Manor Apartments

January 2008



2180 Veterans Highway
Levittown, PA 19056



**Operation
Pathways**
AN AFFILIATE OF THE NHP FOUNDATION



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 side walk.**
3. 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.
4. 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

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



Parking

Just a reminder the parking area by the office is for residents using the laundry area and applicants only!

Please do not block maintenance vehicle or garage doors!



Happy January Birthdays!

Patricia Anderson
Samuel Rodriquez
Denzel Hughes
Kyle O'Neill
Luis Santiago/Rivera
Lynne Wildey
Amber McElveen
Nevaeh Taylor
Elizabeth Hastry
Sekou Kamara
Danielle Camille
Keith Austell
Alyssa Fravel
Cassandra Mendoza
Megan Foster
Sushma Arora
Karen Franzson
Ariana Chewning
Barbara Kemler
Christine Quiles
Emlyn Robles
Adam Gawlinshi
Jerome Taylor
Nadia Slayton
Robert Horn
Ralph Hollahan
Elaine Bonczek
John Noonan
George Schlacter
Edward Epp
Dawn Reynolds
Vernona Downes
Tracy Austell
Latoya McClain
Patricia Dost
Lacy Farmer
Nicole Dost
Eric Freeman
Anthony Gotay
Gayle Turner
Jules Maciolek
Theresa Demuro
Jennifer Taylor



The **Community Center and Office** will be **closed** on **Tuesday, January 1, 2008**. Any emergencies, please call 215/547-2170, and they will contact the person on call.



V. Funanage

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!

Foxwood Manor cares about your opinion.

Welcome Home!

M. McCarron

Thank you for choosing Foxwood Manor! Welcome from the staff and residents! If there is anything the staff can do, please contact the office.



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 31st, and running thru
Saturday April 12th

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

Thank You!

Sometimes during our busy schedules, we forget to thank our volunteers for the time they give to our community. Foxwood Manor staff would like to take this time to thank the many volunteers who have helped throughout the year. Without your kindness and hard work, we would not be able to provide the many activities we offer at the community center. We sincerely appreciate all that you have done and look forward to your volunteering in 2008.

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.

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, January 16th,
10 AM
Cost \$ 1.00
\$.25 per card

Join friends and neighbors for fun and prizes.

January 2008

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Community Center and Office Closed New Year's Day	2 Community Center Closed	3	4 Health and Fitness Exercise 7 PM	5
6	7 Project Jumpstart 10 AM-12 PM Computers 9 AM-2 PM ASP 3-5 PM	8 Coffee Hour 10 AM Computers 9 AM-2 PM ASP 3-5 PM	9 Seniors Cards 10 AM Computers 9 AM-12 PM ASP 3-5 PM	10 Project Jumpstart 10 AM-12 PM Computers 9 AM-2 PM ASP 3-5 PM	11 Boy /Girl Scouts ASP 3-5 PM Health and Fitness Exercise 7 PM	12
13	14 Project Jumpstart 10 AM-12 PM Computers 9 AM-2 PM ASP 3-5 PM	15 Coffee Hour 10 AM Computers 9 AM-2 PM ASP 3-5 PM	16 Seniors Bingo 10 AM Computers 9 AM-2 PM ASP 3-5 PM	17 Project Jumpstart 10 AM-12 PM Computers 9 AM-2 PM ASP 3-5 PM	18 Boy /Girl Scouts ASP 3-5 PM Health and Fitness Exercise 7 PM	19
20	21 Martin Luther King Jr.'s Birthday	22 Coffee Hour 10 AM Computers 9 AM-2 PM ASP 3-5 PM	23 Seniors Movie 10 AM Computers 9 AM-2 PM ASP 3-5 PM	24 Project Jumpstart 10 AM-12 PM Computers 9 AM-2 PM ASP 3-5 PM	25 Boy /Girl Scouts ASP 3-5 PM Health and Fitness Exercise 7 PM	26
27	28 Project Jumpstart 10 AM-12 PM Computers 9 AM-2 PM ASP 3-5 PM	29 Coffee Hour 10 AM Computers 9 AM-2 PM ASP 3-5 PM	30 Seniors Crafts 10 AM Computers 9 AM-2 PM ASP 3-5 PM	31 No Project Jumpstart No ASP Bucks Back Program 5:15 PM		