

TSC CORPORATION

Fall/Winter 2008 Newsletter

SOME MAINTENANCE ANNOUNCEMENTS

FALL LEAF CLEANUP

Fall clean-up of leaves and debris will take place two times throughout the fall. One leaf removal will take place when approximately half of the leaves have fallen. A second leaf removal will take place when the majority of the leaves have fallen.

OIL HEAT REMINDERS

If you have oil heat and have not been receiving oil deliveries for your heater or hot water heater, please update your account. You may contact any oil company to continue winter deliveries. We strongly encourage every tenant to be on the automatic delivery system.

It is extremely important that you have oil delivered continually. Severe and costly damage may occur if your heater runs out of oil. Avoid these costs and place your account on automatic delivery today.

FORCED HOT AIR

All tenants with forced hot air must remember to change their air filters every 60 days. This simple task increases the heater's efficiency dramatically. And remember—an inefficient heater increases your fuel bill!

WATER WORKS!

Cold weather is coming and in order to prepare for the cold weather, remember to shut off the valve to your outdoor hose bib. Also, locate water mains to the home and under the sinks to become familiar with their locations if needed during a frozen pipe emergency.

WELCOME ... AND WELCOME BACK!

The TSC Corporation welcomed six new tenants and their families to the program this year. We hope you're settling in well and are enjoying your new home. As always, if you need to contact the Corporation with a maintenance request, please call 609.771.3312. If you don't get to speak to one of the staff in person, leave a detailed message with your name, phone number where you can be reached, and details about the reason for your call, including the exact location (upstairs, downstairs, powder room, etc.) We access the voicemail regularly and can do so from a remote location so that's the most timely way to reach us. Remember — use the Emergency Contact List for emergencies that occur after regular office hours.

REMINDERS . . .

- Per your lease agreement, all residents are required to obtain and keep current, contents and liability insurance for their rented properties. The Corporation insurance carrier requires that we forward copies of these individual policies to them. Please forward a copy of your policy to us as soon as possible, but no later than February 28, 2009.
- This is a good time to change the batteries in your smoke detectors.
- This is also a good reminder if you flip your mattresses regularly to maximize your comfort and the life of your mattress.
- If you have installed a burglar alarm, please notify us. Also, the Ewing Township Ordinance requires all burglar alarms be registered with the Ewing Township Police.



Winter is Here!

With the winter weather arriving, all residents are reminded to take precautions to keep homes and apartments safe during the freezing cold temperatures. The Trenton State College Corporation would like to review several guidelines that will help protect the safety of the home and your possessions inside of it:

- * Residents are reminded that they are responsible for winterizing their exterior hose bibs. If you haven't done so already, water should be flushed from the lines to prevent them from freezing and cracking. If you have an outside water spigot, you should shut off the water valve on the inside of the unit or house and leave the water spigot open at the outside of the house. **Hoses should be disconnected and stored until the warm weather arrives.**
- * If you intend to be away from your home or apartment for an extended period of time, **the thermostat in your residence should not be set below 60 degrees.** If your thermostat is located on the first floor, it will not pick up the actual temperature of your bathroom on the second floor. You may want to keep all room doors open to allow for warm air to circulate.
- * If extremely cold weather is anticipated, (below 20 degrees), you may want to take the following precautions: allow water to trickle from faucets where pipes are located near exterior walls; open cabinet doors under sinks in order to allow heat into the enclosed areas.
- * If you have a ruptured pipe, **immediately:** a) turn off the water supply to your home (shut off valves may be located in basements or utility rooms, so please familiarize yourself with the valve prior to an emergency), b) call the office or use the emergency call list for immediate assistance.
- * Doublecheck your renter's insurance and contents protection. The Corporation insurance will not cover any personal items or losses.

Snow Removal



In the event of a snowfall, shoveling crews and plows will be dispatched throughout Corporation neighborhoods in an effort to clear a number of residences simultaneously. The starting point will be rotated with each snow removal.

Please keep in mind that the township and state must remove snow from streets prior to the Corporation being able to remove snow from driveways.

Snow removal will occur in the following order of priority:

- * **Parking Areas & Driveways.** After the public roadways have been plowed and are made passable, the Corporation will concentrate on removing snow from parking areas and driveways. Removal of snow from driveways will commence when the snowfall has accumulated to an approximate level of three inches. Residents must remove their vehicles long enough for the plow to do its job. If you plan to be on vacation or out of the area during any portion of the winter months, please leave a key with a friend or family member who can help out by moving your car or checking on your home, as necessary.
- * **Sidewalks & Entranceways.** Removal of snow from sidewalks and entranceways will commence when the snowfall has stopped. Snow will be removed from the entrance door of each home to the drive or to a common sidewalk. Public walks and entranceways will be cleared at various properties simultaneously.
- * **Application of De-icing Material.** After the removal of snow from streets, driveways, entranceways, and walks, the Corporation may apply a de-icing material if needed.
- * **Please be patient...** all plowing and shoveling will be done as quickly and effectively as possible. Any questions? Call the TSCC at 771.3312



EMERGENCY CONTACT INFORMATION

Regular Maintenance Requests may be communicated to the office between 8:00 a.m. and 4:30 p.m.

Weekdays

TSC Corporation Office 771-3312

Email:..... tsccorp@tcnj.edu

Website: <http://www.tcnj.edu/~tsccorp/index.html>

After Hour Emergencies

Shawn Kochis 883-4614

Scott Allen 818-1954

Sandy Novak 403-8654

Campus Police 771-2345

MARK YOUR CALENDARS



Upcoming TSC Corporation Board of Director meetings* will be held in Loser Hall Room 120 on the following dates:

Thursday, January 22, 2009

Thursday, March 19, 2009

Monday, May 4, 2009

*Closed session begins at 8:00 a.m. and is followed by an open public session once the board has satisfied the closed session agenda. Preliminary agenda will be available on the Green Hall second floor bulletin board across from Room 207.

TSCC WELCOMES SANDY NOVAK

The Trenton State College Corporation would like to welcome Sandy Novak as our new Office Manager. Sandy started working for TSCC September 2007 and became permanent in May 2008. Sandy has several years of experience working in an office environment and looks forward to working with all of the tenants. As always, if a tenant has any questions or concerns, please do not hesitate to contact Sandy at 609-771-3312 or e-mail her at tsccorp@tcnj.edu.

**The Trenton State College Corporation would like to wish you and your families
a Happy and Prosperous 2009!**