



## Gone For The Holidays?

The holidays are upon us. For those residents who will be away from their apartments during the holiday season, please remember to take care of these tasks before you leave:

**1. Make plans for January rent:** *January rent must be paid by January 5 to avoid late fees.* Late fees will be assessed to all rent received after January 5, 2011—NO EXCEPTIONS. If you will be gone during the beginning of the month, you may wish to choose one of the following options for rent payment:

- Pay rent with a check or credit card before you leave.
- Leave a post-dated check with the bookkeeper at the office. Please drop it off in person and let us know to hold the check.
- Call in a Visa or MasterCard payment. Remember that the office will be closed December 31 and January 1 & 2.
- Mail a check to the office. It must be received in our office by January 5 to avoid late fees (regardless of post mark.)

**2. Set your thermostat to 60 degrees:** Your lease requires that the heat be turned on to at least 60 degrees at all times during the winter months. Make sure all outer windows and doors are closed.

**DO NOT TURN OFF YOUR FURNACE WHILEAWAY FROM YOUR APARTMENT.** If the temperature in your apartment drops below freezing, your water pipes freeze, burst and cause massive flooding throughout your apartment (as well as any neighboring apartments). Please keep your thermostat set to 60 degrees and the fan set to AUTO. (For residents in 2711 and 2720 Brittany Place, keep your heat on a low to medium setting.)

**3. Forward or hold your mail:** Residents leaving their apartment for more than a day or two will need to either forward or hold their mail with the post office. Hold and temporary forward cards are located by mailboxes in our original buildings and at the Meadowbrook office. It can also be done online at [www.usps.com](http://www.usps.com).

**4. Let the office know you will be gone:** Your lease requires that you let the office know if all residents will be gone from your apartment for more than seven days. We ask that you give us emergency contact information in case we need to reach you.

**5. Check your apartment:** Ensure that your apartment is ready to be left alone.

*Continued pg. 3*

## Resident Reminders

**The Meadowbrook Office will be closed December 24-26 and December 31 through January 2.** If you need emergency maintenance during these times, please call 785-842-4200, press "0" and one of our answering service operators will page on-call maintenance. You can also reach Mil-Spec security by going through the same process.

**Rent will still be due on January 1st.** Rent checks may be deposited in the drop box by the front door when we are closed. If you plan on calling in your January rent with a Visa or MasterCard, please make sure to do so when our office is open. Any rent received after January 5, 2011 will be considered late and subject to late fees, pursuant to your lease.

When you give out your address to people, be sure you are giving whoever will be sending you mail the full correct address. The format is as follows: [Building Number] [Street Name] [Apartment Number]. Here is an example:

*Jane Doe  
1234 Random Place Apt. 567  
Lawrence, KS 66049*

If your address is not complete, you may not receive your mail.

The activity room will be open during normal office hours throughout finals week for our student residents in need of a quiet place to study.  
**Good luck!**

### DULY NOTED:

- Rent is ALWAYS due on the first of the month. Late fees start after the fifth of the month, \$25 on the sixth and \$5 for every subsequent day it is not submitted.
- You can have your rent charged to your card automatically each month. Talk to our bookkeeper, Marilyn, for more details.

### Cleared for Landing

Kennedy Space Center allows landing clearance for Santa Claus every Christmas, just in case he needs to make a pit stop.

### Duck on a Rock




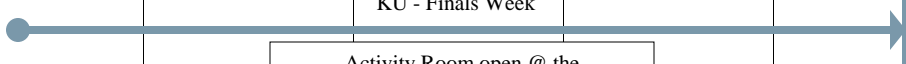


James Naismith created the rules for basketball from a children's game in December, 1891. The rules were first published on January 15, 1892; the first official game was held on January 20th.

### IN THIS ISSUE:

December Calendar	2
Eventful Holidays	2
January Calendar	3
Gone for the Holidays (cont)	3
Holiday Hints	4
Christmas Tree Care/Disposal	4

*"Winter is the time of promise because there is so little to do - or because you can now and then permit yourself the luxury of thinking so." ~Stanley Crawford*

# DECEMBER 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
 Indicates a KU home game which may affect traffic in this area of Lawrence.				1	2	 vs. USF
				— RENT DUE —		
4	5	 vs. Long Beach State —Late Fees begin on unpaid rent—	7	8	9	 vs. Ohio State
			Pearl Harbor Day		KU - Stop Day	
11	12	13	14	15	16	17
			KU - Finals Week			
						
		Activity Room open @ the Meadowbrook Office — 8am to 5:30pm				
18	19	20	21	22	23	24
		First Day of Chanukah (begins at sundown)		Winter Solstice / Yule		Office Closed
						Christmas Eve
25	26	27	28	 vs. Howard	30	 vs. North Dakota <b>Office Closed</b>
Office Closed	Office Closed		Chanukah ends			New Year's Eve
Christmas Day	Kwanzaa begins					

## Holiday Event Calendar






Looking for more great things to do in Lawrence these upcoming holidays? Never fear! Season traditions and new events abound!

- Festival of Lights — Nov. 28 - Dec. 1 @ Liberty Hall, 644 Massachusetts St.
- Gingerbread House Festival and Viewing (Big Brothers Big Sisters Benefit) — Dec. 2 - 4 @Carnegie Building on 9th St. & Vermont
- White Christmas (The Musical) — Dec. 2 - 4, 8 - 11, 15 - 18 @ Theatre Lawrence, 1501 New Hampshire
- Downtown Lawrence Old Fashioned Christmas Parade — Dec. 3 @ Massachusetts St.
- The Kansas Nutcracker; 2011 Sesquicentennial Edition — Dec. 9 - 11, 16 - 18 @ The Lawrence Arts Center, 940 New Hampshire
- The Celtic Tenors — Dec. 10 @ The Lied Center, across Bob Billings Parkway from Meadowbrook
- South Pacific — Jan. 18 @ The Lied Center, across Bob Billings Parkway from Meadowbrook
- Bloody Murder (Comedic Murder Mystery Parody) — Jan 20 - 22, 26 - 29 @ Theatre Lawrence, 1501 New Hampshire

For more details or other events, visit <http://www.visitlawrence.com/> and look under upcoming events.

*"In seed time learn, in harvest teach, in winter enjoy." ~William Blake*

# JANUARY 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 <b>Office Closed</b> <b>— RENT DUE —</b> Happy New Year!	2 <b>Office Closed</b>	3	4  vs. K-State	5	6 <b>—Late Fees begin on unpaid rent—</b>	7
8	9	10	11	12	13	14  vs. Iowa State
15	16  vs. Baylor  Martin Luther King Jr. Day	17  KU - Classes Begin	18	19	20	21
22	23  vs. Texas A&M  Chinese New Year	24	25	26	27	28
29	30	31			 Indicates a KU home game which may affect traffic in this area of Lawrence.	

## Gone For The Holidays? (cont)

### 5. Check your apartment (cont):

- Make arrangements for any pets or plants that may need to be cared for while you are away. If you have a house sitter, make sure to give them proper care instructions and a key. If there is no one to look after your pets or plants, take them with you.
- Make sure no water is left running (toilets, sinks, etc.) and that appliances like coffee makers, curling irons, space heaters and alarm clocks are unplugged. (*Alarm clocks with alarms left on during break can be a nightmare for your neighbors!*)
- Double check the perishables in your fridge. Anything that will expire should be eaten or thrown away.
- Take out your garbage. (The last thing you need when returning home from a nice vacation is to smell rotten garbage.)
- Leave the cabinet doors under your sinks open to allow warm air circulation around your pipes.
- Double check all of the locks and security bars on your windows and doors.

We wish all of our residents a safe and happy holiday season. If you have any questions before you go, please feel free to call or come talk to us at the office.

*“Winter is the time for comfort, for good food and warmth, for the touch of a friendly hand and for a talk beside the fire: it is the time for home.” ~Edith Sitwell*

## About Us

Between our pet friendly original buildings and our luxurious new expansions, our community has over 50 different floor plans of studio, one, two, and three bedroom apartments and townhomes to choose from. With variety like that, we have a home for everyone's tastes.

Our helpful staff members are here to help ensure a memorable living experience.

**Lisa Grey:** Receptionist

**Liza Pehrson:** Resident Manager

liza@meadowbrookapartments.net

**Erin Sommer:** Regents Court

regents@meadowbrookapartments.net

**Mandy McKinney:** Leasing Consultant

Carport/Garage Coordinator

mandy@meadowbrookapartments.net

**Lisa Hilmes:** Leasing Consultant

lhilmes@meadowbrookapartments.net

**Tim Yang:** Leasing Consultant

tim@meadowbrookapartments.net

**Hayley Fry:** Leasing Consultant

hayley@meadowbrookapartments.net



**meadowbrook**  
Apartments & Townhomes  
2601 Dover Square  
Lawrence, KS 66049



## Holiday Hints

If your holidays are full of time consuming preparations and busy events, these little tips and tricks can help you save a little time and make your time that much more enjoyable!

- Instant mashed potatoes are a good thickener for stews and gravies.
- Don't throw away leftover vegetables. They're great on pizza, can be sautéed and put in an omelet and make wonderful additions to home-made soups and stews.
- Have trouble finding the end on a roll of plastic wrap? Place the roll in the freezer for 30 minutes and it will unroll easily.
- Metal cookie cutters do double-duty as unique napkin holders for special dinners. Spray paint them to match your decor.
- When using candles on a dining room or kitchen table, make sure the candles are unscented. This way the scent won't interfere with the food you're serving.
- If you are traveling, a long car trip can be a strain on everyone. Stop every few hours for a rest break. A snack and some exercise in a public park is a good way to let off steam.
- Next time you have guests spending the night, place a small basket near the bathroom sink, and fill it with small bottles of shampoo, mouth-wash, lotion, a small tube of toothpaste, a toothbrush, a disposable razor, etc. If your guests forgot to pack any of these items (I know I usually do), they will be grateful to have this special guest basket.

## Oh Christmas Tree, How Do I Care For Thee?

### Tree Care Basics:

If you do have a real tree, it is important to follow these basic care tips and safety measures:

- *Move the tree to and from your apartment carefully.* Clean up any needles that fall off in an indoor hallway immediately.
- *Make sure that your tree has plenty of water at all times.*
- *Do not place tree near fireplace or other heat producing appliances.*
- *Make sure outlets are not overloaded by Christmas lights; do not make more outlets by using extension cords.*
- *Make sure all lights are unplugged during days/ times that you will not be at your apartment.*
- *Dispose of tree properly after the holiday.* See <http://lawrenceks.org/wrr/treecycling> for more information.
- *Do not use your tree as fire wood.* Pine can flare, sending fires beyond your control.

### Choosing Your Tree:

If you are decide to get a real tree to celebrate the holidays with you this year, here are some tips for choosing the perfect one:

- *Research where you can buy a Christmas tree before walking out the door.* Decide if you would like to buy and cut your own at a tree farm or buy one pre-cut. Investigate deals around the area. There are a few local tree farms in Lawrence, not to mention the plant nurseries that may have pre-cut trees for sale.
- *Choose what type of tree you want.* You may not know this, but there are many types of Christmas tree. See what types of trees are offered in your area and then do a little research on the differences between them to see which tree will best suit your needs. There is good information about most species at <http://www.christmastree.org>.
- *Know what size tree you will need.* That ten foot scotch pine may look fantastic, but it will probably not fit through the door, let alone in your living room. Use a measuring tape to check the space around where you plan to put the tree. Remember that you will need space above and below for the tree stand and topper,

as well as around it for decorating and safety reasons. When in doubt, go with the smaller option.

- *Pick a tree that is fresh and healthy.* This may seem like common sense, but sometimes that perfect looking tree is not what it appears. To determine if a tree is healthy:
  1. Take hold of a branch about six inches from the tip, between your thumb and forefinger, then gently pull your hand toward you allowing the branch to slip through your fingers. The needles should adhere to the branch and not fall off in your hand.
  2. Shake the tree gently near the base. If a few needles fall off, the tree is good. If you find yourself buried under needles, pick another.
  3. Bend a needle between your fingers. It should be flexible and not break.
  4. Bring one of your heaviest ornaments and test it out on the branches. A sturdy branch should hold it without bending too low.
  5. *It should look green and smell wonderful.* Pick one you love!

*One kind word can warm three winter months. ~Japanese Proverb*