

## It's The Little Things!

Each day is similar to the last. We get up, go to work or school, run errands, come home, relax, eat and sleep. The next day we get up and do it all over again. In the bustle of your daily life it is sometimes easy to forget the little things that need to be done around the apartment. We put together a list of some of the more important little things that should not be neglected. Paying attention will help prevent issues from arising so take special care of the items listed below:

**Smoke Alarm:** In most apartments, the smoke alarm will remind you when its battery is low by a consistent, slightly annoying, chirping sound. If your smoke detector starts beeping, it is time for you to change the batteries. Do not pull your smoke detector from the ceiling in an attempt to turn it off. Residents are responsible for changing their own batteries, but we have them available at the office for easy installation. If you have vaulted ceilings or are otherwise unable to change your own batteries, please call the office and we will make a work order for you.

**Air Filter:** The A/C filter should be checked and cleaned once a month during operating season. Your A/C filter traps particles such as dust and dirt when it intakes air to cool your apartment. When the filters get clogged, your A/C must work harder to cool your apartment and could result in both a warmer apartment and a higher energy bill.

**Dusting & Cleaning:** Keeping your place in tip-top shape by dusting often and checking for dirt or dust build-up in the corners, walls, window sills and furniture will also keep your allergies in check.

**Buggin':** Air filters not only capture dust and hair but also bugs. If you find bugs in your apartment and are starting to see a problem develop, let us know as soon as possible. If we don't know about the problem, we can't remedy it before they start to multiply. We have household insecticides at the office that you can use if you are noticing ants, spiders or fruit flies. If you see any other kind of pest, let us know immediately.

**Leaks:** If left unattended, leaks can become a serious issue. If you notice a leaky faucet, or have a toilet that won't stop running, call in a work order immediately (see page 2 on how to make a proper work order) so we can send maintenance to take care of the issue before it gets any worse. Leaks will not go away without the help of maintenance, so be sure and get this taken care of.

**Clean Patios:** Be sure to keep patios, porches and doorsteps clean of any clutter or trash. Trash bags left outside overnight attract raccoons, birds, rats, bugs and other vermin. Make sure you always take trash immediately to the dumpster. Help us keep the curb appeal of the community off the charts!

The Sun Prairie Office will be closed on Monday, July 4th in observance of Independence Day.



## Tips on Placing a Work Request

Did you know that there are approximately seven different things that can break on a toilet? There are at least five ways a sink can leak. There are sometimes three different sinks in an apartment.

Our maintenance staff often finds themselves going to a work request twice, once to investigate, and back after they have obtained the correct parts for the repairs.

One might say, "*Why don't they just carry all the possible parts up with them when they go the first time?*" The truth is, hauling multiple parts and tools up three flights of stairs is not efficient either.

You can help our effort to provide fast, efficient service just by the way you place a work request: Call 515-226-0000 ext 114 or place your request online at sunprairie.com (found under the Current Resident tab). Whether making the request by

phone or email, PLEASE BE SPECIFIC. For example, tell us which bathroom, whether or not the leak is at the faucet, from the drain side, from the garbage disposal, or which bedroom, which cupboard, etc.

With this additional detail, we can come prepared, fix the problem, and move on to helping another resident in need.

Our goal is to complete work requests as quickly as possible; however, if for some reason or another we get back logged, please know that leaks, safety, and security concerns will be handled first. If we have to order a part or replacement, we will do our best to communicate that information so you can be assured that we are on top of it!

Thanks for helping us help you!



## Parking Lot Safety - Defensive Driving

The parking lots can become a place for stress among residents at Sun Prairie: you have probably experienced anything from cars speeding like crazy through the parking lot or pulling out in front of you to trying to dodge kids who dart into your driving path. While you can't always predict everything, there are a few simple tips you can follow to ensure both your safety as well as the safety of others:

1. **Think safety.** Avoiding aggressive and inattentive driving tendencies will put you in a stronger position to deal with others' bad driving. Leave plenty of space between you and the car in front.
2. **Be aware of your surroundings.** Check your mirrors frequently and scan conditions 20 to 30 seconds ahead of you. Also, keep an eye on pedestrians, bicyclists, and pets along the road.
3. **Do not depend on other drivers.** Be considerate of others but look out for yourself. Do not assume another driver is going to move out of the way. Assume that drivers will run through red lights or stop signs and be prepared to react. Even if the right of way is yours by law, custom, or common sense, always remember that the goal is to get home safely. So when someone barges out ahead of you when it's not their turn, put your ego and irritation in the back seat and ... yield anyway.
4. **Have an escape route.** In all driving situations, the best way to avoid potential dangers is to position your vehicle where you have the best chance of seeing and being seen.
5. **Follow the 3- to 4-second rule.** Since the greatest chance of a collision is in front of you, using the 3- to 4-second rule will help you establish and maintain a safe following distance and provide adequate time for you to brake and stop if necessary.
6. **Cut out distractions.** A distraction is any activity that diverts your attention from driving. Driving deserves your full attention, so stay focused on the driving task.

## Light Up the Sky

### West Des Moines Fireworks

**Location:**

Raccoon River Park  
2500 Grand Avenue  
West Des Moines, IA

**Website:** <http://www.wdm-ia.com>

**Date:** Monday Jul 4, 2011

**Time:** 9:45 p.m.

**Admission:** Free

**Description:** Starting at dusk, enjoy the annual fireworks extravaganza over Blue Heron Lake in Raccoon River Park. The fireworks are coordinated by the WDM Fire Department.



Where can I watch fireworks in West Des Moines on the Fourth of July?

### Fireworks @ Jordan Creek Town Center

**Location:**

Jordan Creek Town Center  
101 Jordan Creek Parkway  
West Des Moines, IA

**Website:** <http://www.jordancreektowncenter.com>

**Date:** Monday Jul 4, 2011

**Time:** Music 5-8pm Fireworks - Dusk

**Admission:** Free

**Description:** Post-concert fireworks begin at dusk. The free concert will feature dueling pianists along the lake.



4th of July Reminder



**Please remember that fireworks are illegal and are not allowed at Sun Prairie.**



## Designated Smoking Areas

Now that the spring showers have subsided, the grounds crew have been able to complete installation of the new designated smoking areas. Please call the office if you are unable to find the designated area nearest you. Just a reminder to all of our residents: if you or your guests smoke, it needs to be done in your car or in these designated smoking areas.

## Fence Hoppers Beware

It has come to our attention that residents and/or their guests are hopping the fence at night and getting into the pool area. Our property is patrolled throughout the night by our new overnight customer service representative and the West Des Moines Police Department, so we are confident this matter will be resolved promptly. As a reminder, if you are caught in the pools after hours, you will not be permitted to use the pools and could also be served with a 7-day notice. Further, you could be subject to trespassing charges. If you see anyone in the pool after hours please call 515-577-7862.

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