

Come & Knock on our Door!

NEW OFFICE HOURS JANUARY 3RD!!

Outside of these hours please feel free to use our after-hours drop boxes. Franklin's drop box is located in the lobby of the A Building and Riverton's is located in the entrance of the Chateau.



Franklin

Monday

9:00 AM - 12:00 PM, 1:00 - 4:00 PM

Tuesday

9:00 AM - 12:00 PM, 1:00 - 4:00 PM

Wednesday

9:00 AM - 12:00 PM, 5:00 - 7:00 PM

Thursday

9:00 AM - 12:00 PM, 1:00 - 4:00 PM

Friday

9:00 AM - 12:00 PM, 1:00 - 4:00 PM

Riverton

Monday: 9:00 AM - 1:00 PM

Tuesday: 9:00 AM - 1:00 PM

Wednesday: 1:00 PM - 6:00 PM

Thursday: 1:00 PM - 6:00 PM

Friday: 9:00 AM - 1:00 PM

What is 'The Scoop' Anyway?

The Scoop is a newsletter that we publish for members of the Chateau, Franklin, Marcy Park, Marshall, and 4th Street Co-ops and Cole Townhomes. Each issue contains important information regarding your apartment, the building, maintenance issues, and information about co-op events and activities. Because we have six unique properties, not all of the information in each article will pertain to every property.

We appreciate you taking the time to read The Scoop! We are always looking for ideas for articles, so please let the office know if there is something you would like to see or if you are interested in writing an article!

Annual Inspections

Beginning in January and continuing into the spring, members of our staff will enter each apartment for annual inspections. We are looking at the general condition of the apartment, outstanding work orders and housekeeping issues. Each inspection typically takes about 10-15 minutes to complete and it's not necessary for you to be home during the inspection.

Franklin and Chateau are scheduled to start in January and carry into February. We will let you know of specific dates and times in January.

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Laundry Updates


Members living at the Chateau, Marcy Park and Franklin all got an upgrade in their laundry rooms over the past couple of months. We have had many questions about how these machines are different from the old machines.

Instructions

1. Fully load washer

Leave about five inches of space from the top. If you do a very small load, such as one small rug or blanket, the spin cycle will not finish and your clothes will come out very wet. Close door completely.

2. Use High Efficiency detergent

Look for the  symbol on your laundry soap container. ***If you do not have high efficiency laundry soap, use only 1/4 the amount of the soap that is usually called for.***

High efficiency washers are very powerful and if you use the full amount of regular detergent, the washer will create a large amount of suds and will leave a residue on your clothing.

3. Make your payment by inserting your laundry card in the slot.

Your laundry card will need to have money already added to it. You can add money to the laundry cards at the following locations:

Chateau: In the lobby next to the soda machine (Cash or credit card)

Franklin: In the A Building lobby next to the office (Cash or credit card)

Marcy Park: Outside the 1000 building laundry room (Credit Card Only)

4. Select fabric setting to start washer

5. Let the cycle finish completely and the washer says "0 Minutes."

The door will not unlock until the cycle is completely finished. Sometimes, if you are washing a particularly large or dirty load, the cycle will take longer than it originally said it would. The washer automatically adjusts the cycle to the level of washing that needs to be done for the particular load.



Cold Weather Is Here!

In order to prevent pipes from freezing and bursting, please follow these important reminders:

1. Do not leave windows open during cold weather!

If you find that your apartment is too hot, please call maintenance rather than opening your windows.

2. Leave thermostats at 70 or higher when you leave for a weekend or longer.

This will keep hot water running through the pipes and again, keep pipes from bursting in your apartment.

3. If you have any heating issues in your apartment, call the office right away, day or night!

Our office staff or after hours answering service will send the work order to the appropriate maintenance staff.

Elevator Safety Guidelines

If you are in the elevator and it gets stuck, you should push the call button located inside the elevator. This will connect you to the elevator company who will send someone out right away to help.

If you have a cell phone with you, call the office as well:

Franklin: 612.338.4574

Chateau: 612.331.3911

During office hours you can report the problem directly to the office staff. Outside of office hours, you can be connected to the answering service.

Chateau Reminder:

Do not hold the elevator doors open. Doing so will cause the elevator to move to the lobby and shut down. In that case the elevator company has to come out to reset it. Until that time, the building will be down to one elevator.



5 Reasons Co-ops Are Awesome!

1. Free Food!

Who doesn't love free food? At almost any co-op event there will be food. It could be a BBQ or a "Food for Finals" study break! If you haven't been to a co-op event yet, but your stomach is growling, make sure to check it out next time!

2. Holiday Activities and Cultural Events!

Yes, there is free food, but there is also a chance for everyone to learn about a different culture or a different tradition that you may not know about. A few events the co-ops have held in the past are Dilwali, Chinese New Year, Halloween and Christmas Parties. If you want your co-op to celebrate a holiday or tradition that you have not seen yet, stop in at the next board meeting with your ideas!

3. Your Voice Is Heard!

In a normal apartment building, if you're having a problem with something, the management staff will come up with a policy that they think will work best. In a co-op, you have the opportunity to go to a meeting and have your voice heard! If you have suggestions on how to fix a problem, or want to see if anyone else is having the same issue, make sure to talk to your board about it! They'd be happy to help!

4. Community Feel!

One of the goals of a co-op is to make everyone feel safe and comfortable in their home. With all of the events the co-ops hold, it's hard not to get to know at least a couple of your neighbors. Knowing your neighbors is the first step in reducing crime and increasing an overall feeling of safety in the building. There are a lot of people who have decided to live on their own for the first time, and isn't it nice to know that you live in a co-op where there is a sense of community? There is definitely a comfort in knowing who lives around you.

5. Go Green!

Most co-ops are energy-conscious. Little things like accessible recycling or low-flow shower heads can make a big difference. These kinds of things will help the co-op (and the residents) save money! And doesn't everyone want to save a little money these days? A few easy ways to save on energy: Turn off the lights when you leave a room, put your TV on sleep instead of letting it stay on all night long, email letters or homework as often as possible (save the trees!), when it's bright outside use natural light instead of using the lights, and turn off your computer when you're not using it. For more tips visit www.energysavers.gov.

Do you have more reasons that your co-op is awesome? Email them to Kristina.bjornson@riverton.org!



If you burn your dinner, please do not open your front door!

Instead, open your windows to air out the apartment. If you open the front door, the smoke from your charred meal can set off the smoke detectors for the whole building. The fire department then has to come to shut it off, costing your co-op money.

Opening your door while cooking also releases your cooking smells into the hallways and while it may smell good to you inside your apartment, not everyone wants to smell what you are making for dinner.

Be respectful of your neighbors and keep your front doors closed while cooking!



Internet Troubles?

Residents of Chateau, Marcy Park, Marshall and 4th Street have internet included in their rent, provided through Velocity Internet. If you ever experience a slow connection or difficulty getting online, please call Velocity and their techs will help you with your problems.

Hours of operation: 7 AM - 10 PM

Chateau:	763.235.3060
Marshall:	763.235.3060
4th Street:	763.235.3060
Marcy Park:	763.235.3043

Parking Matters

ALWAYS have your parking tag/sticker displayed in your vehicle to avoid being towed. If you lose your parking tag, contact the office right away to get a new one.

Only park your vehicle in parking spaces assigned to you. Parking in "No Parking" areas or parking spaces assigned to vacant units is not acceptable and you will be towed.

Pay attention to the notices from the office (flyers will be posted & emails sent out) alerting you of parking lot plows. We will give you at least at 24 hour notice when we need you to move your vehicle. If you plan to go out of town, please make arrangements with a friend or family member to check on your car and move it if necessary. The office cannot move resident's vehicles.

If you get a new vehicle, register it with the office right away. If you have to park a temporary vehicle in your space, let the office know and pick up a temporary parking pass.

Cole Residents: Make sure to keep your garage doors CLOSED & LOCKED. This increases safety for all residents. If you don't have keys for your garage, please contact the office right away and we will get them for you.

January 2011						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4 Franklin Nominations Committee 3:30 PM	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19 4th Street Annual Meeting 5 PM	20 Marshall Annual Meeting 7 PM	21	22
23 Franklin Annual Mtg 5 PM	24 Chateau Board Mtg 7 PM	25	26	27	28	29
30	31					

Riverton Staff

**Leasing & Member Services
Coordinator**
Kristina Björnson

Maintenance Staff
Randy Clepper

**Director of Housing
and Member Services**
LoAnn Crepeau

Maintenance Staff
Charlie Davis

Executive Director
Gary Ellis

Accountant
Diane Gavere

Riverton Property Manager
Lindsey Gunstad

Maintenance Staff
Rick James

Maintenance Staff
Tom Loughrey

Facilities Manager
Larry Lutz

Maintenance Staff
Andre McDonald

Franklin Asst. Property Mgr.
Melody Oaks

Franklin Property Manager
Bryan Thompson

Riverton Asst. Property Mgr.
Cana Yang

Contact Information

Riverton Office Phone
612.331.3911
Riverton E-mail
office@riverton.org

Franklin Office Phone
612.338.4574
Franklin Office E-mail
franklin@riverton.org

Refer a friend to Marcy Park or Franklin for a January or February move in and get a \$200 rent credit! See the office for details.