

WORTH ROSS
MANAGEMENT CO., INC.

The Property
Management
Experts

YOUR MANAGERS' REPORT

Dec 2003/Jan 2004

The Worth Ross Tenant Newsletter Service

Happy Holidays

Closed

Dec. 25, 2003
Jan. 1, 2004



Your Worth Ross & Associates Team!

Contact Us: (214) 522-9100

Worth Ross
Broker Owner, Ext. 202
worth@worthross.com

Kevin Curran
Agent, Ext. 212
kevin@worthross.com

Oliver Roberts
Agent, Ext. 207
oliver@worthross.com

Melissa Zacha
Agent, Ext. 214
melissa@worthross.com

Katrina Mitchell
Work Order Supervisor, Ext. 204
katrina@worthross.com

Helen Wright
Accounting, Ext. 205
helen@worthross.com

Ping Liu, CPA
Accounting, Ext. 211
ping@worthross.com

Terri Chamness
Association Mgr., Ext. 201
terri@worthross.com

**Check Out
Our Web Site
www.worthross.com**

Preparing for Winter Storms

When power outages occur, it is an inconvenience to everyone. Here are some tips to help you cope.

If You Have an Outage

Your property manager can not control power outages, so when this occurs, call your electric company to find out if an outage has been reported in your area or to report that you have one. They will tell you when power will be restored or what delays to expect.

Radios and Flashlights

To be prepared for an outage you should have a battery powered radio, clock, and flashlights available. Be sure you have plenty of the right type of batteries for all these devices.

Heat

Because most furnaces need electricity to work, they will not operate during an outage. Make sure you have doors and windows properly closed to avoid drafts and loss of heat. If using backup heat sources, check for safety and approved indoor use, and follow instructions carefully. If you have a fireplace keep an ample supply of dry firewood in a safe and accessible place. Do not burn charcoal in your fireplace - it releases carbon monoxide, which is an odorless and deadly gas.

Food

To help prevent food from spoiling, do not open the refrigerator or freezer unnecessarily. Every time you open the door, you let in warm air. Adding ice to your refrigerator and dry ice to

your freezer will help keep them cooler. Keep a supply of canned foods and bottled water in the event the power is off for a long time.

Appliance Protection

Unplug or turn off major appliances - such as space heaters, washers, dryers, computers, TVs, etc. Several appliances coming back on at the same time may overload circuits or hot appliances may come on while you are away or asleep causing fire hazards. Leave a single light on to alert you that power has been restored.

Trees and Power Lines

If you have tree branches that are growing too close to overhead electric lines or are in danger of falling on an electric line, call your electric company immediately and then report it to your property manager.

Downed Wires

If you see a downed wire, treat it as if it is live or carrying electric current, stay away and call 9-1-1. Keep children and animals away. If a power line falls on your car, stay in the car. If you must leave it, jump out with your feet together and clear the car so that no part of your body is touching the car when your feet hit the ground. If someone else is in a car that has a downed wire on it, do not touch the car and again, call 9-1-1.

Remember, there is nothing anyone can do to prevent bad weather, but by planning ahead, the discomfort can be reduced and your safety increased.



Worth Ross Management Co. Inc.

4145 Travis St., #204
Dallas, TX 75204

(800)-522-9119

(214) 522-9100

Fax: (214) 528-6889

worth@worthross.com

www.worthross.com

Report Your Maintenance On The Internet!

Did You Know?

Did you know that you could report your maintenance on our updated Web Site? It's easy, just go to www.worthross.com and choose Resident Information, and Maintenance Form. Just fill in each item, tabbing from one to another, and send. We will send a confirmation e-mail to you.

Know someone who is looking for a home?

Know a homeowner who would like to rent out their home? Refer them to us and we will reward you. We just need a name and telephone number of the person you are referring, or simply have them mention your name when they call us. Call, fax or send us an e-mail to earn your reward today.



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Holiday Tips for Trees and Lights

We all look forward to the holidays, but disasters and fires can happen easily if safety is overlooked when putting up trees and lights.

Trees

- When purchasing an artificial tree, look for the label, "fire resistant." It does not mean it cannot catch fire, but indicates it will resist burning and extinguished more easily.
- When purchasing a live tree, check for freshness. It should be green, and the needles are not dry and brittle.
- Place trees *away* from fireplaces and radiators. Be sure not to block traffic ways and doorways.
- Keep the tree in a container filled with water.
- Immediately dispose of the tree properly and when the holiday season is over. Never burn a tree in a fireplace.

Lights

- Whether indoors or outdoors, check the lights for proper operation. Only use lights that have been tested for safety by a recognized testing laboratory and have fused plugs.
- Never use electric lights on a metallic tree - they can cause electrocution.
- Before using lights outdoors, check labels to see if certified for outdoor use. They should be plugged into circuits protected by ground fault circuit interrupters (GFCIs). Portable ones can be purchased where electrical supplies are sold.
- Turn *off* all holiday lights when you go to bed or if you leave the house, in the event of a fire.
- Use caution when removing lights and store properly. Take all holiday lights down no later than Jan.15th.