



# YOUR MANAGERS' REPORT



Oct / Nov 2006

The Worth Ross Tenant Newsletter Service

## 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

### Chris Vogel

Agent, Ext. 215  
chris@worthross.com

### Melissa Zacha

Agent, Ext. 216  
melissa@worthross.com

### Jere Becker

Agent, Ext. 214  
jere@worthross.com

### Pete Webb

Agent, Ext. 214  
pete@worthross.com

### Steve Smith

Agent, Ext. 210  
steve@worthross.com

### Jamillah Gardner

Association Manager, Ext. 204  
jamilla@worthross.com

### Jayne Morin

Accounting, Ext. 205  
jayne@worthross.com

### Ping Liu, CPA

Accounting, Ext. 211  
ping@worthross.com

### Terri Chamness

Work Order Supervisor, Ext. 201  
terri@worthross.com

[worthross.com](http://worthross.com)

## FALL IS HERE!

With the transition to cooler weather and upcoming holiday seasons, home maintenance switches gears. Here are some useful tips.

### Outside maintenance

- Adjust the frequency of the watering system accordingly.
- Rake up leaves so grass does not die or create molds and fungus.
- Clean up flowerbeds.
- Disconnect garden hoses from outdoor spigots to prepare for possible freezing and store.
- Report any problems with standing water to your manager.
- The days are shorter and darker earlier, therefore, be sure to remove any debris or object which could cause injuries.
- Trim bushes away from house and weed garden beds in preparation for winter. This is also a safety item around walkways as well.
- Turn on outdoor lights when appropriate, such as trick or treaters, but to save on energy bills, turn off during the day.
- Keep debris away from house and dispose properly to prevent unnecessary fires or pests.
- If you have a fireplace, NEVER put warm or hot ashes in a trash can. Instead, place in a metal container away from your home until cold, then dispose properly.
- If you put up holiday lights,

please remove them when the holiday is over. Do not leave holiday lights on when you are not in the residence.

- If you have a live tree during the holidays, be sure to keep it watered and dispose of it properly after the holiday ends.
- Check indoor holiday lights and/or pre-lit trees carefully for safety and do not leave on when you leave the residence. Dispose of any possible hazardous lights.

### Pest Prevention

Ants become more aggressive with colder weather and try to come indoors. However, there are measures to take for prevention.

- Before bringing in potted plants, check for "ant nests" and if there are any, flush the pot repeatedly with water to flush them out. Once you are sure the ants are gone, you can safely bring the plant into the residence.
- To prevent ants from accessing your pet's food bowl, put a thin ring of petroleum jelly around the rim.
- Empty the garbage often and dispose of properly in garbage receptacles.
- Keep food and spills cleaned up throughout the home to avoid attraction of ants.
- If you bring firewood in, do so

(Continued on page 2)



**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](mailto:worth@worthross.com)  
[worthross.com](http://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](http://www.worthross.com) and choose Resident Information, and then, 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?

Do you 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.



4145 Travis St., #204  
Dallas, TX 75204

[worthross.com](http://worthross.com)

*(Continued from page 1)*

shortly before you need it and do not store in the residence. Firewood attracts a variety of pests, including ants, and can transport them into your home.

### Inside Maintenance

- Change the filter if you have a forced air system. This is important to do throughout the year. It will lead to lower heating bills and help keep the air cleaner in your home.
- Check your smoke alarm and if not working, replace the battery. If it still does not work, report it to your landlord. This is an important safety item. Check dryer vents regularly to remove debris. This will

increase the efficiency and avoid a fire.

- Check your windows and doors for proper closure and locking. Close all windows and doors when leaving the resident to prevent rain damage and increase safety.
- If there is a fireplace in your residence, make sure the flu is open before lighting the fire.
- If when you do use your fireplace and there are any problems, immediately extinguish the fire, and notify us immediately.



Check your renters' insurance coverage yearly and if you do not have insurance, take out a policy—the owner's insurance will not cover your personal contents.

*Have a safe and happy holiday season.*