



SOUTH CAMPUS COMMONS CONNECTIONS APRIL 2015

You're the

Apple of our Eye

Happy Resident Appreciation Day!

On Thursday, April 9th we will be celebrating **YOU!**

Be on the lookout for signs in your building letting you know
when we will be there with treats!

Five Ways to Show Civility in South Campus Commons

1. Have you thanked someone today? When you walk by a Housekeeper, Maintenance, or Management staff, thank them for all that they do for South Campus Commons.
2. Before you ask for a package, ask the Community Assistant how they are doing today.
3. Thank someone who held the door open for you today.
4. Think first of the comfort and convenience of others.
5. Even if you are in a rush, acknowledging someone goes a long way.

Need Assistance? Contact your Service Desk!

Desk 1 (Buildings 1 and 2)	(301-226-0001)
Desk 3 (Buildings 3 and 4)	(301-226-0003)
Desk 6 (Buildings 5, 6 and 7)	(301-226-0006)

The Re-leasing and Proxy Lease Process

The 4 Steps of Re-Leasing

Summer re-lessors are not able to renew for the 2015-2016 lease term, as all spaces have been leased for 2015-2016.

Summer Eligibility: Any student affiliated with the University, who is in good standing, is eligible to re-lease for the summer.

Step 1: Find a re-lessor (a student who is interested in taking over your lease). It is your exclusive responsibility to find a re-lessor.

Step 2: Your re-lessor must complete a South Campus Commons Leasing Application. Re-lessors must login to their MyDRL account to complete the Application.

Step 3: Submit a Re-Leasing Request via your MyDRL to begin the process and to have your re-lessor approved. If your re-leasing request is approved, you will be prompted to schedule a re-leasing appointment.

Step 4: Attend your re-leasing appointment with your re-lessor and complete your re-leasing paperwork.

Fall Eligibility: At this time only rising juniors (on-campus residents who will be going into their fifth semester at an undergraduate institution) are eligible to re-lease for the 15-16 lease year. The prospective re-lessor list will be available online in early April. Requests can be made via email to southcampuscommonsleasing@capstoneoncampus.com

Current Resident Responsibilities (Re-Lessee)

- Must begin the process online.
- Must have a \$0 (zero) balance on your account.
- Payment can be made through your Resident Portal at least two days before your scheduled appointment.
- Must pay \$100 lease transfer fee with certified funds (money order or bank certified cashier's check only – **no personal checks**).
- Make sure your re-lessor takes over the lease before the 1st of the month to avoid being financially responsible for another month.

Future Resident Responsibilities (Re-Lessor)

- Must confirm the email asking if you want to re-lease from the current resident.
- Must pay \$25 application fee & \$300 reservation fee (bring payment in two separate checks to your re-leasing appointment). Make both checks payable to South Campus Commons.
- There must be at least 2 business days between the current resident moving out and the new resident moving in.

Used a Proxy to Sign Your Lease?

Residents who utilized a proxy during the leasing process should note that they are still responsible for completing the leasing process by signing their lease. As of April 1st, all residents who leased for the upcoming year using a proxy will need to head to the Leasing Office, located in Building 6, to complete the signing of their lease. Residents are asked to verify their information to ensure that their lease is current and accurate. You **MUST** sign your lease prior to July 1. Failure to sign your lease may result in your lease being cancelled by the Landlord.

Contact Information:

If you have any questions or concerns, they can be directed to the South Campus Commons Leasing Office, via phone at 301-226-8001 or via email at southcampuscommonsleasing@capstoneoncampus.com.

Helpful Tips for the Month of April

Facilities and Maintenance

Dishwasher

- Make sure dishes, including cups and glasses, are scraped and free of food.
- Do not crowd dishes, cups, glasses, or silverware. Crowding impedes water circulation.
- For maximum cleaning efficiency, avoid covering the center hole in the lower rack.
- Please do not use dish soap or laundry detergent.

Washer / Dryer

- Load your clothes loosely in the washing machine. Load the laundry up only to the top row of holes in the tub.
- Do not overload the machine as it can cause it to malfunction.
- Area rugs of any type are not permitted in the washing machines or the dryers. This includes bathroom rugs.
- Use only High Efficiency detergents.

Garbage Disposal

- Do not discard the following items in your garbage disposal: metal, glass, plastic, grease, paper, bones, banana peels, shells of any kind, rags, potato peels, celery, or asparagus.
- Remember: If **you** cannot chew it, neither can **your disposal**.

Annual Block Party!

On April 24th, the South Campus Commons Area Council, in conjunction with the North Hill and South Hill Councils, will host the Annual Block Party from 3 - 6 PM on the Washington Quad! There will be BBQ from Famous Daves and t-shirts available for tie dying (first come, first served on the shirts).

Do you want to be a South Campus Commons Community Assistant (CA) for 2015-2016?

Community Assistants are responsible for creating community through the 24-hour Service Desks. Becoming a CA requires an energetic personality, a willingness to learn, and to possess a team player mentality. Community Assistants play a large role in the safety and security of the South Campus Commons Community. CAs are responsible for packages, keys and act as a resource for our residents.

**South Campus Commons is now accepting applications for:
Summer 2015 and the 2015-2016 Academic Year**

Please use the link below to complete the CA application:

<http://bit.ly/1uArOwD>

Want to learn more about what it takes to be a CA? Visit one of the Service Desks and talk to a current CA or contact Alexandra Baker, Associate Director-South Campus Commons, at abaker@capstoneoncampus.com.

Contact Information:

South Campus Commons 4230 Knox Road Suite 1101 College Park, MD 20740
By Phone: 301-314-2499

South Campus Commons Staff

Management Staff:

- Regional Director – Gina Brasty (gbrasty@capstoneoncampus.com)
- Associate Director – Alexandra Baker (abaker@capstoneoncampus.com)
- Assistant Director of Maintenance – Chris Adams (cadams@capstoneoncampus.com)
- Assistant Director of Facilities – Tracy Jones (tjones@capstoneoncampus.com)
- Assistant Director of Financial Services – Amanda Pelar (apelar@capstoneoncampus.com)
- Assistant Director of Resident Services – Antonio Allen (aallen@capstoneoncampus.com)
- Assistant Director of Housing Services – Anwar Cruter (acruter@capstoneoncampus.com)

Resident Life Staff:

- Community Director – Amber Dees (adees@umd.edu)
- Resident Director of 1 & 2 – Payne Hiraldo (phiraldo@umd.edu)
- Resident Director of 3 & 4 – Sarah Mruz (smruz@umd.edu)
- Resident Director of 5 & 6 – Sarah Longwell (slongwel@umd.edu)
- Resident Director of 7 – Ray Ward (rward125@umd.edu)

APRIL 2015

SUN	MON	TUES	WED	THURS	FRI	SAT
			1	2	3	4
Easter Sunday 5	Washington Nationals Home Opener 6	World Health Day 7	8	Resident Appreciation Day 9	Baltimore Orioles Season Opener 10	11
12	13	14	Tax Day 15	Stress Awareness Day 16	17	18
19	20	21	Earth Day 22	23	24	25
26	27	28	29	30		

Birthstone of the Month

Diamond

Flower of the Month

Daisy

Astrological Signs

Aries (Mar 21 - Apr 20)

Taurus (Apr 21 - May 20)

Monthly Observances

National Humor Month

Keep America Beautiful Month

National Sexual Assault Awareness Month

National Pecan Month