



SOUTH CAMPUS COMMONS CONNECTIONS MAY 2015

CONGRATULATIONS!

— Class of 2015! —

Capstone On-Campus Management and South Campus Commons would like to congratulate all of our residents who are graduating this semester. You've put in countless hours of hard work and studying, so enjoy you're accomplishment. We are proud of you!

Resident Appreciation Day Winners!

If you haven't yet picked up your gift card, it is located at the Main Office.

Applebee's Gift Card

- Pratik Patel
- Courtney Holmes
- Mia Kim
- Jamshed Arif
- Nicholas Mariano
- Sailunsi Chen

Rent Concession

- Jennifer Clerie
- Hangyu Rao
- Yüewen Tan
- Stephanie Ford
- Chavi Rehani
- Bridget Shovestul
- Brian Der
- Darcy McConnell

Apple iTunes Gift Card

- Beatrice Zamfir
- Nicholas Aversano
- Khalil Pettus
- Samantha Miller
- Tyler Denk
- Ashley La

"The future belongs to those who believe in the body of their dreams." - Eleanor Roosevelt

"If you imagine it, you can achieve it. If you dream it, you can become it." - William Arthur Ward

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)

Fire Safety at South Campus Commons

As we move into the spring season, we wanted to remind you of some important fire safety information related to living here. **Please review carefully.**

You should **never** leave your stove or oven unattended or when you aren't in the midst of cooking. For more information visit <http://reslife.umd.edu/announcements/cookingoptions/>

If you hear the fire alarm sound:

- Always assume that it is an emergency; never assume a false alarm.
- Immediately exit the building using the nearest stairwell. Use the stairs, not the elevators.
- Move away from the building and stay clear of the fire lanes.
- Do not re-enter the building until informed to do so by fire department officials.
- Call 911 or University Police at 301-405-3333 or #3333 from a mobile phone to report as much information as possible.

If you see or smell smoke or fire:

- Never attempt to fight or put out a fire.
- Pull the nearest building alarm.
- Close your room door.
- Safely exit the building.
- Call 911 or University Police at 301-405-3333 or #3333 from a mobile phone to report as much information as possible.

What you should do to prepare:

- Know locations of exit stairwells & doors.
- Plan more than one exit route.
- Never prop open fire doors.
- Never leave your stove or oven unattended when in use.
- Never secure bicycles to stairwells or handrails, which could delay emergency exit.

Review additional residence hall fire safety information online at:

<http://www.reslife.umd.edu/global/documents/commhandbook/safetysecurity.pdf>

If you need assistance or have questions, please contact our Resident Life South Campus Community Office at 301-314-7484.



Maintenance Tips and Reminders

The changeover from heat to A/C for Buildings 1 & 2 will occur on **Monday, May 4th.**

Air conditioning: Continuously running your AC at a temperature below 70 degrees, will cause the unit to freeze and stop working. Make sure to give it a break during the day while you are away from the apartment.

Remember to use the correct detergent when using the dishwasher. Liquid dish soap in the dishwasher leads to suds all over your kitchen floor. If this happens, and open the machine and add 1/4 cup cooking oil to the dispenser and run the machine this will stop the suds. Then clean up the floor.

The Trash Rooms will be **CLOSED** in all buildings, except Building 4, from May 11 - June 2. There will be large dumpsters near your buildings for trash removal.

EXIT

Emergency Exit Doors are only to be used in the case of an emergency!

Please do not use these doors just because they are convenient.

Graduating? Re-Leasing? Just Moving Out?

Instructions for the May 2015 Moveout

A newsletter is available for download on the South Campus Commons website! If you are a resident who plans on moving out of SCC in May 2015, please use the following information to assist you in completing a successful check-out. If the procedures outlined below are not followed, you may be charged a \$100 improper check-out fee. Thank you in advance for following all check-out procedures. If you have any questions, please contact the SCC Management Office by calling (301) 314-2499 from 9:00am – 5:00pm.

Express Check-Out

SCC offers an express check-out option for your convenience. When you have all of your belongings out of your unit and it is clean, you'll be ready to check-out. Just stop by your 24-hour Service Desk, complete a check-out form and submit your keys. It's that easy and it can be done at any time, day or night. The CA will give you a copy of your check-out form confirming that you submitted your keys. If you have lost your keys, you will be charged \$335 (\$150 for front door and bedroom door (each) \$35 for your mailbox key) for a lock change and replacement keys. If you have a credit left on your account, you'll receive a check from Capstone within 6 - 8 weeks. Refund checks will be sent to the forwarding address you put on your check-out form.

Experience has taught us that the questions below are asked by many students, so we thought we'd give you the answers first!

Q: If I checkout in May, can I come back later in the summer?

A: If you move out and turn your keys in to the desk, you cannot go back and reclaim the keys at a later time. After you check out, we inspect the room and begin the process of preparing it for the next resident.

Q: Can I leave my shelves, mirrors, posters, clothes, or other belongings for the incoming resident? They really want them!

A: You cannot leave items in your room for the incoming resident (even if you are re-leasing)! If you do so, we will remove the items and charge your account for removal of belongings. There are far too many residents for our staff to keep track of personal items.

Q: If I live in the same room next year, and move out for the summer, will you paint my room?

A: If you are staying in the same apartment and bedroom for next year and move out for the summer, we will not clean, paint, or enter your room. If anything is broken or in need of repair, please be sure to fill out a work order with the maintenance department by logging onto the Resident Portal.

Personal Check-Out

You may wish to have the inspection done when you are present. Limited appointment times and days are available. Stop by the Management Office in Building 1 or call (301) 314-2499 to make your appointment. You must schedule your appointment at least two business days before you want to check-out and when your appointment time arrives you must be ready to permanently leave your room. If you have not finished cleaning, or you have belongings in your room, you will forfeit your appointment.

Are you a Same Bed Resident who is leaving for the Summer?

If you have renewed your current lease for the exact same bedroom for the 15-16 lease year, you do not have to move you, but you must follow the guidelines listed below for the time frame between July 31st and August 19th. If you are leaving for an extended period of time prior to this date, please prepare your apartment before you leave so that your apartment may be prepared for incoming roommates. Not doing so could have financial implications.

- All kitchen items must be in cabinets or in the refrigerator. The sink, stove, and counter tops must be free of personal items.
- Please remember to clean your refrigerator before new residents arrive to promote a comfortable living environment for all occupants.
- Keep the cabinets under the sink clear and empty to permit maintenance access.
- All personal items in the bathroom must be off the counter-tops, bathtub, sink and floors; medicine cabinets and under sink storage should be used only. You may leave your shower curtain.
- In the common area, all non-furniture items must be stored in your bedroom. Remove items from common area walls.

Successful Move-Out Checklist

✓ Please utilize the following guidelines to ensure a proper move out: ✓

- All personal belongings must be removed
- No tacks, nails, shelves, etc. in the walls; repair damages larger than tack holes
 - × (Do not use toothpaste to repair holes in walls!)
- Wipe down all furniture with a soft cloth to remove all dust
- Vacuum carpet, including inside closets and under all furniture
- Clean all mirrors
- Wipe down all sinks and bathroom areas; be sure there is no mildew build up
- Clean tubs and showers and remove soap scum from bathroom surfaces
- Clean bathroom sinks and toilets
- Clean all tile floors
- Dust all blinds, window sills and baseboards
- Empty all cabinets and wipe them out
- Clean the refrigerator
- Wipe off the stove top, scrub drip pans and clean the oven
- Clean the inside and outside of the microwave
- Put dishwasher detergent in the dishwasher and run it empty, to clean it
- Empty the lint trap in the dryer and wipe off the washer surface
- Remove any signs or stickers from doors and windows
- You must officially check out with the South Campus Commons staff either by appointment with the Management Office or by Express Check Out at your Service Desk
- Turn in your keys
 - Sabbath keys must be returned to the Main Office (M-F 9am-5pm) . Email Alexandra Baker (abaker@capstoneoncampus.com) if the key needs to be submitted outside of these hours.
 - Leave a forwarding address so you can be reached if you deserve a rent refund or owe any fees
- Normal wear and tear does NOT include:
 - × Dirty carpets, counters, appliances, or unclean bathroom
 - × Dirty, torn, stained, or broken furniture
 - × Dirty or stained kitchen tile
 - × Marks on walls or holes in the wall
 - × Missing furniture or contents
 - × Torn or broken blind slats

If you know you have caused damage(s), you can pick up a listing of common damage charges at your Service Desk to learn how much you may be billed. Also, if you have caused damage in the common area, submit a Charge Responsibility form online at <http://www.southcampuscommons.com/currentresidents/> to inform our staff so that we know to bill you instead of your roommates.

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:

South Campus Commons southcampuscommons@capstoneoncampus.com
4230 Knox Road Suite 1101 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 – TBA
- 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)

MAY 2015

SUN	MON	TUES	WED	THURS	FRI	SAT
					May Day 1	Kentucky Derby 2
3	4	Cinco de Mayo 5	6	7	8	Armed Forces Day 9
Mother's Day 13	11	12	Reading Day 13	Finals Begin 14	15	16
17	18	19	Finals End 20	21	Graduation 22	23
24	Memorial Day					
31	25	26	27	28	29	30

Birthstone of the Month

Emerald

Flower of the Month

Lily of the Valley

Astrological Signs

Taurus (Apr 21 - May 20)

Gemini (May 21 - Jun 20)

May Fun Facts:

May 1, 1931: The Empire State Building officially opens

May 14, 1804: Lewis and Clark begin their expedition

May 20, 1932: Amelia Earhart's solo flight

May 27, 1937: The Golden Gate Bridge opens in San Francisco