Andrew Ribeiro

Professor Antokoletz

WRT 245

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**Figure 4-6. Document for Exercise 2**

**Rite Properties**

7001 South Loop 289

Lubbock, Texas 79425

806-555-1327

manager@theplaza.com

September 5, 2009

TO: ALL PLAZA RESIDENTS

FROM: The Management

SUBJECT: towing

Effective today, September 5, 2009, BAILEY CAFETERIA will tow any Plaza residents vehicles or Plaza visitor vehicles that park on the south end of their parking lot on the west side of their building. One visitor vehicle from Plaza was parked directly in front of the cafeteria's back door, blocking the way for a big delivery truck coming in this morning, consequently, no one may park over there any more. Residents,we have been over the parking situation over and over, if you or your guests get towed, don't call me. I've put out several newsletters or spoke with individuals about the parking. It is your responsibility to tell your guests where to park. We have had a good relationship with Bailey’s for along time, but when we get in the way, everyone must pay the price. Stop and think where you park, is it going to be in someones way in the morning? The next time I am called to clear out the cars to avoid being towed because it is blocking a door or driveway at Bailey’s, I promise, I will call the tow truck myself.

We have also been changing the filters and checking the smoke alarm batteries this week and there are those of you that are removing or tampering with your smoke alarms!

Repeatedly we have told you not to take the battery out of your smoke alarm. IT IS AGAINST THE LAW. Do you have enough insurance to cover all your home's contents in addition to all the contents of several other homes if a fire breaks out in your apartment and because you have no battery in your smoke alarm, no one was warned before it was too late. When your alarm beeps, it means you need a new battery, we have as I have repeatedly told you have the batteries in the office. Come and get a new battery or call and place a work order. There is absolutely no excuse that can be justified for removing or tampering with any part of the smoke alarm that I will accept. If we didn't have an alarm in your apartment and you had a fire, you would immediately blame us, do we get to blame you when you have removed the battery or tampered with the alarm? Each of you that had removed your alarm battery will be fine $25.00 which is clearly stated and had been explained in several newsletters.

In addition, do not bring rent payments to my home, I do not have a receipt book at my home and I will not return to the office to make one after the office has closed.

This month, several residents put cash in the drop slot of the office, do not do this, for your protection and ours. Get a money order, they can be purchased at any convience store for $1. When you pay by cash, bring the exact amount of your rent to the office, we do not keep change at the office, if you do not have the correct amount, any amount that is over, will be credited to next month's rent, we will not make change.

Please do not hand me your rent in cash while I am outside in the courtyard, without having a receipt book, this is not a good policy.

Again, it is your responsibility for telling your guests where to park. You know how it feels in and there are no parking spaces because they are filled with guests. I constantly see the same guests parking on the lot, the lot is posted for resident parking with all others towed, I have threatened to tow in the past, but once again, it has gotten out of hand and we are almost full and it takes every space on the lot just so our residents are allowed to park on the lot. Effective today, all non stickered vehicles will be towed with no advance warning. When this happens, perhaps you will want to pay the towing charge to your guest since you did not tell them where to park.

When your guests vehicles get towed, please do not contact me. There will be a sticker telling them exactly where to get in touch with the wrecker service to retrieve their vehicle.

Once again there is trash being left outside apartments overnight and during the day. Please, we take prospective residents thru the courtyard nearly every day and it is very embarassing to have to pass other peoples trash. If you can't carry it out, leave it in your house until you can. It will be greatly appreciated

Finally, please remove all mops that are hanging on balconies and on the pool fence. A good place to put a wet mop is in the water heater closet. It is warm in there and the mop will dry very quickly.