

DOVER MANOR  
NEWSLETTER  
AN OWNER MANAGED COMMUNITY

MANHATTAN MANAGEMENT CO. L.L.C.  
180 Franklin Corner Rd Office C-3, Lawrenceville, NJ 08648  
Office Phone (609)896-1086 Emergency (609)209-4158

FALL IN THE MANOR

Volume 1, Issue 4

OCTOBER 2004

**OFFICE STAFF**

- Resident Manager.....  
Daniel Vega
- Office Manager.....  
Kathy Harbeck
- Leasing Agent.....  
Jeff Monteforte
- Office Assistant.....  
Steve Payne

**DOVER MANOR  
MAINTENANCE STAFF**

- Dave Mahan
- Adam Mahan
- Kristian Antol

\$ 1 0 0 R E N T  
REFERRAL BONUS

PLEASE BE  
CONSIDERATE OF YOUR  
NEIGHBORS

**We are proud to announce that the Township of Lawrence has presented our sister community with the Township Residential Award.**

Standard time begins October 31 at 2:00 am. Don't forget to set your clocks back an hour!

**Laundry Upgrades**

We are in the process of upgrading our laundry facilities. Over the course of the next six weeks, we will have newly renovated laundry rooms in buildings C, G, and K with new machines, lighting, and flooring.

**Parking Rules**

Please remember, commercial vehicles are not allowed in the parking lots. Please park your vehicle 6" away from the curb to allow safe passage for residents as well as to prevent damage to the sidewalks.

**Keep Warm**

To minimize heat loss, air conditioner covers will be installed on the outside of all units. Please remember, under no circumstances can the air conditioner be

used once it has been covered.

**Be Safe**

Please be careful as you drive through the complex and obey the speed limits. Speed bumps have been installed to keep drivers from speeding.

Parents, please remind your children that they should not be riding their bicycles and skateboarding in the parking lots.

**REMINDERS**

- Car repairs are not permitted in the parking lots. If your car is leaking, please place a pan under it or ask maintenance to supply one.
- Building heat is controlled by outside temperature sensors. If the temperature is above 55 degrees, the boilers shut down until the temperature drops.

- Company policy regulates the temperature to 72 degrees between the hours of 6:00 am and 11:00 pm, and 68 degrees from 11:00 pm until 6:00 am. The thermostat is unable to override these settings.
- Rent is due on the first of each month. Late fee will be assessed on close of business on the 5th calendar day.
- Dover employees have been given shirts with MMC embroidered on the pockets to identify them as staff members.

In the future, we would like to inform you via e-mail. Please contact us at [MMC.leasing@verizon.net](mailto:MMC.leasing@verizon.net) and provide your e-mail address if you would like to receive correspondences.

**THE STAFF WISHES ALL OF OUR RESIDENTS A HAPPY AND SAFE HOLIDAY SEASON!**