

MOMI

11911 Tech Rd, Silver Spring, MD 20904 / t.301-622-0900 / www.momidc.com

WELCOME TO ELM GARDENS!

Following is some information specific to your new building that we hope you will find helpful and informative. As always, please don't hesitate to contact MOMI staff via email (Maintenance@momidc.com) or phone (301.622.7980) if you have questions or concerns. Our business hours are Monday – Friday, from 8:30am – 5:00pm, excepting National Holidays.

RENT: DIRECT DEPOSIT OPTION

We understand that many of you would like to save money on stamps, conserve paper and eliminate one more thing to remember each month by paying your rent via Direct Deposit. The following information will allow you to set up monthly delivery of your rental payment to our bank:

- Account Name: Montgomery Oaks Management, Inc., Elm Gardens
- Account Number: 0200106003
- Bank Name: Eagle Bank
- Routing Number: 055003298
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***IMPORTANT NOTE: We ask that you inform us if you would like to use this option BEFORE you schedule your first direct deposit payment.**

PERSONAL HOUSEKEEPING INFORMATION

SMOKE DETECTORS

- If you hear a random “chirping” noise, the **smoke detector** is trying to tell you that its battery is low. Please let us know so we can change the batter – we strongly prefer that you not attempt to change it yourself. We know the sound is annoying, but please **DO NOT** take the smoke detector off the wall; this will result in our building being in violation of fire code.
- Please dispose of expired batteries, which should not be included with standard trash due to mercury and hard metal content, in the **dry cell battery recycling container** located in the building's laundry room.

LIGHT BULBS

- Management is responsible for replacing expired light bulbs in the ceiling/wall fixtures in your unit. Please contact us should any of these bulbs burn out so we may send a maintenance technician to replace them for you. We ask that you do not attempt to change these bulbs on your own, as we would like to avoid any injury to either you or the light fixtures!
- MOMI uses energy-efficient compact fluorescent lamps (CFL's) in all unit fixtures, and we highly encourage tenants with personal lamps (floor, table, desk, etc) to do the same! To make it a little easier for you to adopt this energy-saving measure, MOMI provides a special bin for the **disposal of CFL's**, which **SHOULD NOT** be thrown away with your standard garbage or recycling due to their mercury content, in the building recycling room.

FURNITURE REMOVAL

Our trash pick-up service does not include the removal of furniture. If you are getting rid of furnishings or electronics, please take these items to a bulk trash drop-off location (visit DC's Department of Public Works at www.dpw.dc.gov for more information) or donate them to a charitable organization.

Any furniture items you leave by the dumpster will have to be removed and disposed of by MOMI, and we will bill you for the cost incurred to do so.

SECURITY / SAFETY

CAMERA SYSTEMS

All MOMI buildings are monitored by cameras. However, the cameras are not continuously monitored by personnel – they are strictly intended as recording devices to deter criminal activity.

CONTROLLED-ACCESS ENTRY

Elm Gardens is equipped with a controlled-access entry system for your safety and the security of your belongings.

- Guests can use the marked entry intercom system to buzz your apartment directly. To allow entry, simply press the “Door” button on the intercom panel in your unit.
- Please DO NOT let anyone you do not know or expect into the building.
- If you ever have a problem with someone attempting to gain entry, call the police (emergency line: 911; non-emergency line: 311) and inform MOMI as well.

HOW TO LIVE A LITTLE BETTER AT ELM GARDENS

The following suggestions are meant to help you live with more comfort and a little less impact on the environment. By living at a MOMI property, you are already making a difference, as we are constantly focused on increasing energy and resource efficiency wherever possible in our buildings. To learn more about the environmentally sustainable qualities of MOMI properties, please visit us only at www.momidc.com.

RECYCLING

- **PLEASE RECYCLE:** We provide bins for paper and commingled (glass, plastic, and metal) recyclables in the parking lot by the trash dumpsters (at the street side entrance).
- There are also special recycling buckets for your expired **dry cell batteries** and **CFL’s** in the building’s laundry room. It is important for you not to include these items with your trash as they contain mercury and other hard metals (all extremely toxic to both the environment and the human nervous system) which are released into the air, ground and soil if sent to standard landfills (or worse, incinerated). Place these items in the correctly marked buckets (for CFL’s, use care to avoid breakage). MOMI will check these containers and return them to the recycling center when they’re full.
- While we do not recycle plastic bags on site, we encourage you to find an alternative use for your plastic shopping bags (they come in handy on dog walks!) or take them in bulk to the recycling bins located at almost any grocery store.

ENERGY CONSERVATION

- **THERMOSTAT:** To achieve the greatest efficiency, please set your thermostat temperature as low as possible in the winter (recommended 70° or below), and as high as possible in the summer (recommended 74° or above). If you are away from home for long periods of time (i.e. several days or more), please set the system to condition the minimal necessary amount (winter: 60° / summer: 85°).
- **ELECTRICITY:** Many vendors now offer energy produced by renewable means (wind, methane from landfills, etc). It is available through Pepco and other smaller providers for a slight up-charge. For the latest options, check: <http://www.epa.gov/greenpower/pubs/gplocator.htm> or Google “EPA Green Power Locator.”

TRANSPORTATION

- Our metro-accessible location makes taking mass transit a cinch—whenever possible, please do!
- Zipcar (www.zipcar.com) offers plans for periodic use of cars parked all around the metro DC area, including Takoma, DC and Takoma Park, MD. Visit zipcar.com to learn about the service and/or join. It’s a great way to have the convenience of a car without the cost and responsibility of owning one.

WATER CONSERVATION + PRESERVATION

- **TOILET:** Our Niagara flapperless toilets save water because they never leak or run when operated properly. However, please take care not to hold the handle down when flushing as this will keep the tray from resetting fully and may cause water to run.
- **GARBAGE DISPOSAL & COMPOSTING:** Use your garbage disposal for food waste only when necessary. Most food can and should be disposed of in the trash or –even better – in an indoor composter such as those made by NatureMill (www.naturemill.com). Any food sent down the sink drain is treated as solid waste in the city’s wastewater treatment facility, over-taxing this already burdened system.
- **MAINTENANCE:** If any fixture or appliance is running and wasting water, please notify management immediately so we can fix it.
- **DISHES:** Research has shown that hand-washing dishes actually uses more water (and soap) than running a full load in an energy-efficient dishwasher. Also, most pre-washing we do before putting dishes in the dishwasher is entirely unnecessary. Of course, you should always use a phosphate-free, eco-friendly dish detergent!
- Do the simple things: turn off water while brushing teeth, washing face & hands, shaving, etc.

LAUNDRY, CLEANING & PERSONAL HYGIENE

- **LAUNDRY:** The machines in the communal laundry room are the most efficient available. The front-loading washers use minimal water and the dryers are powered by natural gas. Always use eco-friendly detergent and softeners (see below) made specifically for high-efficiency machines.
- **BAMBOO FLOORS:** Please clean the bamboo with water ONLY (or with a splash of very mild soap if absolutely necessary) – any strong/abrasive cleaners will remove the finish and weaken the material.
- **PERSONAL HYGIENE:** Avoid using anti-bacterial soaps and products whenever possible. The antibiotics find their way into the natural waterways of the region and cause damage to the ecosystem.
- **PRODUCTS:** We recommend you use environmentally sensitive products for kitchen & bathroom cleaning, dishwashing, laundry, window cleaning, all-purpose cleaning and personal hygiene. These products are better for the ecological environment and will minimize the number of toxins and chemicals present in your personal surroundings. Some brands we recommend:
 - **Shaklee:** www.shaklee.net/order-now. We use Shaklee products for the cleaning of all our buildings. They can be purchased directly from the manufacturer online.
 - **Seventh Generation:** www.seventhgeneration.com. This line can be purchased at Takoma Park Co-op & Whole Foods in Silver Spring.
 - **Ecover:** www.ecover.com. Available at Whole Foods and www.drugstore.com, among many other retailers. We particularly recommend the herbal dishwashing liquid!
 - **Method:** <http://www.methodhome.com/>. A wonderful line of all kinds of great products, available at Target, Whole Foods and www.drugstore.com, among others.

Thanks again for choosing to live at Elm Gardens. We hope you enjoy calling our building home!

Sincerely,

Montgomery Oaks Management, Inc (MOMI)
