

Please Take One

**FOR
YOUR**

INFORMATION (12/02/2009):

- 1. Please return carts immediately to the correct Parking Garage locations!!!**
- 2. If you turned in a sheet for window leak repairs, Benson Glass will be onsite beginning tomorrow (12/03) to begin repairs. If they need access to your unit to complete repairs you will be contacted.**
- 3. The 2010 Proposed Budget was presented at the December 1st Board Meeting. If you would like a copy, please sign up at the Front Desk.**
- 4. It's time for The Portland Plaza Holiday Gift Fund! Every Year Portland Plaza residents can show their appreciation to the onsite staff for jobs well done by contributing whatever amount they wish to the Fund. Please put cash or checks into an envelope and deposit it in the office mail slot (*it goes into a locked box*) on the Building Managers door. Checks should be made out to: The Portland Plaza Holiday Fund. The cutoff is Monday December 21st and will be distributed Tuesday December 22nd. As always the staff is grateful for your contributions!**

Please see other side for more Holiday Information!