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Jamie Tortis  
Carey Bird**

**[www.mckenzieplace.com](http://www.mckenzieplace.com)**

**Property Management at  
McKenzie Place:**

**Elite Mgmt Services Group**  
138 McDonald Street, Suite 200  
McDonald, PA 15057  
(724) 926-3093  
FAX (724) 926-3090  
JakElite@aol.com

Debbie Brisky  
Property Manager

**Upcoming Inspections**

Toilet & faucet inspection to be scheduled by October 31, with Elite.

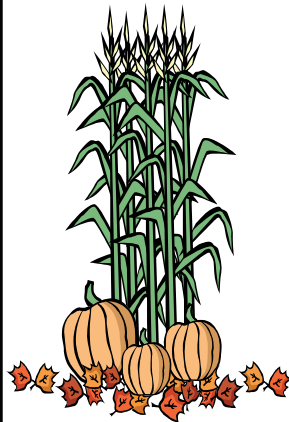
Smoke detector checks to be scheduled with Mike.

Furnaces inspected and/or cleaned by November 1<sup>st</sup>.

**October 2011 Newsletter**

Dear McKenzie Place Residents,

We are coming to a close on another lovely summer at McKenzie Place and there are a few items I wanted to share with the residents.



As we all know, everything is going up in price. We are trying very hard to make the budget stretch and we will need the help of the residents to accomplish this goal. The water and sewage expenses for this year have already surpassed what was spent for all of 2010. We still have 3 more bills to go and by my estimation we will have spent \$23,000.00 more than what was spent last year. This is not only due to the increase in the water and sewage rates but also due to an increase in usage. I will be

submitting a detailed accounting from MATR with the annual budget coming out in November, so that you have record of my findings. With insurance and all other expenses going up we must be as frugal as possible.

Water is a shared utility and thus residents will need to have their toilets and faucets inspected for leaks so that we can reduce the waste. Mike will be providing all residents this service free of charge. I ask that all residents either email or call Elite Management to have their names placed on a list of available times to perform this task in conjunction with the annual smoke detector inspections. Please call to schedule a time by October 31<sup>st</sup>. We will also be asking residents to suspend car washing on the premise and if you are having your carpets cleaned, the carpet cleaning companies MUST be of the type that is a self-contained unit in which they bring the water with them.

Please also keep in mind that ALL SERVICEMEN AND CONTRACTORS MUST CHECK IN WITH MAINTENANCE BEFORE BEGINNING WORK IN YOUR UNIT.

Please help to keep association costs down. If you have any questions please don't hesitate to call Elite Management.

Thank you,

*Debbie Brisky, Property Manager*  
*Debbie@EliteMgtServices.com*



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## October Newsletter — 2011

### BASELINE STUDY 2012

Each homeowner is responsible to notify management of any and all changes that have occurred in your baseline information. You will need to update vehicle changes, changes in the occupants (whether you've had an addition or someone has moved out), all current pet licenses and inoculations must be on file with the management company. This information is required per our governing documents. If you would also like to give someone your emergency contact for safety reasons, that would be great. Let your neighbor or Elite know who we should call in case it is necessary.

All tenants must also fill out the information required on the baseline study and each landlord is responsible for getting a change of occupancy to the management company with the name and contact information of your tenant within 5 days of the change.

A copy of the base line study form is available on the web site. Please go to [www.McKenzieplace.com](http://www.McKenzieplace.com) and click onto the link provided.

### CONSERVATION OF WATER

Please make every effort possible to conserve water usage. 23% of the condo fee is used to pay the cost of water and sewage. This means each month \$49.45 of the \$215.00 we pay in condo fees goes to paying our water bill. In previous years, the cost of water was high at \$31.80 per month per unit owner which was only 14.7% of the monthly condo fee. We need everyone to help curtail our water usage. If you are updating your unit, please purchase products on the market that help conserve water usage. Toilets are available that use only a minimal amount of water and faucets are available that also curtail the amount of water being used. Most car washes are very reasonable in cost and use recycled water. When you wash your car on property, we pay not only water but sewage on all the water being used.

### HAVE SOME THINGS YOU WANT TO GET RID OF???

Angela DeMary will be happy to collect any donations of small or large items. You can contact her at 412-480-3797. Small items will be picked up by Angela but if you have items that need muscle to remove them, you will need to arrange for a helper!

### HOLIDAY FUN



On December 3<sup>rd</sup> between 12:00pm and 4:00pm, we will once again be getting the clubhouse ready for the holidays. There will be lots of fun, Holiday Music to enjoy and snacks and goodies to eat. Please join us and meet Debbie Brisky, our property manager. If you would like to bring a treat or a tree ornament, feel free! Please RSVP to Jan, Nicole, Angie or Mike via email or a note left in the clubhouse by November 21<sup>st</sup> so we know how much food to prepare. Mike's email is [McKenzieplace@verizon.net](mailto:McKenzieplace@verizon.net) and the board's emails are listed on the front page of the newsletter. We will post a reminder in the hallway bulletin boards at the beginning of November.



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## From the desk of Mike Carter . . .

Winter is right around the corner and we will be winterizing outside hose bibs beginning the middle of October. Please make arrangements with me to take care of shutting the hose bibs off. Do not attempt to shut them off yourself. If it is not done properly, we may encounter frozen and or burst pipes. Please call the management office at 724-926-3093 or email me at [McKenzieplace@verizon.net](mailto:McKenzieplace@verizon.net)

It is also time for yearly inspections of the smoke detectors in each unit. At the same time I will be checking for water leaks in bathrooms and kitchens. McKenzie Place has had extremely high water bills this year and we need to reduce water consumption. I will be contacting each building as to when these inspections will take place. Once again, I am planning the end of October for the beginning of these inspections.

We will be conserving water by not draining the pool this year but we will be using a new method of winterization. We have a mesh pool cover and the water has been winterized to be shocked next summer when the pool opens. This should save us a considerable amount of money in our water bill.

Please feel free to introduce yourself to me when you see me on the property. I am looking forward to meeting each resident at McKenzie Place.

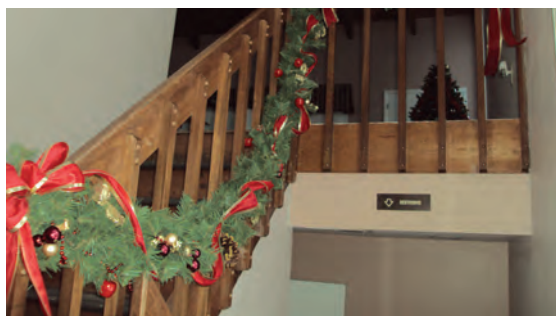
*Mike*



### For Our New Home Owners

McKenzie Place offers a spacious clubhouse that holds a maximum of 75 guests. At \$150, plus a \$150 (refundable\*) deposit, it just may be a good solution for you. Monday through Thursday it's only a \$75 rental fee — or \$100 to include our HDTV!

- Holiday Party
- Baby/Wedding Shower
- Birthday Party
- Reunion
- Retirement Party
- Reception



Rules and rental agreement are available at [www.mckenzieplace.com](http://www.mckenzieplace.com) and from property management: **Elite Mgmt Services Group, 724-926-3093.**

*\*refund subject to terms of the rental agreement.*

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*Thank you to all residents for all your cooperation and concern for the safety and well being of your neighbors. Making sure we are safe in our homes and are being courteous to our neighbors is of utmost importance in a community like ours. So much we do impacts our neighbors and being a good neighbor is appreciated by all. The following is a list of reminders for both new and existing residents so that we remember to be a good neighbor.*

### REMINDERS:

Furnace Inspections are due by November 1<sup>st</sup>. If your furnace is less than 2 years old, the inspection is not necessary as long as the management company has proof of the date of purchase on file. If your contractor has scheduled your inspection after the 1<sup>st</sup> of November, please inform Debbie Brisky of the scheduling conflicts.

All residents should make sure there is a key on file with Mike Carter. In case of an emergency, he would be able to have access to your unit to prevent excessive damage from occurring. If you do not have a key on file and the emergency warrants, he will force entry into the unit and it is the unit owner's responsibility for the repairs to the damaged front door. All keys are security coded and locked into a cabinet. Only Mike has the codes and the key access to the unit owners keys. This however is NOT a lock out service.

Pitt Bulls or any mix of Pitt Bull breeds are not permitted at McKenzie Place. Please make sure that visitors do not bring their Pitt Bulls onto the property.

Please pick up after your pets. No one likes to see, smell or accidentally find excretions on the property. Being courteous is part of living in a condo complex. If you see a dog that does not belong on the property, please let management know. We have found an exorbitant amount of dog excrement at the cul de sac.

Quiet hours are from 11:00 PM until 7:00 AM DAILY. Please do not run dishwashers, sweepers, washers and dryers during those hours and be considerate concerning the volume of your TV or sound system.

Rent the clubhouse when you're having a party to avoid disturbing your neighbors. Everyone's work schedule is not the same. Some people do sleep during the day because they work nights and others also work weekends.

**DO NOT LITTER! WE HAVE HAD MANY COMPLAINTS. (ESPECIALLY CONCERNING CIGARETTE BUTTS).**

**Please close the doors to the dumpster and let management know when the dumpsters are damaged, if you can't close the doors, if garbage is outside of the dumpster or placed around the dumpster. If you have to dispose of large items, don't throw them into the dumpster yourself, notify management/Mike and further instructions will be given. If you are disposing of large boxes, please collapse the box before throwing it into the dumpster. Our dumpsters are only emptied one time per week and if it is filled with empty boxes we have no room for trash. Leaving trash items next to the dumpster, i.e., bags of trash, boxes, furniture etc, is considered littering also, please place all trash items into the dumpsters.**

Parking is an issue here at McKenzie Place. Please notify the maintenance office if you are going on vacation and your car will remain in your parking spot for a period of time. Cars that are not moved over a long period of time cause us concern for the safety of the unit owner. If a car is parked in a guest spot and stays there for an extended period of time, it will be tagged with a parking violation unless you notify the maintenance office. If you have a second car that isn't used much, please park it in the overflow area across from the clubhouse, and on the right side of the hillside as you go down the road toward 1400. (And notify the maintenance office) This is also the area Guests should park. **Do not park your vehicle in front of anyone else's building.**



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