

MALLARD LAKE REFLECTIONS

livesmart

WWW.MALLARDLAKEAPTS.COM

MALLARD LAKE
APARTMENTS

■ MAY 1, 2011 ■ ISSUE 5, VOLUME 4 ■

YOUR FRIENDLY STAFF AT MALLARD LAKE

Leasing Team: Shelly, Jackie, Kelly B, Kelly G & Sudarsana

Maintenance Team: Kevin, Jim, Adam, Andrew, Helena, Marek & Miguel

OFFICE HOURS

M - W: 10:00am - 7:00 pm
Th - F: 9:00am - 5:00pm
Sat: 10:00am - 5:00pm
Sun: 12:00pm - 4:00pm

MAINTENANCE EMERGENCIES

For after-hours maintenance emergencies, call the leasing office phone number and follow the prompts. For all other emergencies, call 911.

ONLINE WORK ORDERS

Visit us online today at www.mallardlakeapts.com to quickly enter service work orders, download forms, read this newsletter, print event pictures and more!

Username: mallardlake
Password: fixit

QUESTIONS/COMMENTS?

E-mail the Property Manager at mallardlke@aol.com today!

Drop your used pop-tabs in the leasing office to be donated to the Ronald McDonald House Charity!



Don't forget to recycle this newsletter when you finish reading it. Thank you!



While you enjoy your long holiday weekend, remember to take a moment to commemorate the men and women who have lost their lives in the service of our country. Memorial Day is Monday, May 30.

Mallard Lake News & Notes

Happy Mother's Day

Mallard Lake would like to wish all of our moms on the property a very happy Mother's Day! Enjoy yourselves!

Office Closings

The Leasing Office will be closed on Monday, May 30, in celebration of Memorial Day. Don't forget that you can drop your rent check in the overnight "Drop Box" outside the Leasing Office. Please remember to write your correct Mallard Lake address on your rent check. Thank you!

Lease Changes

If you need to add or remove a leaseholder, sublease your apartment, or make any other changes to your lease contract, the office staff is happy to help you. Please keep in mind that because we have already prepared your contract, any change is subject to a \$75 lease revision fee. This fee will be charged regardless of when your contract expires. You can obtain a copy of our Lease Revision Policy at mallardlake.com for further details.

Please Don't Litter in the Office

When you visit the Leasing Office and bring

your children with you, please be mindful of their activities. We've recently had a problem with ants in the office because kids are leaving half-eaten lollipops our candy baskets. We are also constantly picking up candy wrappers from the floor.

We'd like to continue to offer candy, cookies and other various goodies in the Leasing Office, so please cooperate by properly disposing of your candy and its wrapper in the garbage.

Resident Referral Recognition

We would like to thank our residents who referred new tenants to Mallard Lake in April: Jansie of 1584 Teal Lane, Subburaj of 1595 Hunter Drive and Rahul of 1576 Hintz Lane.

Renewal Deadlines

- Early Bird Deadline for leases expiring July 31, 2011 is **MAY 5, 2011**.
- The FINAL Renewal Deadline for all short-term or long-term lease extensions is **MAY 26, 2011**.
- Notice to Vacate for all residents moving out on July 31, 2011 is due no later than **MAY 26, 2011**.



Sunny days are here to stay! Stop in the Mallard Lake Leasing Office to pay your rent starting on April 25 to get your free sun block! Limited supply available.

Transfers! Transfers! Transfers!

Recently, Mallard Lake has experienced a large number of residents expressing interest in transferring from their current apartment into a new unit, especially from a one-bedroom to a two-bedroom apartment. Currently, there is a six apartment waitlist for a two bedroom unit, with more being added every week.

Because of this, if you are interested in transferring apartments, you MUST turn in the Transfer Request Form, as well as the items it asks for, to be added to the list. If you are in a one-bedroom unit and must move to a two-bedroom apartment because of an over-occupancy issue, you will be charged the \$500 transfer fee, as we do not waive it for ANY reason.

Mallard Lake offers the option to transfer as a benefit to our residents. It is not a guarantee, nor are we obligated to let you switch apartments. Two-bedroom apartments are in high demand, so please remember to request a transfer as far in advance as possible!



*A Note From
Jackie's Desk...*

Renewal Deadlines

Did you know that Mallard Lake sends out ALL renewal options a full 90 days before a resident's lease expires?

Every month, between 30-55 leases expire. Most residents are on leases that require 60-days written notice to vacate or extend their lease. Because of the sheer volume, as well as the notice requirement, we send out renewal options early. **Please do not wait until the final day of the deadline** in order to ask questions about your renewal. Please keep in mind that Jackie handles all questions related to renewals, and she is typically booked with appointments prior to the renewal deadline. She may not be able to answer your questions if you wait till the last minute to meet with her.

Also, we prepare your new lease contract within a week of your submitting your request to extend. We understand that it is early, but again, with 50 leases to prepare, we must get them done immediately. If you are called to come in and sign your lease, you have seven days to do so, even if your lease doesn't expire soon. If we have to call you a second time, you will have 48 hours to come in to sign the new lease paperwork or a \$25 late response penalty will be enforced. We know everyone is busy, but so are we!

Preparing anything early is a waste of your time and ours if we must repeatedly contact someone to come into the office.

Buzzing the Office

When the Leasing Office is closed, DO NOT BUZZ THE INTERCOM to gain entry to the building. Residents (with the exception of the ones who live at 1572 Teal Lane) are not allowed access to the Leasing Office building outside of business hours.

This means that if you want to fill your laundry card using cash, you must make arrangements to stop by the office when it is open. There is a laundry card refill center in the Clubhouse that accepts debit and credit cards. This machine is available from 6:00am to 10:00pm daily. Simply use your Fitness Center Card to gain entry to the Clubhouse.

Additionally, buzzing the intercom before the Leasing Office opens for the day or after it has closed does not mean that Mallard Lake employees are available to assist you, even if they are still in the building. We have extended evening hours three days a week and we are open on the weekends to make sure we have time to accommodate your needs.

Most importantly, remember that the Leasing Office building is also home to many residents. It is very rude and disruptive to buzz their intercoms to gain access to the building. Please be considerate of the people who live here by coming to the office during our regular business hours.



Cigarette Butt Disposal

We at Mallard Lake pride ourselves on keeping our property and its surroundings well-maintained. We do regular inspections to make sure that our buildings and the area outside the buildings look nice and well-kept.

Recently we have had big problems with residents using the outdoor areas surrounding the buildings and/or their neighbors' patios and balconies as an ashtray. We constantly see tons of cigarette butts lying in the common areas. Not only does it look dirty, it also

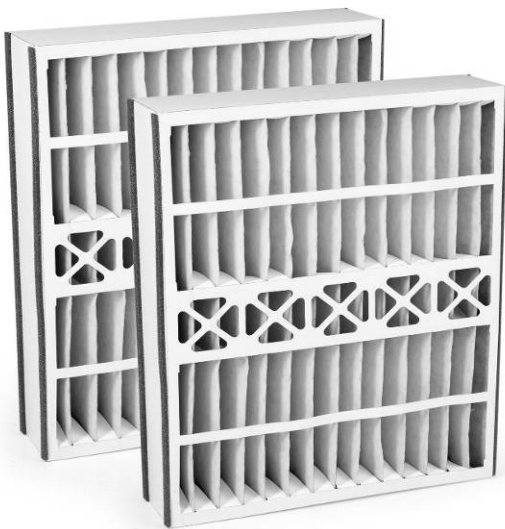
creates problems with residents who want to keep their surroundings clean.

During our regular inspections, we determined that the areas around buildings 1629 and 631 have the most cigarette butts. We have sent constant reminders and notices to the residents of these buildings to no effect.

We would like to ask everyone for their cooperation in disposing of cigarette butts in an appropriate manner. We will be charging fines to the residents of buildings that have the most

cigarette butts lying around, regardless of who smokes and who does not. We will not waive this fine under any circumstance.

The best way to dispose of your butts is to keep an empty coffee tin or other canister with a lid next to your patio or balcony door. This way, when you are finished smoking, you can simply dispose of the butt in the canister without littering our property and your neighbor's space.



Furnace Filter Change

In preparation for warmer weather, our maintenance staff will be entering all units to change out the furnace filters during the first three weeks of May.

Remember, you can have your furnace filter changed at any time by calling the Leasing Office and placing a work order.

Moving Out? Don't Forget...

If you are moving out of your apartment, don't forget to turn in to the Leasing Office all keys, fitness center cards, bike room keys, parking tags and laundry cards. If the office is closed, please place all items in a sealed envelope with your name and apartment number clearly written on the front, and put the envelope in the Rent Drop Box outside of the Leasing Office.

You will be charged the following for missing items:

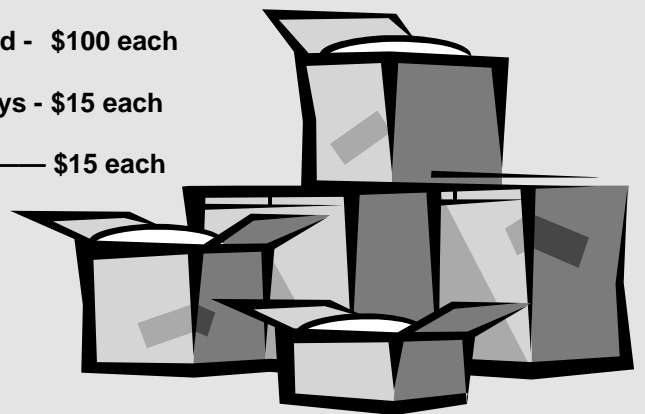
Parking Tags ----- \$25 each

Laundry Cards ----- \$15 each

Fitness Center Card - \$100 each

Unit & Building Keys - \$15 each

Bike Room Key ——— \$15 each



Preferred Mallard Lake Service Providers

RENTER'S INSURANCE

Looking for renter's insurance? We recommend calling our preferred renter's insurance provider, **State Farm Insurance**. You can agent Tim Ratigan at (847) 342-1200 or call the leasing office for more information!

COMCAST REPRESENTATIVE

Do you need **Comcast Cable**? If so, call Dick Duel, our preferred Comcast representative, for installation of new services. He has the best specials to offer, so call today at (847) 366-3646 for cable, phone, and internet!

LOCKED OUT?

If you get **locked out** of your **apartment** after regular Mallard Lake office hours, **A-1 Suburban Locksmith** offers discounted rates on lock-out services to all Mallard Lake residents (847) 541-8500.



POOL SEASON IS HERE!

The Mallard Lake pool opens Saturday, May 28, at 10:00am! (Weather permitting) Daily pool hours will be Monday through Friday, 12:00pm to 8:00pm, and Saturday and Sunday from 10:00am to 8:00pm when the outdoor temperature is at least 70 degrees Fahrenheit. The pool will always be closed when there is lightning and/or it is raining, regardless of the temperature. Mallard Lake will not be requiring pool tags for any residents, nor will be charging for guests: EVERYONE IS WELCOME!

When using the pool, please keep the following in mind:

1. Guests are allowed at the pool only when accompanied by a resident.
2. Children ages 12 and under must be accompanied by an adult 18 years or older at all times when in the pool area.
3. Any infants or children wearing diapers MUST wear diapers made specifically for water use (i.e. Huggies "Little Swimmers" Diapers).
4. Bathing suits are to be worn in the pool. Thong bathing suits, cutoffs, jeans, street clothing, etc. are NOT permitted.
5. All chairs and lounges are to be covered with towels before using oil, as oil destroys the plastic.
6. No towels or articles of clothing are to be hung on the railing around the pool.
7. Snacks will be allowed in designated areas only. NO glass will be allowed. All beverages must be contained in either cans or plastic/paper cups. Please, NO alcohol in the pool area.
8. Rafts, inner tubes, etc. will be allowed at the discretion of the lifeguard.



**THE MALLARD LAKE POOL
OPENS SATURDAY, MAY 28
AT 10:00 AM
(Weather Permitting)**



Thanks for stopping by, Easter Bunny!

Thank you to all those who participated our annual Easter Egg Hunt! We had an awesome time! We would have liked better weather but at least it wasn't raining or snowing! Everyone loved meeting the Easter Bunny and hunting for eggs! Hope to see you all next year! Don't forget to visit www.mallardlakeapts.com for more great pictures!



SAVE THE DATE!

There are so many more great events happening at Mallard Lake in 2011! Be sure to mark your calendars so you don't miss out on all the fun!

MEN'S TENNIS TOURNAMENT

Sunday, June 26

KID'S POOL PARTY

Saturday, July 16

FIESTA ADULT POOL PARTY

Saturday, August 20

FISHING DERBY

September (Date TBD)

HALLOWEEN PARTY

Thursday, October 27

ADULT BINGO

November (Date TBD)

MEET SANTA

Sunday, December 18

LADIES NIGHT

CALLING ALL MALLARD LAKE LADIES! This is YOUR night!

On Friday, May 20, from 6:30pm to 10:30pm, we are opening our Clubhouse doors for an evening filled with whatever you make of it! We will provide a few games, drinks and snacks, and the rest is up to you. Bring a homemade dish, a hobby to share, cocktails, movies, music, a friend – anything you want!

Come on out and have fun with you friends and make new ones, too. You are welcome to stay the entire night or just stop by to say 'hello'. We do need to limit the crowd, so only the first 75 women to register will be able to attend.

See you there!



FRIDAY, MAY 20 | 6:30PM TO 10:30PM | CLUBHOUSE

Vietnamese Shrimp with Glass Noodle Salad



- 4 tablespoons water
- 1 tablespoon sugar
- 2 teaspoons peanut oil
- 1 teaspoon sesame oil

SALAD:

- 8 ounces cooked small shrimp
- 6 ounces glass noodles
- 4 ounces sugar snap peas
- 4 ounces bean sprouts
- 3 scallions, sliced into thin circles
- 1/2 cup finely chopped fresh cilantro leaves, to garnish

DIRECTIONS:

To make the Vietnamese Dressing, simply mix all the ingredients together. This will keep very well in a tightly sealed jar in the refrigerator for at least a week.

To make the salad, marinate the shrimp in 1/2

cup of the Vietnamese Dressing. While this is going on, soak the noodles in freshly boiled water according to packet instructions. Once re-hydrated, refresh the noodles in cold water, then drain. Put the sugar snaps and bean sprouts into a colander and pour over freshly boiled water from a kettle. Rinse them with cold water and drain well, just shaking the colander, so they're not actually wet.

Lightly sauté the shrimp.

In a large bowl, mix the marinated shrimp with the drained noodles, scallions, sugar snaps, and bean sprouts. Dress with 2 tablespoons more of the Vietnamese Dressing; add more dressing, to taste, if desired.

Sprinkle over the chopped cilantro and toss everything together well before arranging onto a large plate.

VIETNAMESE DRESSING:

- 2 cloves garlic, minced or crushed
- 2 fresh long red chilies, seeded and finely diced or julienned
- 2 tablespoons finely minced fresh ginger
- 4 tablespoons fish sauce (nam pla)
- 1 lime, juiced

May 2011

SUN	MON	TUE	WED	THU	FRI	SAT
1 RENT DUE	2 Arlington Racetrack opens for the season.	3 Exterminator on property. Call for an appointment.	4 Sox vs. Minnesota, 1:10pm	5 Cinco de Mayo	6 RENT LATE AT 12:01AM	7 See <i>Thor</i> in theaters this weekend.
8 Mother's Day	9 Free Day at the Field Museum, 9:00am to 5:00pm	10 Exterminator on property. Call for an appointment.	11	12 Take the kids to see <i>Sesame Street Live!</i> at Rosemont Theater (5/12 thru 5/15)	13	14 Bob Seger in concert at Allstate Arena! 8:00pm
15 Cubs vs. San Francisco, 1:20pm	16	17 Exterminator on property. Call for an appointment.	18	19	20 LADIES NIGHT 6:30 - 10:30pm, Clubhouse	21 Sox vs. LA Dodgers, 1:10pm
22 Jack Sparrow is back in <i>Pirates of the Caribbean: On Stranger Tides</i> .	23	24 Exterminator on property. Call for an appointment.	25 Boy band alert! NKOTBSB in concert at Allstate Arena, 7:30pm	26 <i>The Hangover 2</i> hits theaters tonight!	27 Cubs vs. Pittsburgh, 1:20pm	28 POOL OPENS AT 10:00AM!
29	30 OFFICE CLOSED Memorial Day	31 Exterminator on property. Call for an appointment.				

