



Quality & Affordable Rentals for Fort Smith, AR

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Office Hrs: Mon-Fri 9am to 5pm

Fall-Winter 2012-2013



Interval Inspection of Rental Units

Many of you who have been with us for a long time have seen our ongoing effort of gradually improving our rental units. Every K&S residential building has been painted outside and most buildings have been reroofed. Grounds care has been improved. Many units have been updated with new paint colors, new fixtures and in some cases completely new kitchens and hardwood floors. This is an ongoing effort to improve your "home". Part of our ongoing program of improvements is the adoption of a plan for regular rental unit inspection. We want to insure units are in their best condition for you, that routine maintenance items are being addressed and that our tenants are properly caring for their units. Beginning this year, rental units will be inspected two or three times a year in addition to the move-in and move-out inspections we do as a part of your lease responsibilities. Your lease provides for access to conduct inspections and we would like for you to be a part of that process. We will utilize a "cloud based" digital inspection of units that is produced on an iPad and creates an immediate PDF report of the inspection, with photos where appropriate, which we can email to you, or which you may have a copy of by request. We very much would like you to be present for these inspections so the property manager can review with you any items that need attention. Pam Wiegand will be in touch with you sometime within the next three to four months to schedule the inspection of your unit at a mutually agreeable time. If a mutually agreeable time cannot be found, she will conduct the inspection without your being present. Please do your very best to help us conduct these routine inspections. If you have any questions, please give Pam a call.



It's Time to Change Your AC Filters

With spring just around the corner and all the pollen it brings, it is time for you to change your air conditioning filters. Please carry this out within the next couple of weeks. It is one of the items that will be checked in your unit inspection.

It's spring fever. That is what the name of it is. And when you've got it, you want - oh, you don't quite know what it is you do want, but it just fairly makes your heart ache, you want it so! ~Mark Twain



Our PIP Winners

We missed our last newsletter publication and the announcement of our Payment Incentive Program winners. Here are the winners since our last newsletter:

October 2012



Daniel & Sarah Munguia were our October winners. Daniel and Sarah have lived at the Pines Apartments for about a year and a half. Daniel works at a local architecture firm and Sarah is a full-time student at UAFS. They enjoy living at the Pines because of the great location and peaceful atmosphere.

November 2012

Heather Larson has been with Koenig & Sons for several years and shares her Park Hill apartment with her teenage daughter. Heather works two jobs and has been offered a position in retail which she has accepted. She will unfortunately be relocated in this job change and we will certainly miss her. Good Luck, Heather!

December 2012

Bob Dunlap has been living at the Pines Apartments for many years and is retired. His hobby and passion is working on computers where he spends much of his time.

January 2013

Bill Dillard has been living at the Pines for many, many years and it has been a pleasure to have him with us! Bill always takes the time to point out any problems with the property that may need maintenance. Bill enjoys his daily walks to Central Mall to enjoy a cup of coffee. Congratulations, Bill!

February 2013

Joshua Autrey is a fairly new tenant in the Pines Townhomes. Joshua serves in the Air National Guard and we are proud to have him serving our country - and us! Thank you, Josh! And - welcome to the Pines.

March 2013

Andy Blake is a relatively new tenant at the Pines Apartments and Koenig & Sons family. Andy is a personal trainer who works at a local gym - but his main goal is to complete his college degree and he continues to pursue that at a local college. Welcome Andy! We are happy to have you with us.



Apartment Maintenance Tips

Keep the Refrigerator Working Efficiently – Dirty coils hold in heat and make your refrigerator's motor work harder to cool. Keep coils clean by removing the cover below the door and vacuuming out the accumulated dust. Remove the drip pan, wash it well and check for drain clogs before replacing it. Next, check the freezer. It should be defrosted if more than ¼ in of ice has accumulated on the walls. Remove the freezer contents to a cooler, place a pan or towel to catch the ice and let the ice melt at room temperature. Blow it dry with a dryer.

Take care of the Flooring – Dirt is a floor's worst enemy. When embedded into carpet, it wears out the fibers. On wood and vinyl, dirt causes scratches. Place mats inside and outside your door to reduce the dirt tracked into your apartment. Vacuum low-traffic areas weekly and high-traffic areas more often. Protect hard floor surfaces by sweeping daily and mopping weekly. Use the minimum amount of fluid needed to clean wood as too much liquid can damage the finish and cause warping.

Keep Heat and A/C Dust Free – Maintenance of HAC units is all about ensuring air flow. Vacuum vents before using twice yearly. Change filters every 3-4 months. Keep furniture and curtains away. Don't turn off your HAC when you leave for the day. Instead, turn it up or down a few degrees. You'll actually save more energy by maintaining a steadier temperature.

Prevent Plumbing Problems – Keep drains flowing freely. Avoid pouring oil, coffee grounds or other solids into the kitchen sink. In the bathroom, remove hair from the sink and tub promptly so they're not washed down the drain. Sink and toilet clogs usually can be unstopped with a plunger. Partially fill the sink, tub or toilet with water and then push the plunger straight down in a quick, firm motion. You may need to repeat a number of times before the clog is removed.

Know When to Seek Help – Sometimes it's best to leave it to the pros. Report malfunctioning appliances, water you can't turn off and clogs that don't respond to plunging. Also report broken or missing grout in the bathroom. Grout isn't just cosmetic – it keeps water from seeping into walls and floors!



Dealing with Overwhelming Workload

The hardest part about dealing with an overwhelming workload is trying to stop your mind from running in circles at a 100 miles an hour. When you have a ton of work to do and so little time to do it, the pressure can cause you an incredible amount of stress. Here are some tips to help you complete your task without having to go insane.

STOP – The first thing you want to do is stop. That's right, just stop. When you get to that point of feeling overwhelmed, it just means that you are looking at the whole picture all at once and feel like everything must be done at the same time. When this happens you need to calm your mind by just being still for a couple of minutes and taking a deep breath.

PRIORITIZE – The next thing you want to do is to make a plan and prioritize the things you need to do in order of importance. When you know that at a certain time, you should be doing a

certain task, and only that task, you will feel more at ease because you are only focused on one thing at a time. By writing down and prioritizing your tasks, you allow yourself to look at the big picture in tiny sections at a time.

Take Controlled Action – Once you know what you have to do, get to work but instead of doing it in a rushed fashion, do it at a steady pace that you can handle. When you work too hard on the first few tasks, you risk the chance of being burnt out and not having enough energy to do the later tasks at a high level of quality.

Take a Breather – Every 60-75 minutes or so, you should take a quick 5-10 minute breather. During this time, free your mind. Don't think of the work you still have ahead of you. If a certain task will take 2 hours and the following task will require you to switch gears, then just finish out the 2 hours to save time from having to restart the momentum after the break. If it takes longer than 2 hours, then just break it up into equal sessions.

By doing these things, you'll be able to control the situation. The only reason you may feel overwhelmed is because you are focusing on too many things at once. By planning everything and working at a steady pace, you will get it all done on time!



Parmesan Chicken Cutlets

Try this easy, yummy, healthful, comfort receipt!

- ¾ cup all-purpose flour
- 2 large eggs
- 1 ½ cups panko (Japanese breadcrumbs)
- ¼ cup grated Parmesan
- 1 tablespoon mustard powder
- Kosher salt, freshly ground pepper
- 4 small skinless, boneless chicken cutlets (about 1 ½ pounds total), pounded to ¼" thickness
- 8 tablespoons olive oil, divided
- 1 lemon, halved

Place flour in a shallow bowl. Beat eggs in a second shallow bowl. Combine panko, Parmesan, and mustard powder in a third shallow bowl and season mixture with salt and pepper.

Season chicken with salt and pepper, then dredge in flour, shaking off any excess. Transfer to bowl with beaten egg and turn to coat. Lift from bowl, allowing excess to drip back into bowl. Coat with panko mixture, pressing to adhere. **DO AHEAD:** *Chicken can be breaded 3 months in advance. Place between pieces of freezer paper or waxed paper and freeze in resealable freezer bags. Thaw before continuing.*

Heat 6 tablespoons oil in a large heavy skillet or a cast-iron skillet over medium-high heat. Working in 2 batches, cook cutlets, adding remaining 2 tablespoons oil to pan between batches, until golden brown and cooked through, about 4 minutes per side. Transfer cutlets to a paper towel-lined plate and season with salt. Serve with lemon.

Easter spells out beauty,
the rare beauty of new life.

~S.D. Gordon