

Property Management Specialists, LLC.

JIM THOMSON
7460 Callaghan Road #415A
San Antonio, Texas 78229

Phone: (210) 979-7865
Fax: (210) 979-0737
Email: sarenthome@aol.com

Coming Next Month:
April Calendar
More on Maintenance Request
Marketing Releases for COIL CDC

THIS IS YOUR NEWSLETTER

We'd like to hear from you:

- Comments
- Ideas
- Announcements
- Complaints



Please contact Jim Thomson

Phone: (210) 979-7865

COIL CDC

Villas De Las Misiones

March 2004
Issue 2

Property Management Specialists, LLC.

Jim Thomson established Property Management Specialists in May 1995, primarily as a single-family home management company. They have since expanded to small apartment complexes and a few multi duplex units. The majority of the properties are located within the San Antonio metropolitan area.

With 23 years military experience in the Air Force to include three tours of Vietnam, Jim Thomson is proud to announce that the majority of his property owners are military. He is family man who has been married over 31 years is dedicated to customer service and fulfilling the missions of his property owners. The COIL CDC is glad that Jim Thomson has decided to continue managing the property and we look forward to working with him to make Villas de Las Misiones a place you will be proud to call home.








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Increasing the Supply of Affordable, Accessible Housing Alternatives



March 2004						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 	2	3 	4	5	6
7	8	9	10	11	12	13
14	15	16	17 	18	19	20 
21	22	23	24	25	26 	27
28	29	30	31			

Important Dates

- ☉ March 1st:
RENT IS DUE
 - ☉ March 4th
Late Fees Start
 - ☉ March 17th
St. Patrick's Day
 - ☉ March 20th
First Day of Spring
 - ☉ March 26th
Pest Treatment
- March is National Women's History Month!!!**

MAINTENANCE REQUEST

Part of our commitment to you is to keep of all the units in tip top shape, but we will need your help. Let Jim Thomson know—right away- if there is something in your unit that is not functioning properly. Timely maintenance is less expensive than major repairs.

Our goal is to fix non-emergency repairs in 5 to 7 working days and emergency repairs within 24 hours. We have incorporated the following process for maintenance and it all begins with you.

1

You contact Jim with request at **979-7865**

2

Jim completes work order and faxes it to Company and COIL CDC.

3

Jim contacts you with name of the company and/or service person.

4

The company will contact you directly to coordinate service.

5

The company makes the repairs at your convenience

We'll bring more information on maintenance request in the coming months.

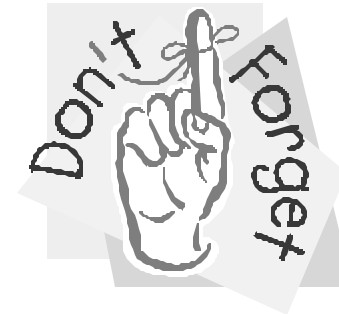
Property Management Company - Property Management Specialists, LLC.

Lease Reminders

SPRING PLANTING

Flowers, Shrubs, and Trees

Spring is almost here and we want each tenant to be able to personalize their units by planting flowers, shrubs, and trees. Please remember to request and receive approval for your planting in writing and that all plantings are subject to our landscape maintenance. HAPPY PLANTING!



SPRING BREAK

During the Spring Break many of you will probably enjoy visits from family and friends. Visits that exceed 3 days must be approved in writing by Jim Thomson.

Children must be supervised at all times!

NEW EMPLOYEE

The COIL CDC is pleased to announce that Sylvia Ojeda has accepted the position of CDC Specialist. Sylvia has worked with COIL providing independent living services as well as bookkeeping services for the past year.

We are sure that she will make an excellent addition to the COIL CDC staff, especially with her variety of skills and years of experience.

Please make a note: Sandy Malicoat is no longer employed by the COIL CDC.

REWARD \$200

For any information leading to the arrest and/or conviction of persons who damaged the front gate.

CONTACT

JIM THOMSON

Phone: **(210) 979-7865**

or

Officer Broinier #1337
report #04-126298