

Winter Brrreak

OFFICE HOURS:

M-F: 8am—5pm

AFTER HOURS CONTACT:

609.642.2861

IN THIS ISSUE:

- Main Office Closures
- Holiday & Vehicle Reminders
- Air Filter Changes
- And so much more!



Healthy Habits

It's time for another Healthy Habit from our partner RG – the makers of Lysol! As part of our *Be safe. Be smart. Do your part.*™ program, we want you to make healthy and smart decisions around your unit. It goes without saying that germs can live in and around your trash can! Follow these tips from Lysol to keep your trash can germ free!

- Use a garbage can with a lid to keep bad smells contained.
- Opt for a smaller trash can and try to empty it daily; you can collect weekly smaller bags in a large one for trash collection day. Disinfect your trash can regularly.

We can all *Be safe. Be smart. Do your part.*™ to create a community where you can have fun and be successful. Follow this Healthy Habit and guidelines set out by the CDC. And, if you're not feeling well, stay home and reach out to your healthcare provider. *We're in this together.*

Dear Graduate Students,

As the 2024-2025 Graduate Housing Room Draw process begins, we want to offer you opportunities to learn more about the draw and ask any questions you may have about the process. To that end, we have planned a series of information sessions, where representatives from Housing & Real Estate Services (HRES) and the Graduate School will be present to discuss the draw and answer any questions. We have planned the sessions below to accommodate a variety of schedules.

ROOM DRAW VIRTUAL INFORMATION SESSIONS

Please join the Housing Team and the Graduate School for an information session related to the Room Draw process. This information session will be held three times, please join one session:

Wednesday, November 29, 2023, from 12:00pm – 1:00pm, ET

Please click this URL to register:

https://princeton.zoom.us/webinar/register/WN_cpoomrHoTz-hbNNosYJ8Vg

Friday, December 1, 2023, from 12:00pm – 1:00pm, ET

Please click this URL to register: https://princeton.zoom.us/webinar/register/WN_fxVTbL54RWSkyHI64RD6KA

Thursday, December 7, 2023, from 12:00pm – 1:00pm, ET

Please click this URL to register: https://princeton.zoom.us/webinar/register/WN_wUw7yKMiRb25Q6DAA6KW8A

IMPORTANT DATES

November 15 All Pre-Draw Forms, [Room Draw Guide](#), [Important Dates](#), [New for Room Draw 2024-25](#) and other relevant Room Draw information posted to HRES website.

December 1 KEY DEADLINE: [Pre-Draw Renewal](#), [Medical](#), and [Hardship Forms](#) Due! (All forms available beginning November 15th) Please email a scanned copy of your Hardship form and supporting documents to Michelle Ruggia (mruggia@princeton.edu)

December 20 Renewal contracts sent to eligible students, see below renewal guidelines section below

December 22 [Room Draw](#) application opens

December 27 KEY DEADLINE: Accept renewal contract by this date

January 5 Family documents due by this date

January 5 Deadline to replace roommates in renewal offers

January 12 KEY DEADLINE: Room Draw application closes

January 19 Successful Room Draw list posted. Summer Housing application opens

January 22 Apartment offers sent on a rolling basis, students have 7 days to accept

February 21 GC/Annex online room selection takes place

April 15 Deadline for extension requests. Extensions are only permitted for academic purposes, which extend beyond the end of current housing contracts.

RENEWAL GUIDELINES

Students who **must** submit [Renewal Form](#) (Available Nov 15th)

- G1s, G2s, and G3s in shared apartments (2, 3, or 4 bedroom). Students can only renew fully occupied apartments. Vacancies can be filled by naming any G1, G2, or G3 on the renewal form.

- G1s, G2s, and G3s in any Graduate College or Graduate Annex room.

Students who receive an automatic offer:

- G1s, G2s, and G3s in 1-bed or studio apartments

- G1s, G2s, and G3s living with partners in 2-bed apartments

Families with children of any year. Family members must be registered with Housing in order to receive automatic offer, please check the [My Housing portal to check if your dependents are registered](#). If you do not received your renewal offer on December 20th please contact our office at askhousing@princeton.edu.

If you do not fall into one of these categories, you are not eligible to renew and you must enter Room Draw in order to be considered for on campus housing.

Please Contact askhousing@princeton.edu with questions.

All the details

Main Office Upcoming Modified Hours

The Main Office will be closed on:

Monday, December 25th, 2023

Tuesday, December 26th, 2023

Monday, January 1st, 2024

Smoking Policy Notice

The New Jersey Smoke-Free Air Act states that smoking is prohibited inside of buildings, within 25 feet of an entrance, an open window, or a ventilation system. If you have been smoking near any of the apartment buildings and/or in front of the townhomes, we kindly ask that you stop as it is affecting other residents in the building. Cigarette butts must be thrown out in the designated cans located throughout Lakeside. You must extinguish the cigarette before placing the butts in the designated cans. The designated cans are the beige, plastic oblong cans. Failure to do so can result in fines and/or damage charges. Anyone caught smoking in a unit is subject to additional charges.

Air Filter Changes

Lakeside staff will be entering units during between **December 11th-15th** between 9am-5pm to change your air filters.

In addition, Lakeside staff will be verifying that thermostats are set to at least 65 degrees. If you have a pet, you will need to be present and/or your pet needs to be placed in a cage during this time. If you are not available at the specified time, feel free to contact our office to schedule an alternate time. Should weather impact any scheduled date, please expect activity the following business day. While normally you are not required to wear a face covering in your private sleeping space, you will be required to do so when staff are entering to complete this work. Alternatively, you could also choose to leave the room while the work is being completed.

Renter's Insurance

Every resident is required to have an active renter's insurance policy as outlined on your Housing Contract. If your policy has expired, you must either renew your policy or get a new policy with another company. Please send your policy to lakesidegraduateapts@americancampus.com and askhousing@princeton.edu.

Severe Subfreezing Weather Announcement and Tips

As the weather changes and low temperatures are expected in our area, please keep in mind the following will need to take place:

Because of the possible severe subfreezing weather, water pipes in our apartment community may freeze and burst if we do not take immediate action.

The damage from frozen pipes can be substantial. If the pipes in your dwelling unit freeze and burst, water may damage your clothes, furniture, stereos, TV and other property such as the carpet, walls and ceilings.

Please take the following precautions as soon as you read this notice.

Please do not turn your heat completely off. Instead, leave the heat on and do not set below 65 degrees. Be sure to leave cabinet doors open under the sink and bathroom sink to allow heat to the plumbing.

If you are gone, management may enter your apartment for the above purposes in order to avoid potential property damage from burst water pipes.

Parking Garage Tips

When driving inside the garage, please observe the following:

- Speed limit not to exceed 15mph
- Turn on your headlights
- Drive on the right side only
- Do not drive too close to parked vehicles
- Use turn signals
- Park your vehicle in the center of the parking space and not impede access to vehicles next to you.
- Do not park long vehicles on inner section, especially by turns
- Maintain safe speed
- Watch for pedestrians
- Follow posted parking signs

All the details

Holiday Reminders

Please follow the following guidelines before leaving for Winter Break:

1. Lock doors and windows and pull blinds/curtains closed.
2. Take valuable items with you if possible. If not, conceal them.
3. Don't leave a key 'hidden' outside your apartment.
4. Make sure to unplug any holiday decorations.
5. Take out all trash and recycling out to the appropriate dumpsters.
6. Make sure the heat is turned on and set to at least 65.
7. Report any maintenance requests as soon as possible.

If you are staying here through the break, please be a good neighbor and notify the Public Safety immediately by dialing 609-258-3333 if you see any suspicious activity.

Vehicle Reminders

In preparation for inclement weather, make sure your vehicle has the following: a blanket, jumper cables, flashlight, car charger for your phone, the necessary fluids such as gas, engine oil, and antifreeze.

If your car does not start due to your battery, Public Safety has a set of jumper cables available for residents to use.

In addition, we kindly ask all residents to move their vehicles to the parking garage so that snow removal can be facilitated during a winter storm. Vehicles that have not been removed may be affected by the snow removal process and/or may be cited. This will help to ensure that snow plows can clear the roads and sidewalks unimpeded.

If possible, we also ask that you park all vehicles on the covered section of Level 4 and below in the parking garage. If not, please park as close to the covered section of Level 4 as possible. This will help expedite the snow removal process from the top level of the parking garage.

All the details

Noise Reminder

This is a reminder that there is a 24-hour courtesy policy at Lakeside. Please be courteous to your neighbors while you work, conduct online meetings, speaking with others, and schooling inside your unit and/or the Commons, and also when walking in and around Lakeside, as each resident has different work and school hours.

Pets' Reminders:

- As outlined in the Lakeside Pet Friendly Acknowledgement Form, the Municipality of Princeton township requires dogs to be on leashes at all times when in public.
- The children's playground cannot be used as a dog park and dogs cannot be let loose within the structure.
- All dog waste must be picked up and thrown away at the pet waste stations (green posts with small trash bins) around Lakeside.
- If you have a pet and you submit a maintenance request, please make sure you have the pet caged if you will not be home or provide the Main Office times you will not be home.

Apartment Building Common Area Storage & Townhouse Outdoor Common Area Storage

This is a reminder that Lakeside is periodically inspected by the Princeton Department of Emergency & Safety Services. Inspectors assess common areas throughout the property. During previous inspections, the following violations have been identified:

Code Section: (i) 1028.1.1

“Combustible or flammable material shall not be placed, stored or kept in any portion of an exit, stairway, fire escape or other means of escape.”

Personal belongings including bicycles, shoes, or furniture are not permitted to be stored in hallways outside of your unit or stairwells. Any items that are stored in common areas after this time will be removed and disposed of. In addition, any personal grills being stored on the exterior of any building will be confiscated and disposed of immediately.

We'd also like to remind you of the following sections of your Housing Contract:

Section 8. Student Responsibilities, Alterations, Maintenance

The student will be held liable for any fine or charge from a governmental agency accruing to the University through the student's act or omission...

Section 13. Housing and Real Estate Services Regulations

g. Storage: Permission must be obtained from Housing and Real Estate Services to store household property outside the apartment unit or building. No personal property may be kept in hallways, corridors or stairwells.



Think Smart Personal Safety Tips

- Don't allow technology to distract you from your surroundings.
- Lock your doors at all times in both your apartment and vehicle.
- Use your peephole and don't open your door to anyone you don't know.
- Be Social Media savvy. Do not post your location to people who should not have it or who you do not know.

Events

Holiday Cookies Event Thursday, December 14th, 5:30pm-7pm

Lakeside Commons Lounge Join us for hot chocolate, cookies, and holiday themed movies.



Join us on December 20th, 2023: Lakeside wrapping party.

4:00pm - 6:00pm

December 20th, 4pm-6pm Join us for a **Wrapping party!** Lakeside commons lounge for light refreshments and wrap all your Christmas presents.



Trash & Recycling

Trash and recycling must be placed in the appropriate trash areas.

Household trash and recycling must be placed in the designated areas outlined on the maps placed in the apartment buildings. See the map below for all the designated trash areas. Maps are also available in the Main office. These bins are located behind the wooden fenced areas on Lakeside Road, Hibben Magie Road, Taylor Court, and Lemonick Court.

Black bins are for trash. **Blue bins** are for recycling. There are also **metal crates** for recycling boxes. Boxes must be broken down. Please look carefully and place items in the correct bins.

Any residents' trash or recycling found outside their units or buildings, or in the wrong trash areas will be subject to fines.

Please help us keep our community clean and green!

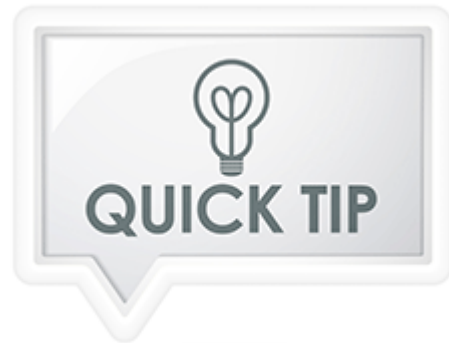


Maintenance

To prevent your kitchen sink and dishwasher from clogging, please remove all food from your dishes into the trash and/or use the sink stopper when rinsing your dishes to prevent a built up of food clogging your pipes.

Have a work order? Call the office at 609.642.2861 or submit through your account at

[Lakeside Maintenance Request Portal](#)



ENERGY SAVING TIPS

- Remember to turn off all holiday lights and decorations before leaving your unit.



Western Pest Control will be at Lakeside every Wednesday to address any pest issues. Issues should be submitted prior to the day of service so that they can be addressed in a timely manner.

Pest Tip of the Month:

Store items and food in air tight plastic containers to prevent bug infestations.