Lease Renewal Time: What you should know

We hope to begin sending out lease renewal offers for University Apartments neighborhoods in late February or early March. The lease year for Eagle Heights and University Houses ends on June 30, 2017, and the lease year for the Harvey Street Apartments lease year ends on May 31, 2017. As the end of your lease year approaches, you should begin to think about the following questions.

Will you be leaving University Apartments?
All residents who wish to terminate their lease prior to the end of the lease year for their neighborhood must submit a completed Lease Termination form providing 90 days notice.

Are you graduating?
If you are graduating, or if your UW affiliation will end at the end of summer session, you can stay in University Apartments for the summer and move out on or before August 31, 2017. You will need to renew your lease, and turn in a Lease Termination form as soon as you know your move out date. Remember that you are responsible for providing 90 days notice when terminating your lease.

Have you discussed your plans with your roommate?
If you are living with a roommate, the two of you will want to discuss your plans and eligibility for the coming lease year before submitting a Lease Renewal. By discussing your plans, you might be able to avoid future problems or misunderstandings. Remember that you must complete either a Roommate Add form or Roommate Release form if there will be any changes to who is living in your apartment. Roommate change forms should be submitted to the Leasing Office. All roommate changes must be approved in advance. Allowing someone to move to your apartment before going through the approval process could jeopardize your lease.

Leaving only for the summer?
If you are thinking of subletting your apartment, be certain to stop by the University Apartments Office to pick up the Sublet Request paperwork. Subletters must meet University Apartments eligibility requirements and all sublets must be approved in advance. As with unapproved roommates, allowing someone to move to your apartment before, or without going through the approval process could jeopardize your lease.

Interested in Transferring to Another Apartment?
If you are interested in transferring to another apartment, you must complete a Transfer Application. Convenience transfers are typically blocked between May 1st and September 30th of each year to allow staff to concentrate on preparing as many apartments as possible for new residents. We will be contacting these residents as soon as we have a more accurate schedule of when the apartments will become available.

Questions or Concerns?
If you have any questions or concerns about renewing your lease, make certain to contact the leasing office at leasing@housing.wisc.edu. All forms and policies mentioned are available from the University Apartments Office in the Community Center, or from our website http://www.housing.wisc.edu/apartments.htm.
Is it dangerous to cover your stove or oven with aluminum foil?

There are many How-To websites and videos on the internet suggesting that it can be a good idea to cover parts of your stove and oven with foil to help reduce the need for cleaning. This is not a safe practice for several reasons and can end up costing you more time and money in the long run.

Lining your drip pans, stove and oven, with aluminum foil is not a safe fix to avoid the clean-up. This can cause overheating, and potentially catch the aluminum foil on fire. In addition, it may result in the risk of electric shock and damage of electrical components, and it puts you at the risk of injury and damage costs. Using aluminum foil to line the lower drawer can trap heat below, and upset the performance of the oven.

It is good practice to regularly clean these areas rather than run the risk of damaging your range, or exposing yourself to safety risks. Reynolds, which manufacturers aluminum foil, recommends against lining the oven with aluminum foil, suggesting instead to place a sheet of heavy-duty foil on a rack beneath the food that’s cooking, with the foil only a few inches bigger than the pan above. This allows for proper heat circulation.

We recommend regular cleaning of all oven and stovetop areas including drip pans and underneath the stove top panel. Please do not use steel wool to clean ovens or stoves as this can scratch the protective coating of the oven as well as remove the paint from the stovetop.

For information about cleaning please refer to the University Apartments cleaning guide: https://www.housing.wisc.edu/documents/2016-move-out-guide-FINAL.pdf

For additional questions you may contact University Custodial Department at:
Mario.barcena@housing.wisc.edu
Sean.mcculley@housing.wisc.edu
(608)-262-1530

If you need some assistance in getting enough food on your table, don’t hesitate to get the help that is available. We know that our residents have reported having very positive experiences with local food agencies.

There are many resources for providing food for your household. These organizations can help you find food pantry locations; if you qualify for free food assistance; and connect you to other services.

**United Way of Dane County:** call 2-1-1
www.unitedwaydaneCounty.org/2-1-1/

You know how dialing 9-1-1 will bring emergency assistance to you? United Way, a non-profit organization that funds many different services, has one phone number to call to find help with all kinds of assistance and services. If you call 2-1-1, the person answering the phone will help you find resources.

**Community Action Coalition (CAC):** call 608-246-4730
http://www.caacscw.org
CAC provides food and clothing resources, and financial assistance.

**Second Harvest Foodbank of Southern Wisconsin:**
call 608-223-9121
www.secondharvestmadison.org
In addition to helping people locate resources for food, Second Harvest has many other services. They can help with clothing, counseling, and other services as well.

**On Campus: The Open Seat**
The Associated Students of Madison have a food initiative called “The Open Seat”. Their mission statement: “The Open Seat” strives to alleviate the stresses of food insecurity by providing friendly and accessible sources of food for the students of The University of Wisconsin – Madison. You can read more about it, including hours, location, and how to participate in food donations here: http://www.asm.wisc.edu/resources/food-pantry/
EAGLE’S WING TEACHER FEATURE: Lewis (Lew) Oleksy

Eagle’s Wing is proud to introduce Lewis (Lew) Oleksy. Lew has worked with Eagle's Wing for the past two years and is now an Early Childhood Teacher in our HaNeul Room. Before coming to Eagle’s Wing, Lew was a camp counselor with the MSCR Safe Haven program for six summers. He also spent a year teaching fourth grade in a bilingual school in Honduras. With this experience, Lew brings unique educational experiences which enhance his classroom activities.

Lew earned a Bachelor of Science in Art Education degree from the University of Wisconsin - Oshkosh and is a licensed teacher with the Department of Public Instruction. In college, he worked as a Gallery Guard and a Ceramics Lab Assistant, which helped enhance his understanding of art education. He also served as a board member of the UWO art gallery and had the opportunity to determine the art and artists that were on display at the gallery. He also chaired the UWO Student Art Club.

His father and mother instilled in him several unique skills. He credits his father for his carpentry skills and the use of his hands to be creative. His mother adds the teaching acumen. Lew has an older sister who also lives in Wisconsin and works as an athletic trainer.

Lew mentioned several “fun facts” about himself. He has a dry sense of humor and likes to stick googly eyes around the city. This is an example of graffiti, which is his art of choice. When he’s not making art, Lew likes to watch cartoon TV and two of his favorite shows are The Regular Show and Clarence. He also likes to play volleyball.

Each day in the classroom offers new wonders for Lew. He is amazed at the inner workings of a preschoolers’ mind – how much they are learning and how quickly. They can be silly, soulful, compassionate, and inquisitive — all at the same time. He enjoys partnering with them to develop self-help, motor, social, and academic skills, but feels that he learns as much from them as they learn from him. He especially loves their sense of joy as they explore and create. Lew’s advice to parents is that, even when focusing on developmental growth and problem solving skills, it’s always important to have fun and enjoy your children.

Spring Primary Election

The 2017 Spring Primary Election will take place on Tuesday, February 21st. State offices to be elected are State Superintendent of Public Instruction, Supreme Court Justice, Court of Appeals Judge (Districts 1, 2 and 4), and Circuit Court Judge. For more information, visit the Wisconsin Elections Commission: http://elections.wi.gov/elections-voting/2017/spring. The Community Center is a polling place, open from 7am-8pm on election day.

A Voter Photo ID is required to vote. For more information about the Voter ID law, please go to http://elections.wi.gov/elections-voting/photo-id or the Voter Information Guides: http://elections.wi.gov/publications/brochures/voter-guides

Community Center Office Hours Changing

Please take note: beginning Thursday, February 9 the Community Center front desk office will be closed every Thursday from 9:00 a.m. – 10:00 a.m. (instead of 10 a.m. – 11:00 a.m. as in the past). See the revised hours listed below and let us know if you have any questions. Thank you!

<table>
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Tax Credits on Wisconsin State Income Tax Returns

Please note that rents paid by the residents of University Apartments do not qualify for either the Homestead Credit or the Renter’s and Homeowner’s Property Tax Credit because the University of Wisconsin is exempt from paying property taxes. Please see the Wisconsin Department of Revenue website or contact your tax advisor if you have additional questions.
Garbage

Dumpsters in University Houses are going to be replaced by new front load dumpsters. The blue recycle dumpsters will no longer be used. Please place all recyclables in the green dumpsters. In the next few years all of the other dumpsters in Eagle Heights will also go to the same system. Please place garbage in dumpsters not on the ground.

Snow

- Please place snow from parking stalls on lawn areas and not in neighbors stalls, sidewalks or roadways.
- Clearing snow from stalls will keep them from becoming icy.
- Do not park on crosswalks coming into parking areas or we cannot clear them.
- Keep cars back off of sidewalks and common areas in the 700s, 800s and 900s clear so snow removal equipment can fit on sidewalks.

Parking

- It is important to read your parking policy to avoid a $40 citation or towing.
- Please park correctly in your stall to avoid causing problems for your neighbors.

Storage

- A change in the process of getting a visitor pass may be coming in 2017.
- Please do not park in visitor stalls that are located in your base lot.

- Please keep all property in storage units and not on walkways and common areas.
- If moving, please take bikes with you or give them to a charity.
- Bikes left behind will be seen as abandoned property and a substantial fee may be charged for their removal.
- Put all other property not wanted in or by the dumpsters.
- Please read your storage policy.

Fire safety

- Please make sure you can get out of all of your doors. Do not tape doors shut. If there is a breeze, call maintenance to put in weather stripping.
- Be very careful with space heaters, keep them at least three feet away from anything flammable.
- Hallways, and fire rescue platforms must be clear of all property. This is a University Apartments and City of Madison fire code.

Calling All Gardeners!

Did you know that the Eagle Heights Community Gardens are one of the oldest and largest community gardens in the country? Every summer, gardeners’ hard work yields a bounty of vegetables that provide healthy eating for hundreds of people, including recipients of donated vegetables at local food pantries.

Returning Gardeners

If you have gardened here before, don’t forget you have to apply every year! If you are hoping to have the same plot you had before, make certain to have the application and fee submitted by the deadline. Every attempt is made to get gardeners into their old plots, but missing the deadline makes it less likely to happen.

New Gardeners

If you are a new gardener here, you will find that there are amenities that can help make it a successful growing season for you. If you receive a plot, the orientation held for gardeners is extremely helpful. The orientations are not only held in English, but in other languages as well (such as Mandarin).

You may find that you want a smaller plot before taking on a large one, or you may decide to share your plot with friends or neighbors. There is water; compost; a weed pile; and a seed fair in the spring that distributes donated seeds to gardeners. There is also a cold-weather and a hot-weather sale of organic seedlings at very reasonable cost.

Applications for the 2017 gardening season are available by clicking on links on the Gardens web page: [http://www.eagleheightsgardens.org/plots/plot_info.shtml#applications](http://www.eagleheightsgardens.org/plots/plot_info.shtml#applications)

Photos by Joel Ninmann, University Housing
EVENTS THIS MONTH

You can sign-up for our events on our website located at www.housing.wisc.edu/apartments-resident-news.
Please follow the instructions on the page to sign-up.

Bubbler Family Maker Night with Madison Public Library
Friday, February 3rd & Friday, February 17th
5:00 p.m. - 6:15 p.m.
Eagle Heights Community Center room 139
With a Huff! And a Puff! And I’ll blow your house down!... come and build something (or demolish something) with the Bubbler at family maker night. This month, we’ll be bringing supplies to build the tallest, the strongest, or the most ornate structures you can imagine. Experiment with different materials, supports, and designs as you work together as a family to make something fantastic.

Kids Night Out
Friday, February 10th 6:00 p.m. - 9:00 p.m.
Eagle Heights Community Center
Join us as we kick off another great year of Kids Night Out! Kids Night Out is a two-hour long night for children ages 3-10 to do crafts, board games, gym games, watch a movie, and have a snack all with wonderful collegiate volunteers from various student organizations on campus. This night is limited to 40 children so sign up fast! Be advised, if you sign up and then don’t show up without notifying us ahead of time, you cannot come to the next month’s KNO.

Teen Night Out Movie at Market Square Cinemas
Friday, February 10th 6:00 p.m. - 9:00 p.m.
Come and enjoy a night at the movies. Teens will be accompanied by Recreation Leaders to Market Square Cinemas to choose between two movies to view, Dr. Strange or Fantastic Beasts and Where to Find Them. We will be taking a chartered school bus from the community center to the movies and then come back the community center. We hope to see you for the movies. Registration required.

Water, Wildfire, and General Safety Session
Wednesday, February 22nd 4:30 p.m. - 5:30 p.m.
Kids will learn about Water Safety, Wildlife and general safety with Officer Evans. This will be done in our interactive Safety Town learning-scape with roads and buildings on a large Safety Town tarp in the community center gym. Please register your child with the link below. Snack will be provided. Parents must attend and participate with their child for the duration of this event. Registration is required.

Milwaukee Bucks NBA Basketball Trip
Sunday, February 26th 11:30 a.m. - 7:00 p.m.
Come and enjoy some awesome NBA action as your Milwaukee Bucks take on the Phoenix Suns at the BMO Harris Bradley Center. The first 5000 fans will receive a free bobble head toy. In addition, we will have a special fan experience that will give you a chance to have your photo taken at center court and a chance to watch the team warm up on the court during the pregame warm up session! Registration required. We hope you can make the trip to Milwaukee for the game!

Great University Tutoring Service (GUTS)
Tuesdays and Thursdays 4:00 p.m. - 6:00 p.m.
Eagle Heights Community Center Room 133/135/139
The Greater University Tutoring Service (GUTS) serves over 4,000 students and provides the UW community with approximately 27,000 hours of academic support each year. GUTS is teaming up with the Eagle’s Heights Community Center to provide drop-in conversational English tutoring for children living in the Eagle Heights community. GUTS is currently recruiting tutors to plan 45-minute reading/vocabulary, writing/spelling, speaking/listening and homework help activity stations. The program will run from 4pm-6pm Tuesdays and Thursdays and offer attendees the opportunity to participate in two stations with a 15-minute break in between. The goal of this collaboration is to provide language and homework support to children living at Eagle Heights who are learning English while giving UW-Madison student volunteer tutors an opportunity to interact with and learn from the rich cultural diversity of the Eagle Heights community.

Resident Appreciation Day
Wednesday, February 1st, 8:00 a.m - 12:00 p.m.
Community Center
Please join us in celebrating YOU on Wednesday, February 1 – for Resident Appreciation Day! We appreciate having you as residents and want to say thank you by offering coffee, tea and light breakfast fare in the Community Center. Stop by the Community Center on February 1 and have some coffee or tea and take some food with you as you begin your day! Thanks for being a resident of University Apartments – We appreciate all of you!

Connect with us on FACEBOOK

UW-Madison University Apartments
COMMUNITY CENTER
OFFICE HOURS:

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CONTACT INFORMATION:

Rent a Community Center Room

[https://housing.ems.wisc.edu](https://housing.ems.wisc.edu)

Do you have an upcoming event? The Community Center has space for you! The cost is more affordable than many other locations, and it is easy to find out what space is available, and how much it would cost. If you have a UW NetID, you will sign in with that. If you do not have one, there is no problem! Sign in as a guest!

Contact the Leasing Office

[Leasing@housing.wisc.edu](mailto:Leasing@housing.wisc.edu)

Do you have a question for Peggy? Do you need to talk to Leasing for any reason? Email first! She will be able to answer your questions, or make an appointment for you. That way, you won’t be disappointed if she is already busy with other residents when you stop by.

Your lease, roommate policies, transfer and termination information, and more can be found on the University Apartments section of the Housing website.

[http://www.housing.wisc.edu/apartments.htm](http://www.housing.wisc.edu/apartments.htm)

Eagle’s Wing Child Care

[EaglesWing@housing.wisc.edu](mailto:EaglesWing@housing.wisc.edu)

Do you have questions about child care in the Community Center? We welcome any and all questions, comments and suggestions. Based on the topic, your email will be forwarded to the right person to answer your question. To put your child’s name on a waiting list for Eagle’s Wing and/or other campus child care, you can do so at: [www.housing.wisc.edu/EaglesWing](http://www.housing.wisc.edu/EaglesWing)

Request Repairs Online

If something in your apartment doesn’t work, let us know right away.

Repairs will be made even if you are not at home.

Night, weekend, and holiday repairs are only made in urgent situations. If you put in a repair request as soon as you notice a problem, it may keep the problem from getting worse at a time no mechanic is available.

When you need a non-emergency repair, use the Repair website. Only request one repair on each form.

The Repairs webpage also has some instructions on small repairs you can make yourself.

[www.repairs.housing.wisc.edu](http://www.repairs.housing.wisc.edu)

To Contact Resident Managers

A Resident Manager is on-call from 5:30 p.m. to 8 a.m. on weekdays, and 24 hours a day on holidays and weekends. No Resident Manager is on Duty at other times, when the University Apartments Office (in the Community Center) is open.

Due to problems with cell reception (sometimes the Resident Manager on Duty is in a basement) the most efficient and effective way to contact the Resident Manager on Duty is sending a text. Texts or calls should be placed to 608-444-9308.

CONTACT US:

611 Eagle Heights
Madison, WI 53705-1501
608-262-3407
TTY/TDD: 608-262-6840
universityapartments@housing.wisc.edu

University Apartments
DIVISION OF UNIVERSITY HOUSING
UNIVERSITY OF WISCONSIN-MADISON