

# COMMUNITY DIRECTOR UPDATE DECEMBER 1, 2025



## **COMMUNITY NEWS**

### **New Self - Help Center Building 407**

We're excited to announce a brand new Self Help Center is available for our Fort Sam Houston residents! Located in Building 407, the center offers a variety of commonly used items such as air filters, light bulbs, ballasts, and more - all available during regular business hours. Our goal is to make it easier for you to take care of your home with convenience and confidence.

## **MAINTENANCE TIPS**

### **Keeping our Historic Fort Sam Houston Homes Cozy & Bright!**

As we step into the holiday season, San Antonio's December weather brings cool mornings, mild afternoons, and the occasional rainy day - perfect for a little extra home care!

- **Keep It Cozy - HVAC & Filters:** Cooler weather is here! Check and replace your air filter to help your system run efficiently and your home stay fresh. New filters will soon be available at our Self-Help Center (Building 407) - opening soon!
- **Brighten Up Your Space:** Make sure outdoor lights and porch bulbs are working properly. Light bulbs and ballasts will also be available at the Self-Help Center once open.
- **Prepare for Rainy Days:** Keep an eye out for drafts or moisture around windows and doors. If you notice any leaks, submit a maintenance request right away - we're here to help!
- **Safety First:** As you deck the halls, remember to:
  - Check cords and decorations before plugging in
  - Unplug lights before heading out or going to bed
  - Avoid overloading outlets



Thank you for helping us keep Fort Sam Houston a warm, welcoming, and well-cared for community this holiday season.

**Happy Holidays from your Fort Sam Houston Family Housing Team!**

### **Leasing Office Contact Information**

-  (830) 262-0830
-  FtSamHoustonLeasing@HuntCompanies.com
-  FortSamHoustonFamilyHousing.com

### **TRASH SCHEDULE**

**Trash:** Tuesday and Friday

**Recycling:** Tuesday

**Bulk:** December 5<sup>th</sup> & 19<sup>th</sup>

## **EMPLOYEE SPOTLIGHT**

Welcome Allena Spriggs, our New Community Manager! We're thrilled to welcome Allena Springs to our team! With over 15 years of experience in property management, resident engagement, and community development, Allena brings a wealth of knowledge and expertise to her role as Community Manager.

Her unwavering commitment to excellence and passion for supporting military housing communities make her an invaluable asset to our mission. Allena is excited to connect with residents and continue our shared purpose of Serving Those Who Serve. Please join us in giving Allena a warm welcome to the team!



## **UPCOMING COMMUNITY EVENTS**

### **HOLIDAY LOUNGE & DIY GIFT WRAP STATION**

**Date:** December 15<sup>th</sup> – 18<sup>th</sup>

**Time:** 11:00 AM – 2:00 PM

**Location:** TBD

A cozy decorated space with holiday music, refreshments, and a free gift-wrapping station. Why it works: Officers and families can stop by between errands or meetings. It's useful, festive, and easy to manage. Setup includes: wrapping paper, tape, scissors, and gift tags. Lounge seating will be provided with cocoa, cider, and cookies. Optional: Holiday Trivia Cards or Conversation Starters



### **HOLIDAY RESIDENT APPRECIATION EVENT**

**Date:** December 19<sup>th</sup>

**Time:** 5:00 PM – 7:00 PM

**Location:** Main Resident Center, 2739 Dickman Road, BLDG 407

Join us for an evening filled with fun, games, food, prizes and a special visit from Santa. Fun for the entire family! Keep an eye out for updates on RentCafe and our Facebook Page.



If you have already contacted our local Management and Housing office team and are not satisfied with the outcome, or if you have words of praise to share, we encourage you to reach out to our senior management.

**Community Director**  
**Monica Garcia**

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**Director of Operations**  
**Brent Norvik**

✉ [Brent.Norvik@HuntCompanies.com](mailto:Brent.Norvik@HuntCompanies.com)

2025

# DECEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
	01	02 #GivingTuesday	03	04	05	06
07 National Pearl Harbor Remembrance Day	08	09	10	11	12	13 National Guard Birthday Wreaths Across America
14	15 Holiday Gift Wrapping Station Starts	16	17	18 Holiday Gift Wrapping Station Ends	19 Holiday Resident Appreciation Event	20 Space Force Birthday
21	22	23	24	25 OFFICE CLOSED	26	27
28	29	30	31 New Year's Eve			