

COMMUNITY DIRECTOR UPDATE SEPTEMBER 2026

COMMUNITY NEWS

Mailbox Information

To obtain your mailbox assignment and mailbox key, please visit the United States Post Office located at 4100 Hercules, El Paso, TX 79904.

The post office **requires a copy of your lease and a valid photo ID**. A copy of your lease is available in the Resident Portal under the Documents section.

Please note that there may be a processing wait time before mailbox keys are issued. Our office is unable to accept mail on behalf of residents. All mailbox keys must be returned directly to the post office upon move-out.



MAINTENANCE TIPS

Quick Garage Door Safety Tips for Keeping Everyone Safe

- Make sure the garage door opener control button is out of the reach of small children.
- Do not let children play with garage door remote controls.
- Check to make sure there is nothing in the path of the garage door before closing.
- Inspect the garage door each month. Look for signs of wear on springs, cables, rollers, and pulleys. Do not attempt to remove, adjust, or repair these parts or anything attached to them.
- Never place fingers between door sections and explain the dangers to children.
- Do not leave the garage door partially open. When activated again, it may travel downward and strike any objects in its path.
- Never leave the remote control in the car; it is a small inconvenience for safety and security.
- Do not warm up your car in the garage during the winter months, as this can create unsafe levels of carbon monoxide.

How to Open Your Garage Door Manually

In the event of a power outage, follow these steps to safely operate your garage door:

- **Disconnect the opener.** With the door fully closed, pull the emergency release cord (typically a red handle hanging from the center rail).
- **Lift the door carefully.** Raise the door straight up until it is fully open. Ensure it stays in place before stepping away.
- **Check balance.** A properly functioning door should lift smoothly and remain open on its own.
- **Close manually.** Slowly lower the door until it rests securely on the ground.
- **Lock the door.** Use the manual lock bar, as the door is not secure when disconnected from the opener.
- **Reconnect the opener.** Once power is restored, reconnect the opener. Be sure the lock is disengaged before using the automatic function to avoid damage.

Leasing Office Contact Information

- 📞 (915) 975-1190
- ✉️ CottonwoodLeasing@HuntCompanies.com
- 🌐 TheVillageAtCottonwoodSprings.com

COMMUNITY TRASH SCHEDULE:

Trash: Every Wednesday

Recycling: Every Other Wednesday

END OF SUMMER BASH!

What a wonderful way to close out the summer! Families came together to enjoy tasty food, lively music, a thrilling water slide, and a fun-filled magic show. We're excited to share some of our favorite moments from the event. Thank you for being part of our community and celebrating with us!



STRAY AND LOST ANIMALS

If your pet is lost, we are happy to assist by sharing information through a community e-blast. **However, our office is unable to accept or house lost, stray, or injured animals.** For all animal-related concerns, including stray animals and wildlife issues, please contact Animal Services, the primary resource for assistance.

RESIDENT FEEDBACK SURVEYS ★★★★★ *Thank You For Your Feedback!*

"The maintenance team was fantastic! They came out the same day I moved in and quickly fixed the issue. They were friendly, professional, and efficient. I really appreciated how fast they responded and made sure everything was taken care of. Great first impression!" – **S. Williamson**

Missing or Replacement Waste and Recycling Bins

The management office is not responsible for these requests. El Paso Environmental at (915) 212-6000, would be the best contact for these requests.

UPCOMING SEPTEMBER EVENTS

POP IN FOR POPCORN & CHIPS

Date: Friday, September 18th **Time:** 12:00 PM – 5:00 PM

Location: Management Office, 4600 Loma del Rey

Drop into our office for a bag of popcorn and chips!
Available while supplies last!



LOCAL EVENT: 915 TATTOO FIESTA

Date: Sunday, September 13th **Time:** 12:00 PM – 8:00 PM

Location: 321 E. San Antonio Avenue, El Paso, TX

A community celebration held in honor of 915 Day! This three-street closure block party starts at 12:00 PM, hosted by After Ten Tattoo, Sunset Tattoo Co., and Monolith Tattoo, and brings together local artists, businesses, and the El Paso community for a full day celebrating culture, creativity, and spirit.



LOCAL EVENT: OKTOBERFEST FAMILY DAY

Date: Sunday, September 20th **Time:** 11:00 AM – 3:00 PM

Location: 11388 Sgt Major Boulevard, Fort Bliss, TX

Join us for Oktoberfest's Family Day at Biggs Park! Enjoy live entertainment from Terry Cavanagh and the Alpine Express and the always-exciting German Air Force Schuhplattlers, inflatables, delicious food, and fun for everyone!



Family Day is **FREE** and open to all ages! Need a pass to get onto Fort Bliss? Visit <https://bliss.armymwr.com/happenings/fort-bliss-community-pass>

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

George Navarro

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Director of Operations

Molly Koerperich

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