



OFFICE HOURS:
 Mon-Fri.....9am - 5:30pm
 Sat.....10am - 4pm

PHONE NUMBER:
 309-682-8532

NOTES FROM THE OFFICE

- ⇒ We want to thank all the residents for their continued patience with the construction going on around the complex. We are in the process of upgrading internet services with Comcast and we hope that it will be a long lasting improvement for all of you.
- ⇒ The office will be closed for the Thanksgiving holiday on Thursday, November 24th and Saturday, November 26th.
- ⇒ Snow season is coming! Please start to get in the habit of parking so that your front bumper does not cover the sidewalk. This will make it easier for us to clear the sidewalks of snow for your safety and convenience.

MY QUESTION

I ordered something, how do I get my package?

- ⇒ **USPS**
 Check your mailbox. Is there a key attached to a tag inside? Yes? Then look to the right of your small mailbox in the mail room and you will see larger "mailboxes". These are actually package closets, find the one with the corresponding number to your key and open the box to retrieve your package. The key will stay behind.
- ⇒ **UPS/FedEx/DHL**
 These delivery services will come to your door and knock. If you are home, great! If you are not home, they will bring your package to the office and you can come and sign it out from us during office hours. The only time that your package will be left is if you have designated shipper release. If you do not want that to happen or risk having it damaged or picked up, then please notify the shipper.

COMMUNITY TIPS

- ⇒ **SPEED LIMIT 10 MPH** Please keep the posted speed limit in mind when traveling in our parking lot. This is for your safety, as well as others. Many residents walk their garbage to the dumpsters, walk their pets on a frequent basis, and there are young children at play as well. We are concerned for the safety of everyone. *Thank you!*
- ⇒ **PLEASE DON'T PARK OVER THE SIDEWALK** Parking over the sidewalk makes snow and leaf removal difficult. Please be mindful to leave a few inches, and not to pull too far forward when parking. We appreciate you!
- ⇒ **KEEP AN EYE ON LAUNDRY** Set a timer for your laundry. We want everyone to be able to complete their household chores in a timely manner. Your neighbors will thank you!
- ⇒ **TIMELY MAINTENANCE** If you notice an issue in your apartment or the community that is in need of repair, please notify us as soon as possible. We take pride in our neighborhood. Thanks for your help!

November 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Rent is due	2 Building 4 Pest Control	3	4	5
6 Rent is late add \$25	7	8	9 Building 5 Pest Control	10	11	12
13	14	15 Rent is really late add \$25	16 Building 6 Pest Control	17	18	19
20	21	22	23 Building 7 Pest Control	24 Office is Closed	25	26 Office is closed
27	28	29	30 No Pest Control			

APARTMENT LIVING TIP

Fall Cleaning Tips

Many people spring clean, but why not clear out the clutter in the fall instead? Here are some things to consider when doing a seasonal clean.

- ⇒ Vacuum/Sweep under the fridge/stove
- ⇒ Clean out your oven
- ⇒ Deep clean the fridge
- ⇒ Clean out the filters in your vacuum
- ⇒ Wash the inside/outside of all windows/sliding glass doors and dust sills
- ⇒ Vacuum your blinds
- ⇒ Clean out light fixtures
- ⇒ Wipe down the insides of cupboards
- ⇒ Dry clean your comforter(s)
- ⇒ Flip your mattress