



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

**PHONE NUMBER:**  
 309-682-8532

**NOTES FROM THE OFFICE**

- ⇒ This time of year package deliveries really pick up, to save space we ask that you are prompt in picking up your deliveries from the office.
- ⇒ The office will be closed for the New Years holiday on Saturday, December 31st through Monday, January 2nd.
- ⇒ 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**

**What do I do if my drain, in my sink or tub, is running slow or clogged?**

- ⇒ First of all, PLEASE do not use any kind of liquid plumber or Drain-O, this will just send the problem on to your neighbor instead of solving it.
- ⇒ Please call the office and we will put in a work order for you.
- ⇒ If the drain is backing up and you fear it overflowing, please let us know RIGHT AWAY as this is an emergency.
- ⇒ Maintenance will come by right away and snake the drain for you, things will be running like new before you know it!
- ⇒ Please keep in mind that the following items can not be flushed or rinsed down the drain: Baby wipes, paper towels, cooking grease, feminine products, family planning products, kitty litter, etc.

**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!*
- ⇒ **PICK UP PET WASTE** Pet owners, we know it is getting colder, however please don't allow your pets to do their business in someone else's front lawn and make sure to pick up and properly dispose of waste in an outdoor dumpster or trash can. *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!*

**January 2017**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 Office closed Rent is due	2 Office closed	3	4 Building 12 Pest Control	5	6 Rent is late add \$25	7
8	9	10	11 Building 13 Pest Control	12	13	14
15	16 Rent is really late add \$25	17	18 Building 14 Pest Control	19	20	21
22	23	24	25 Building 15 Pest Control	26	27	28
29	30	31				

**APARTMENT LIVING TIP**

**How to Properly Clean Shower Grout**

*We recommend cleaning the grout in your shower bi-annually.*

- STEP 1:** Mix a solution 1:1 of vinegar and water. Apply to the shower wall generously (easiest with a spray bottle) and let sit for 5 minutes.
- STEP 2:** Mix a paste 3:1 of baking soda and water. Apply to grout using a grout brush or tooth brush. The vinegar will cause the baking soda to bubble up.
- STEP 3:** Scrub with brush until all buildup is cleaned away.
- STEP 4:** Rinse area with warm water, pat dry if necessary.