



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

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

**NOTES FROM THE OFFICE**

- ⇒ The office will be closed Tuesday, July 4th in observance of Independence Day, we will remain open over the weekend.
- ⇒ Thank you for your cooperation in moving your vehicles for the parking lot resurfacing, striping the new parking spaces will be completed in July.

**MY QUESTION**

**How do I report a maintenance concern?**

*That depends on WHAT the issue is and WHEN it occurs. You can always call the office at any time day or night with your maintenance concerns, or submit a request for maintenance through our website or the RENTCafe Resident app.*

- ⇒ If we are open, we will put your Work Order in right away. If we are closed, maintenance requests may always be left on our voicemail line and we will get it in the morning.
- ⇒ Work Order requests submitted through our website and app will not reach our emergency request line.
- ⇒ For the following maintenance concerns, please contact our emergency maintenance line via our voicemail: lockouts, water leaks, broken AC over 90 degrees, broken heat under 40 degrees, no power, and/or clogged toilet.

**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!*
- ⇒ **KEEP DUMPSTERS CLOSED** Raccoons are not our friends, and leaving dumpster lids open is a great invitation for pests, we ask that you be mindful to close the lid once you've deposited your garbage. *We appreciate you!*
- ⇒ **DISPOSE OF BUTTS PROPERLY** If you are a smoker in our community please keep a few good neighbor manners in mind. Don't smoke near open windows or doors and dispose of your butts in an appropriate container, not in rock or grassy areas outside your building. *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!*

**July 2017**

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

**APARTMENT LIVING TIP**

**HOW TO CHECK YOUR CIRCUIT BREAKER**

*Your electrical service box will be located in a closet or in your dining room, it is a gray or silver panel set into the wall. The door should open easily.*

1. Take a flashlight if needed and pop the door to the electrical service box.
2. Take a look at the switches, there may be one or two that are flipped in the opposite direction as the others. They may also have a bit of red showing on one side if they are tripped.
3. These switches are in the "Off" position. Or tripped, and need to be flipped back to the "On" position.
4. Push the breaker fully towards the "Off" position first.
5. Then flip the breaker the other way, towards the "On" position. You should hear or feel a faint click.
6. Power should now be restored, check the switch or outlet to confirm this.