



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

PHONE NUMBER:
 309-682-8532

NOTES FROM THE OFFICE

- ⇒ Stop by the office to enter our “Luck of the Irish” raffle! We feel so lucky to have you as our residents and want to give out some treasures. Come fill out a slip and put it in the drawing, the winner will be announced on March 17th!
- ⇒ If you already know that you would like one of our garden plots come spring, please give us a call at the office so we can reserve it for you. They fill up fast so think ahead!
- ⇒ We are going to begin parking lot repairs in the next few months, **please make sure that we have updated vehicle information on file.** We may be contacting owners to move vehicles and if we can not identify or reach the owner we will have your vehicle towed so that work can commence on schedule.

MY QUESTION

- I have a roommate that wants to move in, how do I handle that?**
- ⇒ There are limitations, by law, there can only be 2 heartbeats in a studio or 1 bedroom, and only 4 in a 2 bedroom apartment.
 - ⇒ Anyone over the age of 18 needs to complete a rental application PRIOR to moving in.
 - ⇒ Roommates will not be added to your lease, however we do require a criminal background history be run on every resident, as well as emergency contact information.
 - ⇒ If the occupant is under 18 years of age, please provide the office with their full name, date of birth, and relationship to yourself.
 - ⇒ There will be a \$20 application fee for all roommates.
 - ⇒ If there is an unauthorized occupant in your apartment, we may ask them to move until such time as we can process an application for them.

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!*
- ⇒ **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!*

March 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Rent is due Bldg 3 & 4 Pest Control	2	3	4
5	6 Rent is late add \$25	7	8 No Pest Control this week	9	10	11
12	13	14	15 Building 5 Pest Control	16 Rent is really late add \$25	17 Happy St. Patrick’s Day!!	18
19	20	21	22 Building 6 Pest Control	23	24	25
26	27	28	29	30	31	

APARTMENT LIVING TIP

HOW TO PREVENT PESTS

- Spring is quick approaching and the bugs will be out, here are some helpful hints to prevent pests from venturing into your home.*
- ⇒ Check your window screens for holes or tears, if you notice anything please call the office so we can get those sealed or repaired for you right away!
 - ⇒ Store garbage in sealed containers and dispose of it regularly.
 - ⇒ Don’t leave food out on countertops or open inside cabinets.
 - ⇒ If you don’t have time to wash a dish, at least rinse food residue off to keep from attracting pests.
 - ⇒ Keep your cabinets clean from crumbs and food debris that may attract pests.
 - ⇒ If you notice any unwanted visitors please contact the office immediately to schedule a pest control visit.