



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 start to pick up, to save space we ask that you are prompt in picking up your deliveries in the mail room and office.
- ⇒ Snow season is upon us! 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.
- ⇒ The city does a great job of clearing the hill, but better safe than sorry! Exercise caution when driving it.
- ⇒ A quick reminder that our laundry rooms are not heated, so please keep all doors and windows shut to keep it as warm as possible. As well as to deter any unwanted visitors from the nature center next door.

### MY QUESTION

#### What do I do if I my drain, in my sink or tub, is clogged or draining slow?

- ⇒ First of all, PLEASE do not use any kind of liquid plumber or Drain-O, this will only send the problem on to your neighbor instead of solving it.
- ⇒ Call the office and inform us. We will put in a work order for you to have your drain snaked.
- ⇒ Make sure that there is a clear path from the front door to the area as well as an area cleared out around the sink or tub, as we will need to bring a drain snake into your apartment.
- ⇒ If the drain is backing up and you fear it overflowing, please let us know RIGHT AWAY as this is an emergency.
- ⇒ 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, diapers, 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 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Rent is due Office will be closed	2	3 Building 9 Pest Control	4	5	6 Rent is late add \$25
7	8	9	10 Building 10 Pest Control	11	12	13
14	15	16 Rent is really late add \$25	17 Building 11 Pest Control	18	19	20
21	22	23	24 Building 12 Pest Control	25	26	27
28	29	30	31 No Pest Control			

### 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 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.