



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

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

**NOTES FROM THE OFFICE**

- ⇒ The office will be closed Thursday, November 22nd and Saturday, November 24th in observance of the Thanksgiving Holiday.
- ⇒ 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.
- ⇒ As you begin to use your baseboard heaters this winter, please make sure that there is enough clearance for the units to prevent any fire hazard (at least 6-8inches). The units may have a slight odor when first used, this is normal and should fade quickly.

**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. We do not want your package to be damaged by weather or neighborhood foot traffic, so we do our best to make it as convenient as possible!

**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 2018**

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