



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

PHONE NUMBER:
 309-682-8532

NOTES FROM THE OFFICE

- ⇒ The office will be closed Saturday, September 1st through Monday, September 3rd in observance of Labor Day Weekend.
- ⇒ The pool will be closing soon. The final day will be Sunday, September 16th, weather permitting.
- ⇒ Now is the time to start clearing out your garden plots, if you know that you would like a plot for next year please give us a call. It is never too early to reserve one as they always fill up quickly!

MY QUESTION

My phone number changed, I wanted to update that with you. Is there any other personal information I need to notify you of changes to?

Yes, thank you! We need to hear from you if any of the following things change:

- ⇒ Phone number
- ⇒ Vehicle information
- ⇒ Roommate situation
- ⇒ Pet situation
- ⇒ Emergency contact information
- ⇒ Job change

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 USE 1 SPACE WHEN PARKING** Parking is limited in some areas, please be courteous to your neighbors and keep it within the lines. 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!

September 2018

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

APARTMENT LIVING TIP

HOW TO CLEAN YOUR AC FILTER
 (NEEDS TO BE COMPLETED BI-WEEKLY DURING SEASON)

- Step 1—Turn off AC*
- Step 2—Lift AC cover off of unit front*
- Step 3—Remove filter from the front of machine.*
- Step 4—Use a vacuum to remove accumulated dirt and grime. Be careful not to use pressure on the filter as this may cause a tear.*
- Step 5—You may need to use a solution of water and vinegar to remove more difficult grime.*
- Step 6—Dry with a clean towel or paper towels.*
- Step 7—Place the filter back in the AC unit and replace the front cover.*