



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

PHONE NUMBER:
 309-682-8532

NOTES FROM THE OFFICE

- ⇒ Please keep in mind; during icy or snowy weather please keep your vehicles clear of the sidewalks so that we may salt and shovel to keep it safe for you!
- ⇒ 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!
- ⇒ Stop by the office to enter our "Show the Love" raffle! We love our residents and want to show it by showering you with gifts. Come fill out a slip and put it in the drawing, winner announced on February 14th!

MY QUESTION

What do I do if I am planning on moving out?

- ⇒ Please remember that we need a 60-day written notice. 60 days, or more, before you plan on moving out please come in to the office and fill out our vacating form.
 - ◇ This will give us a forwarding address for your deposit.
 - ◇ This will save you the most money, because we have time to re-rent your apartment.
 - ◇ If you do not give proper notice you can be charged an extra month's rent or fee in accordance with your lease terms.
- ⇒ Please make sure to plan time to clean the apartment after moving all of your items out to ensure you get the most back from your deposit. We have a list of required cleaning in the office if you would like a copy.
- ⇒ Remember to change your address with the post office, visit the North University location to take care of this.
- ⇒ Call Ameren to have utilities taken out of your name.

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 LAUNDRY ROOM CLOSED** Please keep the laundry room doors closed, the laundry rooms are not heated and leaving the doors open in winter can cause pipes to burst and flood. *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!*

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Rent is due Building 10 Pest Control	2
3	4	5	6 Rent is late add \$25	7	8 Building 11 Pest Control	9
10	11	12	13	14 Happy Valentine's Day!	15 Building 12 Pest Control	16 Rent is really late add \$25
17	18	19	20	21	22 Building 13 Pest Control	23
24	25	26	27	28		

APARTMENT LIVING TIP

Garbage Disposal Do's & Don'ts

DO keep your garbage disposal clean. Put a couple drops of dish soap inside and let it run for a minute or so with cold water.

DON'T grind any plastic, metal, paper, cigarette butts, anything combustible, grease, oil, fat, or animal bones.

DO run your garbage disposal semi-frequently to ensure no food sits in the disposal for a long period of time, and all parts are working properly.

DON'T grind fibrous materials (corn husks, onion skins, celery, artichoke, potato peels).

DO cut larger items into smaller pieces. Put them in the garbage disposal one at a time instead of doing a large amount all at once.

DON'T use coffee grounds or peels to clean your garbage disposal.

DO use a bit of vinegar and/or ice chips to clean the disposal.