



**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. Fill out a slip after March 1st and put it in our drawing, the winner will be announced on March 18th!
- ⇒ 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!
- ⇒ Lawn treatments will be starting up again in March. Please keep an eye out for those notices and keep your pets indoors for a few hours after those treatments have been completed.
- ⇒ The 39th Annual St. Patrick's Day Parade is downtown Peoria, Sunday 17th @ 2pm. Enjoy the fun!

### 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 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!*

## March 2018

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