



**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 pick up, to save space we ask that you are prompt in picking up your deliveries from the office this time of year.
- ⇒ The office will be closed for the Christmas holiday on Saturday, December 24th thru Monday, December 26th.
- ⇒ The office will be closed for the New Years holiday on Saturday, December 31st through Monday, January 2nd.
- ⇒ 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.

**MY QUESTION**

**I heard about the decorating contests, can you tell me more about that?**

- ⇒ Each Halloween and Christmas, we hold a decorating contest. There are 2 winners each time, 1 upstairs and 1 downstairs unit.
- ⇒ Decorations can be anything in the holiday spirit and can be placed anywhere they can be seen from the outside. This includes balcony railings, lawn areas, doors, windows, etc.
- ⇒ We will take photos and post them online for resident votes, or you can always stop in the office and let us know if you would like to vote for a unit you find especially charming!
- ⇒ All of the employees will vote on the judging day as well, and majority wins! Each winner will receive a credit to their rental account for the following month!

**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!*

**December 2016**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Rent is due	2	3
4	5	6 Rent is late add \$25	7 Building 8 Pest Control	8	9	10
11	12	13 Santa visiting the office 4-6:30pm	14 Building 9 Pest Control	15	16 Rent is really late add \$25	17
18	19	20	21 Building 10 Pest Control	22	23 Decorating Contest Judging	24 Office Closed
25 Merry Christmas!	26 Office Closed	27	28 Building 11 Pest Control	29	30	31 Office Closed

**APARTMENT LIVING TIP**

**4 Ways to Lower Your Heating Bill This Winter**

*Winter is upon us, by changing a few habits and utilizing tools you can save a few bucks this winter season.*

- ⇒ Layers! Use cozy blankets on the couch, put on sock and hoodies, and swap out your bedding for heavier options.
- ⇒ Switch your ceiling fan to rotate clockwise, set on low this will push warm air down.
- ⇒ Lower the temperature of your thermostat when you aren't home.
- ⇒ Draw your blinds, and use weather curtains to keep heat in and cold out.