



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

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

**NOTES FROM THE OFFICE**

- ⇒ We love to see the creativity come out as our neighbors participate in our Halloween decorating contest. 2 lucky winners (1 up and 1 downstairs) will receive \$50 off their rent! Judging on October 31st.
- ⇒ Peoria Heights Trick or Treating is Halloween Night from 5-8p.m. If you would like to participate pick up a flyer at the office to tape on your door!
- ⇒ For those of you with garden plots, this is the month to start clearing those out.
- ⇒ Please take the time to complete our quick laundry survey! Available via email or in the office.

**MY QUESTION**

**I locked myself out, can someone help me get back in?**

*Yes!*

If your name is on the lease or listed as an occupant for the apartment you may come up to the office and sign out a key for 15 minutes free of charge. If we are closed, please call 309-682-8532 and leave a message for emergency maintenance, who will drive out and let you in. After hours does come with a \$45 lockout fee.

*No.*

If your name is not listed on that apartment, unfortunately we can not unlock the apartment. Sorry!

**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** Racoons 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 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!

**October 2017**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 Rent is due	2	3	4 Building 14 Pest Control	5	6 Rent is late add \$25	7
8	9	10	11 Building 15 Pest Control	12	13	14
15	16 Rent is really late add \$25	17	18 Building 16 Pest Control	19	20	21
22	23	24	25 Building 17 Pest Control	26	27	28
29	30	31 Décor Contest winner announced				

**APARTMENT LIVING TIP**

**HOW TO UNCLOG YOUR TOILET**

*Step 1*—Place plunger completely over the opening to create a seal, if using a plunger with a flange, pull the flange out.

*Step 2*—Make your first plunge gentle to avoid breaking the seal and splashing.

*Step 3*—Maintain seal and plunge vigorously in and out. Stick with it. Plunge 15 to 20 times if necessary to shift clog.

*Step 4*—Be patient. Try alternating between steady strokes and larger heaves.

*Step 5*—Keep enough water in the bowl so that the plunger stays covered. Trying to force air through the toilet trap won't generate enough pressure.