



Neighbors



FROM THE DIRECTOR'S DESK

Just a reminder that we are now closed on Wednesdays. There will be no appointments, no walk-ins and no calls! Our maintenance staff will still be out in the developments completing work orders. If you have an emergency you need to call the emergency work order number. 217-827-2100. This number is for emergencies only! If you have a regular work order DO NOT stop the guys in the developments. You need to wait until the next business day to call or you can call in and leave one of us a voicemail. You can also email us at staff@teamhousingcenter.com.

Fall is officially here and Daylight Saving Time ends this month. On Sunday, November 3rd don't forget to turn your clocks back 1 hour! You are welcome to decorate for the holidays, just be sure to take decorations back down a few days after the holiday. Keep in mind that decorations for any occasion must be safe (not a trip hazard, no electric cords running along the ground, in good condition). Please be safe when trick-or-treating in the developments. Only visit residences with the porch light on, children should stay with an adult and obey trick-or-treat days and times for each town. As the weather begins to get colder, please unhook your garden hoses from the outside spigots so they don't freeze. Please store your hose in the garage for the winter. If you do not unhook your hose, maintenance will unhook it for you and there will be a charge.

Peg, CEO



Wednesday, November 6th, 13th, 20th and 27th—OFFICE CLOSED

Monday, November 11, 2019—Office CLOSED for Veteran's Day!

Thursday and Friday, November 28th and 29th, 2019—Office CLOSED for Thanksgiving!

When the office is closed, please call **EMERGENCY WORK ORDERS** into the emergency phone number. Please wait until the office opens to call in routine work orders. If you call the emergency line and do not have an emergency, you could be charged.

Address:

P.O. Box 303

760 Anderson St.

Carlinville, 62626

(217) 854-5393

Fax: (217) 854-8749

Office Hours:

Monday & Tuesday

8 a.m.-4:30 p.m.

CLOSED WEDNESDAY

Thursday & Friday

8 a.m.-4:30 p.m.

EMERGENCY

NUMBER:

(217) 827-2100

EMERGENCIES

INCLUDE:

- ◆ Gas leaks
- ◆ Broken water pipes
- ◆ Exposed electrical wires
- ◆ No heat (if the outside temperature is 45-degrees or lower)
- ◆ Sewer line stoppage (not drain line)- this includes a clogged toilet
- ◆ CO/Smoke detector beeping or chirping

HOUSEKEEPING INSPECTIONS

Housekeeping inspections this month will take place in the homes on **Cloud Lane in Gillespie**. Please refer to the Macoupin Homes, LP Housekeeping Policy for any questions.

INSPECTIONS MAY TAKE PLACE ON ANY DAY OF THE MONTH

BETWEEN THE HOURS OF 8:00 A.M.-4:30 P.M.

MONDAY-FRIDAY

SPECIFIC DAYS AND TIMES WILL NOT BE GIVEN.

Remember to keep
your home clean!

Just a reminder!

- * You are not allowed to have a pet unless it is approved by housing! You are required to fill out a pet application and pay a \$100 pet fee first before the pet is allowed to stay in the home. Please call and request a pet policy as there are a few requirements for the pet.
- * If you already have a pet you need to have a Pet ID displayed in the window of your door. If you do not have one, please call the office and we can get you one. All pets are required to be kept on a leash under control of an adult when outside at all times!
- * If you have a pet and you call in a work order, the pet needs to be caged, gone or you will need to be there at the time the maintenance guys come out to your unit. From the day you call we will be out within the next 3 business days. If we come out and we can't get in because of the pet, we will charge you for our staff's time.



Macoupin County Public Transportation

112 S. Macoupin St. Gillespie, IL 62033

Call 217-839-4132 to reserve your seat