



# 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](mailto:staff@teamhousingcenter.com).

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. If you're decorating during this holiday season, please remember to dispose of pumpkins, take down lights and other décor after the holiday has passed. Everything must be in good working condition, there can be no cords running across the lawn or under a window and nothing can be nailed to the building. Please keep this in mind throughout Thanksgiving, Christmas and New Year's.

*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 643**

**760 Anderson St.**

**Carlinville, IL 62626**

**(217) 854-8415**

**Fax: (217) 854-8749**

**Toll Free:**

**1-866-363-5142**

**Office Hours:**

**Monday & Tuesday**

**8am—4:30pm**

**CLOSED WEDNESDAY**

**Thursday & Friday**

**8am—4:30pm**

**EMERGENCY**

**NUMBER:**

**(217) 827-2100**

**EMERGENCIES**

**INCLUDE:**

- ◆ Gas leaks
- ◆ Frozen or 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

Also fire, flood, or anything that threatens life, safety or property damage.

## Preventative Maintenance for NOVEMBER

The Preventative Maintenance will be done on the Even Numbers of Hickory Park Dr.

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

## Shelby County Events!

November 6th @ 7am-8am—Caregiver's Support Group – Shelbyville

Shelbyville Rehabilitation & Health Care Center the first Wednesday of each month. Services offered: Physical, Occupational, Speech and Language Therapy

- \* Long Term Care Admissions
- \* Short Term Pathways Rehab To Home Program
- \* Respite Care
- \* Hospice Care
- \* Discharge planning for returning home
- \* Therapeutic Diets
- \* Hair Salon
- \* Full Service Activities Department
- \* Adult Day Care
- \* Free Extended Cable Service in all Rooms

