



# NEIGHBORS



## FROM THE DIRECTOR'S DESK

Just a few things to be mindful of... Overnight guests need to be reported to our office. One guest can only stay 14 nights within a 12-month period. Whether it be a family member or a friend. If they are not on the lease they are considered an overnight guest and need to be reported. If you are unsure how many days a certain person has stayed already, call the office and we can tell you. If a person is not on your lease they cannot use your address for anything.

When mowing your lawn you need to be careful and pay close attention when mowing/weed eating along the house. We have noticed a few homes with damaged siding. You are responsible for mowing your lawn. Whether you choose to do it yourself or if you want to hire someone to do it, it just needs to be cut. If not, it is a lease violation and we will come cut it and you will be charged.

If and when you call a Work Order in, this gives us permission to enter your unit. Once you call a Work Order in you CANNOT deny us access to the unit. If you deny, you will be charged for our time to come out there and for the next time we have to come out to complete the original Work Order.

*Peg, CEO*



Monday, September 2, 2019—OFFICE CLOSED FOR LABOR DAY!

Friday, September 20, 2019—NATIONAL PEPPERONI PIZZA DAY!

Thursday, September 26, 2019—NATIONAL PANCAKE DAY!

### 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—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.

## Come for the fun, play for the cause!

# BINGA!

Tuesday, September 10th-5:30pm ~ Early-bird BINGA/6pm ~ BINGA

Mattoon Eagles Club (1917 Oak Ave.) To purchase tickets, call 217-258-2511 or visit [www.sarahbush.org](http://www.sarahbush.org). Admission \$10 (seating is limited) Doors open at 4:30 pm. Food and beverages available for purchase. Net proceeds support SBL Lincoln Land Hospice Programs.

### IMPORTANT REMINDERS

- ◆ Rent is due on the 1st of each month. If rent is not paid (or postmarked) by the 5th, you will be charged a \$50.00 late fee.
- ◆ Rent is made payable to Shelbyville Homes LP and mailed to Shelbyville Homes PO Box 643 Carlinville, IL 62626
- ◆ We will conduct at least 2 inspections each year and you will be notified in the newsletter when we will be inspecting. Specific Days and Times will not be given.
- ◆ Please call all work orders into the office immediately at 217-854-8415. You can also email work orders into the office if you wish at [jenniferk@teramhousingcenter.com](mailto:jenniferk@teramhousingcenter.com). We will be out 1-2 days per week to complete work orders.
- ◆ If you decide to move, you must notify management 30-days in writing before leaving.
- ◆ Garbage removal is provided by management. Trash should be placed in plastic bags and then placed inside the trash receptacle. Receptacles must be kept inside your garage at all times. They can be put out the day of or the night before trash day but then placed back in garage that evening.
- ◆ Pets are NOT allowed
- ◆ Do not make any repairs or replacements yourself, other than replacing light bulbs, furnace filters, and batteries for your CO/Smoke Detectors.
- ◆ Lawn Mowers are to be stored either in your garage or behind the home.
- ◆ No Yard Sales
- ◆ Basketball Hoops will be allowed as long as they are free standing of the residential structure. This means they cannot be attached to the house or garage and the basketball pole cannot be mounted in the ground. It must be on a stand that is able to be moved. Anyone wanting a basketball hoop must show proof of Renter's Liability Insurance coverage.
- ◆ Swing sets and Trampolines, in good condition, are allowed. You must provide proof of liability insurance of \$100,000 minimum.
- ◆ Swimming pools or wading pools of any kind will **NOT** be allowed. Fire pits are **NOT** allowed.
- ◆ SMOKE FREE—these homes are smoke free and smoking is not allowed inside the homes for any reason.
- ◆ Do **NOT** turn the breaker off to your Sump Pump—it must be left on at all times. If it is running non-stop, please call in a work order.

