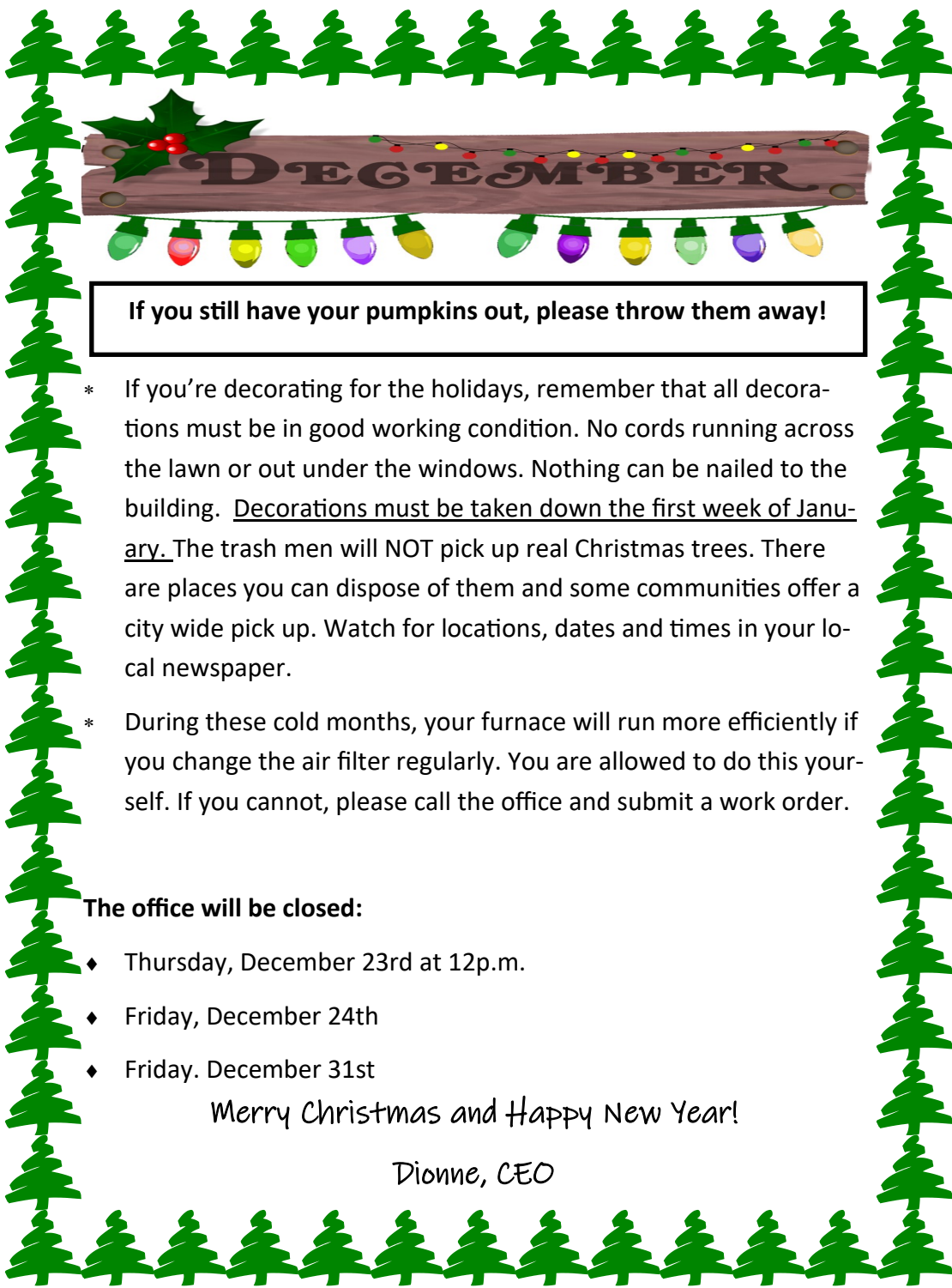




# Neighbors



## FROM THE DIRECTOR'S DESK



**If you still have your pumpkins out, please throw them away!**

- \* If you're decorating for the holidays, remember that all decorations must be in good working condition. No cords running across the lawn or out under the windows. Nothing can be nailed to the building. Decorations must be taken down the first week of January. The trash men will NOT pick up real Christmas trees. There are places you can dispose of them and some communities offer a city wide pick up. Watch for locations, dates and times in your local newspaper.
- \* During these cold months, your furnace will run more efficiently if you change the air filter regularly. You are allowed to do this yourself. If you cannot, please call the office and submit a work order.

**The office will be closed:**

- ◆ Thursday, December 23rd at 12p.m.
- ◆ Friday, December 24th
- ◆ Friday, December 31st

*Merry Christmas and Happy New Year!*

*Dionne, CEO*

**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

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



Don't forget to unhook your garden hose from the house. The hose could freeze and cause the water pipes to bust. If maintenance sees it and unhooks, you could be charged.

- 1. Stickers, decals or vinyl coverings are NOT allowed on any cabinetry, countertops, etc. If we notice it, you will be asked to remove it and could be charged for any damage it causes.**
- 2. Garages should be kept clean and organized. You must be able to walk through it, get to all doors and windows, and the electrical panel. Also, the garage is considered a part of the home. There is NO SMOKING inside the garage!**
- 3. Critters are going to be looking for a warm place to sleep this winter. Make sure your kitchens are clean and there is no food laying open. Use food storage containers for things like cereal, chips and crackers. Clean up after each meal and wipe the counters clean.**
- 4. When running the furnace, do not keep doors and windows open. This causes the furnace to work harder than necessary and can break the furnace.**
- 5. If you have a work order, please call it in as soon as it happens. If there is an emergency after hours or on the weekend, please call 217-827-2100. Smoke alarms are considered an emergency!**

Need us after hours? You can call us and leave a voicemail or you can email. We will respond to your email within 2 business days to let you know we got it. If we don't respond, send another email or call the office.

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