



Neighbors



FROM THE DIRECTOR'S DESK



Welcome!

We are happy to have you as a part of our new Gillespie Senior Residences!

We are still under some construction and we are not as complete as we planned but please continue to work with us and be patient as we try our best to work with our contractors to complete the site as soon as possible. As the weather permits, we will be getting the outside lawn complete.

Please be sure to call in any work orders (damages or things you need fixed or see that was not completed) as soon as possible. Once a work order is made, maintenance will be out as soon as possible, within a reasonable amount of time to take care of the problem. Reporting a work order is giving maintenance personnel permission to enter your premises and make the repair. We will leave a note in the event that you are not home, so you are aware that the problem has been solved. Maintenance Staff will always knock/ring doorbell before entering any unit. If no answer, Maintenance will open door and state who they are before entering. If home is locked when Maintenance enters, they will lock the door before leaving. If home is unlocked, they will leave door unlocked.

If you have any questions about the rules and policies please refer back to your Resident Handbook, lease or feel free to call the office. Any one of us would be happy to assist you.

We will be closed Friday, February 12, 2021 for Lincoln's Birthday and Monday, February 15, 2021 for President's Day.

Stay Safe and Stay Healthy! Happy Valentines Day!

Senior Executive,

Peg

Address:

P.O. Box 303

760 Anderson St.

Carlinsville, 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.

PREVENTATIVE MAINTENANCE & HOUSING QUALITY STANDARD INSPECTIONS

During the year to help maintain the home, these 2 inspections will be performed once a year. You will be notified in writing prior to the inspection via newsletter. Please be sure to check each month to see if your unit is going to be inspected.

**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

A few important things to remember:

- ◇ In the office, we are working by appointment only and are closed to the public! You must call to schedule an appointment. Masks are **REQUIRED** to come into the office.
- ◇ If you have any symptoms regarding COVID-19, have tested positive for COVID-19, have been in contact with anyone who has tested positive for COVID-19, please let us know **immediately** so we can add you to our COVID-19 list. You will be put on the list for 2 weeks, after the 2 weeks are up, if you had a scheduled inspection or work order, we will be out to complete it. Even if you don't think the symptoms are COVID related, please still notify us.
- ◇ When spring comes, you are allowed to plant, but you are not allowed to plant anything in the rocks. Any plant/flower needs to be in a pot on the rocks. You can have shepherd hooks in the rocks with hanging baskets.
- ◇ Emergency Work Orders: They are listed on the right of the front page of every newsletter. In the event of an emergency during business hours (Monday, Tuesday, Thursday and Friday 8AM-4:30PM), you are to call the office to report it immediately. If the emergency happens after hours or on the weekends/holidays, you are to call the emergency phone 217-827-2100.
- ◇ Rents are payable on the 1st day of each month. If rent is not paid by the 5th, you will be charged a \$50.00 late fee. Pay your rent at the United Community Bank in Gillespie & make the checks payable to Gillespie Senior Residences.
- ◇ Do not flush "flushable" wipes down the toilet. Even though they state they are "flushable" they are not. They cause blockages and serious damage which you will be charged for if found.
- ◇ SMOKE FREE. These homes are smoke free therefore, smoking is not allowed inside the homes for any reason.
- ◇ Please, **ALWAYS** call the office if you ever have any questions or concerns!