



Neighbors



FROM THE DIRECTOR'S DESK



ATTENTION: When you are paying at the bank for rent or any charges for MHS, please make sure you are giving them your name (the person on the lease), your address and that you live in the Macoupin Homes so they are crediting the correct account.

We are working by appointment only, inside the office and are still closed to the public!. Masks are **REQUIRED** to come into the office.

As a reminder, cold weather is here, please keep your windows and doors closed as much as possible. This will cause the furnace to run twice as hard causing wear and tear. If it were to break because of this reason, you could be responsible for the cost to fix the furnace or possibly replace it.

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.

Please see the back of the newsletter for a few important reminders. If you have any questions or concerns, please feel free to call the office.

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 INSPECTIONS**WILL BE PERFORMED ON****WHEATLAND LANE IN STAUNTON (EVEN-NUMBERED HOUSES)****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**

Please make sure that you are calling in any damages that happen, as it happens. You can call the office or email any one of us to make a work order. The resident should **not** make repairs or replacements yourself. The following are acceptable items that you may replace: light bulbs (unless an outside light fixture), furnace filter (they need to be changed monthly), and batteries for your CO/Smoke Detector.

REMINDERS:

Rent is due on the 1st of every month. You have until the 5th to pay it without any penalties. After the 5th you will have a late fee of \$50. Please be mindful of Holidays and weekends. If the 5th falls on a weekend or holiday, it will not be process by the bank until the next business day. The Housing Authority goes by the date the bank processes it. You will be charged a late fee based on the date processed by the bank. Failure to pay your rent on time will be grounds for eviction. As stated in your lease if you are late more than 3 times in a 12-month period you could face eviction. Always keep your bank receipts just in case it is deposited into the wrong account or is missed when we are printing receipts from the bank.

SMOKE FREE. These homes are smoke free therefore smoking in not allowed inside the homes for any reason.

When you move be sure to take all your property with you. MHS will not be responsible for articles left on the premises. Any articles left become the property of the Authority and will be disposed of.

No painting (interior or exterior), border trim, or remodeling of dwelling unit is allowed.