



Neighbors



FROM THE DIRECTOR'S DESK



You are responsible to maintain your lawn. We will send you a notice if not taken care of. After the notice, our Maintenance Staff will contract your yard to be mowed at your expense. We expect you to keep all shrubs trimmed and planted area weeded. Lawn mowers are to be stored either in your garage or behind the home.

While we have waived late fees for the past several months due to the COVID-19 pandemic, we began charging late fees again effective March 1, 2021. If rent is not paid (or postmarked) by the 5th of the month, you will be charged a \$50.00 late fee. Rents are to be made payable to Shelbyville Homes LP and mailed to Shelbyville Homes PO Box 643 Carlinville, IL 62626.

If your relative, friend, or caregiver calls on your behalf, without a release signed by you, we are unable to speak to anyone regarding your tenancy with us for any reason. You can call and request a Release of Information form to be sent to you to add someone that we can speak to on your behalf. This is for the safety of your privacy.

Swing sets and Trampolines, in good condition, are allowed. You must provide proof of liability insurance of \$100,000 minimum.

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.

If your phone number changes, please notify the office as soon as possible so we can update our records.

****We will be closed Friday, April 2, 2021 for Good Friday and on Thursday, April 15, 2021 for training.****

Stay Safe and Stay Healthy and have a Happy Easter!

*Senior Executive,
Peg*

Address:

P.O. Box 643

760 Anderson St.

Carlinville, 62626

(217) 854-8415

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.



*Remember to keep
your home clean!*

HOUSEKEEPING INSPECTIONS

Will take place in the homes on Hickory Park Drive - Odd Numbers. Please refer to the Shelbyville Homes Housekeeping Policy for any questions.

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 work orders immediately as the damage happens. Failure to call in a work order is a lease violation. Make sure that you are changing your furnace filter at least once a month or at the latest every other month. If you are unable to change it yourself, call the office and we can make a work order to have one of the maintenance guys change it for you. As long as you supply the furnace filter, we will change it with no fee.

Some information from the House Rules:

- ⇒ Residents are NOT allowed to turn off the breaker off to their Sump Pump. If the sump pump is running non-stop, please call the office.
- ⇒ You are responsible to maintain your own lawn. You must not cut it too low to the ground. We require that it is no taller than 5" in height.
- ⇒ Lawn mowers are to be stored either in your garage or behind your home.
- ⇒ Leaf burning or burning of anything in the development is not allowed.
- ⇒ No Yard Sales.
- ⇒ Swimming pools or wading pools of any kind will **NOT** be allowed. Fire pits are **NOT** allowed.
- ⇒ When grilling, all grills should be kept at least 10ft from any structure when being used.