



Neighbors



FROM THE DIRECTOR'S DESK



Happy New Year
2021



As a reminder as the cold weather is here, please keep your windows closed when the furnace is on. This makes the furnace run twice as hard causing wear and tear and will eventually break. If this is the case, you will be responsible for replacing the furnace.

Inside this newsletter you will find each staff's email address. You can email us any questions you may have or any documentation you need to provide. When we receive an email, we will respond. If you do not receive a response within 2 business days, please call the office.

All Christmas decorations should be removed by January 8th, 2021.

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.

We will be closed Friday, January 1, 2021 for New Years Day & Monday, January 18, 2021 for Martin Luther King's Day!

Stay Safe and Stay Healthy and have a Happy New Year!



C&O, Peg

Address:

P.O. Box 643

760 Anderson St.

Carlinsville, 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.



Please make sure that your home is always up to code with the housekeeping policy. If you need a copy of the housekeeping policy, please call the office.

Staff email addresses

Best way to get in contact with us is by email. If we do not respond, please assume we did not get your email and call the office. If it's an emergency call the office or the emergency number after hours.

Peg-	peg1@teamhousingcenter.com (CEO)
Dionne-	dionne@teamhousingcenter.com (Deputy Director)
Jennifer-	jennifer@teamhousingcenter.com (Housing Programs Manager)
Amanda-	amandak@teamhousingcenter.com (Assistant Housing Programs Manager)
Stephanie-	stephanie@teamhousingcenter.com (Assistant Housing Programs Manager)
Holly-	holly@teamhousingcenter.com (Office Support Specialist/Financial)
Jess-	jess@teamhousingcenter.com (Maintenance Supervisor)
Dan-	dan@teamhousingcenter.com (Director of Technical Services/Inspector)

- Pets are **NOT** allowed. You may have a fish provided the tank is larger than 20-gallons and it is not kept in a carpeted room. Tenants are **not** allowed to have pet visitors or “pet sit” at their homes even for a short period of time. Violations of this policy will lead to eviction.—Tenants are not allowed to harbor or feed stray animals.
- Swing sets and trampolines are allowed. You must provide proof of liability insurance of \$100,000 minimum. If you have a swing set or trampoline and Shelbyville Homes does not have proof of insurance, you will be instructed to remove the item until insurance and proof of such is submitted, you will be given an eviction notice. Swing sets and trampolines must be in good repair. Trampolines must have the safety netting and anchored to the ground. If you have proof of liability insurance, please send it into the office.
- Basketball hoops will be allowed provided they are freestanding of the residential structure. This mean 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. Shelbyville Homes must approve all basketball hoops ahead of time. Anyone wanting a basketball hoop must show proof of Renter’s Liability Insurance.