



Neighbors



FROM THE DIRECTOR'S DESK



When maintenance is at your unit completing a work order or inspection; PLEASE stay out of their way and at least 6 feet or more away from them. This is for the safety of you and our staff.

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 post-marked) 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 you don't already, it may be a good idea to set up your voicemail on your phone. When we call and you don't answer, we will always leave a voicemail if we have the option. We will leave our names and a general message on what we are calling about. So if you have a missed called from the office, please listen to the voicemail first before calling us back so you know who to ask for.

Summer is here! Please make sure you are keeping an eye on your kids and make sure they are staying out of the roads. If you are driving through the development, please be mindful of others and slow down!

We will be closed **Monday, May 31, 2021** for Memorial Day!

Stay Safe and Stay Healthy and have a Happy Memorial Day!

*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 - Even 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.***

Now that summer is here, please remember...

The outside of each home is to be well maintained – no debris or trash. This includes children's toys, bicycles, etc. These items are to be kept in the garage. Sidewalks and porches are to be kept clear of items which could cause someone to trip and fall. You are required to care for the walks and ground adjacent to your home. All public areas are for your convenience and residents must help keep them clean and sanitary by not littering. Should you neglect or litter your walks, lawns, and adjacent grounds the Maintenance Staff will then do this work with the cost being charged to you. This is considered a lease violation and can be grounds for eviction. You will be given a written warning.

Indoor furniture is not to be used outdoors. If you wish to have seating outside, it must be made to be outdoors and maintained in a good condition.

You are responsible to maintain your lawn. You must not cut it too low to the ground. We require that it is no taller than 5" in height. If beyond this height, we will send you a notice. If not taken care of after the notice, our maintenance staff will contract your yard to be mowed and 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.

