



Neighbors



FROM THE DIRECTOR'S DESK

- ⇒ It is the tenant's responsibility to maintain the lawn. You must not let it get any taller than 5" in height. If the lawn is more than that, you will be sent a notice. If you have not taken care of the lawn after the notice, our maintenance staff will contract your yard to be mowed at your expense.
- ⇒ Your lawn mower must be stored inside of your garage at all time. You may store your gas can for the lawn mower in the garage.
- ⇒ Please remember that children should play in their own yards and never in the streets.
- ⇒ Always be considerate of each other. Do not disturb your neighbors with noise, excessive traffic, etc.
- ⇒ All trash and toys should be cleaned up after use. Outside of each home is to be well maintained. Store all outside toys in the garage when not in use.
- ⇒ When grilling, remember the grill must be at least 10 feet from the home. NO FIRE PITS ALLOWED.

Stay Safe and Stay Healthy!

Dionne Wyatt, CEO

APRIL

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.

HQS INSPECTOIONS FOR HICKORY PARK DRIVE– ODD #

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.

*Q&A (Quality Assurance) inspections may take place on work orders and inspections anywhere from 3-5 days after the inspection/work order happened.

General Housekeeping

- **Walls** — clean and free of dirt, grease, holes, cobwebs and fingerprints
- **Floors** — clean, dry and free of hazards
- **Windows** — clean and not nailed shut
- **Doors** — have doorstops with working locks and clean of grease and fingerprints
- **Trash** — shall be disposed of properly and not left in the unit
- The **entire unit** should be rodent and insect free



Kitchen

- **Stoves** — free of food and grease
- **Refrigerator** — clean inside and out
- **Cabinets** — clean and free of grease and spilled food
- **Sinks** — clean and limited to lightweight items underneath
- **Oven Hood** — free of grease
- **Storage areas** — should be neat and clean without any spilled food
- **Trash** — stored in a covered container until removed

Bathroom

- **Toilet and Tank** — clean and odor free
- **Tub and Shower** — (with proper curtains) should be clean with no mold and mildew
- **Lavatory** — should be clean
- **Exhaust fan** — free of dust
- **Floors** — clean and dry

