



Gillespie Senior Residences, L.P

# 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.

Now that the weather is getting nice, more outside work will be going on. Please stay clear of the workers when they are out in the development working for everyone's safety.

When you pay your rent or charges at the United Community Bank in Gillespie, you will need to tell them your payment is for Gillespie Senior Residences so they are crediting the correct account. You will need to give them your name and address as well so you are getting credit for your payment.

Tenants will be responsible for repair charges for all damages to the unit whether it is intentional or negligent damage to the unit and surrounding areas. All repair charges are the time it takes the guys to repair it and any material we use to repair it. Tenant will be charged for any work necessary to make the unit rent ready upon their move-out.

Lost Keys. If a tenant's keys are lost or request a copy of one, the fees are as follows:

- ⇒ Main Entry Door(s) - \$25.00 replacement/extra key, per key.
  - ⇒ There is a \$30.00 lockout fee during normal working hours. After hours, weekends, or holidays, the lockout fee is \$60.00.
- \*\*You can make your own copies of your key if you wish. \*\***

If you have any questions about the rules and policies please refer back to your Resident Handbook, lease, or feel free to call the office. Any one of us would be happy to assist you.

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

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

*Senior Executive, Peg*

**Address:**

P.O. Box 303  
 760 Anderson St.  
 Carlinville, 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.

- ⇒ At initial lease you will have a move-in inspection to make sure the home is in a safe, decent and sanitary environment. During the year to help maintain the home a Housing Quality Standard Inspection (HQS) will be performed at least once a year. Preventative Maintenance (PM) inspections will be performed on a yearly basis.
- ⇒ Residents will be notified in writing prior to inspection via notice or newsletter. Any repairs required will be reported to management when they occur. If a resident fails an inspection, they will be given a re-inspection date not more than 14 days later from the initial inspection. Should the resident fail this inspection it is considered a lease violation and MHS will move to eviction process. It is the responsibility of the resident to maintain the unit according to Housekeeping Standards set forth in the Housekeeping Policy.
- ⇒ It is your responsibility to keep track of the garage door opener(s) for your home. The Tenant will be charged for lost or damaged openers **at a fee of \$50.00** per opener. Also, lost or damaged openers should be reported to the office immediately.
- ⇒ 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.



COVID-19 vaccines are effective at protecting you from getting sick. Based on what we know about COVID-19 vaccines, **people who have been fully vaccinated can start to do some things that they had stopped doing because of the pandemic.** Just a reminder - Michelle's is now offering curbside Covid-19 testing at all 3 of our locations Monday through Friday. This is the Rapid Diagnostic Test with results in about 15 minutes. **An appointment is required - call us in Gillespie at 217.839.9901, Bunker Hill at 618.585.1293, Carlinville at 217.854.4022. Payment is required at the time of the test.** The Covid-19 vaccine will be available shortly, although we do not have a definite time-line yet. When it's ready, we will notify you here and on our other five web portals, including our web site and on our app.

### **PREVENTATIVE MAINTENANCE & HOUSING QUALITY STANDARD INSPECTIONS**

**During the year to help maintain the home, these 2 inspections will be performed once a year. You will be notified in writing prior to the inspection via newsletter. Please be sure to check each month to see if your unit is going to be inspected.**

**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**