

# Welcome to Stonegate Village



Here are a few things that will help you get acquainted with your new apartment. To begin with, you can enter the building with your separate security door key. If you do not wish to have packages left outside your front door, you should notify the deliverer.



## *Mail*

Your mailbox is located behind the security door to your entrance, and labeled with your apartment number. Delivery persons will leave a note if you are not home to sign for a package.

## *Electrical*

The electrical system is on a circuit breaker. The breaker box is located in the utility closet if you are in a two-bedroom and in the laundry room if you are in a one-bedroom. All of your breaker switches should be pointing towards the center of the panel. If a

breaker is “tripped”, then it is pointing away from the center and you need to reset it by switching it back to the center... like a light switch. (See below for picture). .

You also have a GFCI (Ground Fault Circuit Interrupter) outlet in your kitchen and bathrooms. All GFCI outlets have a reset button in the center. If this outlet is not providing electricity, then simply push the reset button to renew the electricity. This button will likely be black or red, however some are the same color as the outlet (they will be labeled). If you lose power in all or part of your apartment you should first check your breakers and then your GFCI outlets. If neither of these solves the problem then please call us.



Circuit Breaker Box



GFCI Outlet

### *Heating/Cooling*

You have central air conditioning. For proper heating and cooling, furnace filters should be changed regularly. We will provide you with furnace filters (and install them) twice per year. You may change filters more frequently if you like (**make certain your furnace and A/C are turned off when you change filters**). Clean filters will prolong the life of the furnace and possibly lower your utility bills. Climate control is done from the thermostat located in your hallway or living room. During winter months, please keep your heat on at a minimum of 60 degrees F. Failure to do this can and has resulted in frozen water pipes that burst. Do not let this happen to you.



Standard Thermostat

### *Appliances*

You have a gas range/stove that has three pilot lights. One pilot is in the broiler (the bottom section under the oven) and two are under the stovetop. The stovetop will be warm to the touch so take care when touching it, and NEVER have anything on the stovetop unless you are cooking!

Gas Range



Stovetop Pilot Light



If you smell gas in your apartment chances are one of your pilots are out. If one of your pilots does NOT have a blue flame coming from it, then you may relight it with a match or lighter. Please be careful when doing this, and call us and/or Ameren IP if the gas smell is strong. In addition, if you smell gas and all of your pilots are lit, then please open a window and call us. If it is after hours (before 8am or after 5:00pm) then please call Ameren IP at 800-755-5000.

You also have a dishwasher, refrigerator, and garbage disposal provided for you. If your garbage disposal stops working, please press the red “reset” button to reset the motor (see below).

Reset button on garbage disposal  
→



“Garbage Disposal” for some plumbers is synonymous with “Service Call”. You are responsible for what goes into your disposal and will have to pay a service charge if we have to unclog it for you. A similar charge is necessary if we have to unclog your toilet. Nothing should go into your toilet that did not first come out of you!

Most of you will also have a fireplace. Some will be wood burning and others are operated by gas. ALWAYS OPEN THE FLU BEFORE USE to avoid smoke damage in your apartment.

You have a hard-wired smoke detector and a battery operated Carbon Monoxide detector in your apartment. Please check these devices monthly by pressing the “test” button. Neither device should be removed or disconnected at any time for any reason. Please see the informational flyer about Carbon Monoxide detectors on the “Community Living Guides” page.

Your balcony/patio is yours to enjoy and maintain. Please avoid making your patio your “storage area”. The patio should be tidied up and kept clear of clutter. Tiki torches and charcoal cookers are expressly prohibited and will be removed without notice.

### *Laundry*

The laundry room is located on the ground floor in the center of the building. There are two washers and two dryers in each building except the “K” Building. Residents of this building will be able to use the laundry in the “G” building. We will provide you with a key at move in.

### *Pool*

A pool is provided for your use in the center of the community. Your security door key will get you into the gated area. It is open from Memorial Day to Labor Day, or later if weather permits. An adult must accompany anyone under the age of 18, and a resident must accompany any guests to the pool. Pool hours are from 10am to 10pm.

### *Pest Control*

Pest control is your responsibility. Operating this way allows you to implement the level of pest control you desire. Furthermore, there are people who object to the chemicals that come with pest control. Please contact Weldon Pest Control (217-355-1876) for your treatment needs. An abnormal pest infestation (i.e. you believe your neighbor’s living conditions are causing a pest problem) should be reported to your community manager.

### *Garbage Removal*

Garbage is picked up on Monday, Wednesday, and Friday. Please put all garbage inside the dumpster or it will not be picked up. If you leave items outside the dumpster, you will be charged a hauling fee.

### *Parking*

Stonegate Village is all open parking and free for your use. All parking must be in designated, lined spaces. Any vehicle parked outside (or perpendicular to) the lines, in handicapped zones, or on the grass will be towed at the violator’s expense. There are 40 private garages for lease. These garages are equipped with keypads and remotes. Please call the office for availability.

We hope that these things will help you to know your apartment and enable you to handle minor things on your own. Though there are things that you can handle quickly and easily yourself, please do not do any comprehensive maintenance to your apartment. If something ceases to work or if you have questions, then please let us know... that is what we are here for. You can reach our maintenance department at 217-378-2729.

**Thank you for choosing a Royse and Brinkmeyer Apartment!**



**ROYSE & BRINKMEYER  
APARTMENTS**

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