

Welcome to Westwood Village



Here are a few things that will help you get acquainted with your new apartment. To begin with, you may notice that you have a yard! We do the lawn care, but if you are interested in developing the landscape further, then please let us know before getting started. Anything to improve the look of your home and the community is welcomed.

Mail

Your mailbox is located on the street in front of your apartment. This is also where outgoing mail should be placed with the flag in the “up” position.

Electrical

The electrical system is on a fuse box or a circuit breaker (pictures below). The box is located in the closet of your bedroom. If you have a breaker, 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. For those of you who have a fuse box, we have provided extra fuses for you. This consists of replacing the burnt out fuse with a new one. If it is not obvious which fuse to replace, please let us know and we will take care of it for you.

You also have a GFCI (Ground Fault Circuit Interrupter) outlet in your kitchen and bathroom. 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 you apartment you should first check

your breakers and then your GFCI outlets. If neither of these solves the problem then please call us.



GFCI Outlet



Circuit Breaker



Fuse Box

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. 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 an electric range/stove in your kitchen. You are also provided with a stackable washer/dryer unit. Please keep the lint screen clean and empty it after each use to ensure that the dryer does not overheat and malfunction. Keep in mind that this is not a full-size washer/dryer. Therefore, comforters and excessively large loads of laundry should not be washed in these machines. Loads too large can damage the drum and cost you money.

You have an electric water heater located in your hallway/laundry closet.

Avoid Charges: A service charge is necessary if we have to unclog your toilet. Nothing should go into your toilet that did not first come out of you!

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.

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

You have a 65 gallon wheeled cart in your driveway or garage labeled “Area Disposal”. This trash receptacle should be wheeled to the curb on Wednesday nights. A garbage truck will empty the cart on Thursday mornings. All garbage must be inside the cart or it will not be picked up. If you leave items outside the cart, you will be charged a hauling fee.

Parking

You are provided with a private garage. The dimensions are 19ft by 13.5ft. You can enter the garage with your remote, keypad, or cable release key. On-street parking on Holmstrom, Cameron, and Maynard is free.

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!



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