

# Welcome to 401 Prospect Pointe



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 reside on the second floor and desire access to the inoperative door (the other door with no handle) for moving purposes, then please check out a key from the leasing office.



## *Mail*

Your mailbox is located in the stainless steel boxes throughout the community. Mailboxes for buildings 1,2, and 3 are located at the main entrance in between the incoming and outgoing lanes. The mailbox for building 4 is located on the South side of building 3. Buildings 5 and 6 can find their mailboxes in front of their respective buildings on the West sides. The building 7 mailboxes are in front of the building on the East side of the “E” garages. Building 8 mailboxes are on the East end of the “C” garages and building 9’s boxes are on the West end of these garages. There is no outgoing mailbox at Prospect Pointe. The Savoy Post office is less than one mile away. Outgoing mail should be dropped off at this location. If you do not wish to have packages left outside your front door, you should notify the deliverer.

## *Electrical*

The electrical system is on a circuit breaker. The breaker box is located in the hallway if you are in a two-bedroom and in the utility area 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. 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 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!

You are provided with full-size washer dryer hookups. The space provided is for standard size washers and dryers. Oversize washers and/or dryers will NOT fit in the space provided. The dryer hookup is electric, therefore will NOT support a gas dryer.

If you smell gas in your apartment, chances are the pilot light is out on your gas water heater. This is an easy fix, and one that we prefer to do for you. Please call us if your pilot has gone out and we will relight it for you. If there is a blue flame coming from the base of your water heater, then your pilot light is NOT out and you should call us if you smell gas. If it is after hours (before 8am or after 5:00pm) then please call Ameren IP at 800-755-5000.

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.

### *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*

The dumpsters are emptied 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*

Prospect Pointe is all open parking and free for your use. There are 54 private garages for lease. These garages are 21ft by 11.5ft and equipped with keypads and remotes. Please call the office for availability. Parking in handicapped zones (without permit) or on the grass is prohibited and will result in towing at the violator's expense.

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 + Brinkmeyer Apartments!**

