

**Welcome to SilverTrees Apartments of
Richmond!**

Your new address is:

5901 Milwaukee Ave., Richmond, IL 60071

Apartment #_____

How to contact the Manager, Melissa Taylor:

Phone 815-338-7752, x 128

Email: mtaylor@mchenrycountyhousing.org

Fax: 815-338-1217

After hours EMERGENCY ONLY 815-529-8334

Your on-site caretaker is

None currently

MOVE-IN REMINDERS:

You must contact ComEd to have the electric service put in your name: 1-800-334-7661. You can also make this request on their website at www.comed.com.

Break down all boxes before putting them in the recycling in the dumpster enclosure.

Your on-site Caretaker is *none currently*

Maintenance needs: You have some options: 1) put a maintenance request in the black mailbox in the community room for the maintenance crew to pick up the next time they are there (they come to SilverTrees on Thursdays). 2) Call manager, Melissa, and speak with her or leave a message. 3) *there is currently no on-site Caretaker*

For your phone, internet, and television needs, you may contact any provider you choose. Not all providers service the Richmond area. You will have to ask them specifically. **NOTE: NOTHING IS TO BE ATTACHED TO THE BUILDING WITHOUT PRIOR WRITTEN APPROVAL FROM THE MANAGEMENT.**

FRIENDSHIP CLUB

Please contact Evelyn Carter in apartment #3, 815-900-0748, for information regarding this tenant social club. Meetings take place in the Community Room. All are welcome!

Club dues are \$2.00 per month. The 3rd Tuesday of every month at 11:30 the Friendship Club meets for lunch and a meeting.

Tenants also get together at other times in the Community Room for games, cards, coffee or other activities.

PAYING YOUR RENT:

Make your check out to MCHA (McHenry County Housing Authority). Mail it to the Housing Authority office at:

McHenry County Housing Authority, P.O. Box 1109, Woodstock, IL 60098.

Please DO NOT mail it to the Housing Authority's street address. Our mailbox in the parking lot is not a secure receptacle. Always use the P.O. Box for security.

If you have some type of additional payment you must make to the Housing Authority, you must write a SEPARATE check for that additional amount. It cannot be added onto the same check as your rent payment.

Your rent is always due by the first of the month, however, you do have a 5-day grace period to get it paid. Under no circumstance should your rent ever be later than the 5th of the month.

You are welcome to place your rent check in the secure drop box in the Community Room. The Manager is at the SilverTrees every Thursday morning, and will check and empty the drop box at that time.

ALWAYS PAY YOUR RENT IN FULL.

IMPORTANT PHONE NUMBERS:

Village of Richmond website: www.richmond-il.com

Richmond Police: 911 or 815-338-2144 (non-emergency). Police website: richmondilpolice.com

Richmond Fire Dept.: 911 or 815-678-3672, website: www.richmondfire.com

Richmond Village Hall, 815-678-4040, 5600 Hunter Dr., website: www.richmond-il.com

Richmond Public Library, Nippersink Library, 5428 Hill Rd., 815-678-4014; website: www.nippersinklibrary.org

Richmond Post Office, 5510 Mill St., 815-678-3951

Senior Services (provides numerous services for anyone age 60 and older, including information and referral to other service agencies)
815-344-3555 OR 800-339-3200 (24 hours)

211: This is funded by the United Way. The 211 service can connect you to many kinds of services including, but not limited to: emergency shelter, food pantries, elderly care, employment services, educational/vocational training, counseling, health resources, etc.. Their website is www.findhelp211.org

Illinois Department on Aging:

800-252-8966, 1-888-206-1327 <TTY service>)

ready.illinois.gov (website): emergency and disaster preparedness, from Illinois Emergency Management Agency

Illinois Poison Center 800-222-1222

Tenant Meetings: There are tenant meetings held approximately every six weeks. These meetings are listed at the end of each newsletter. You are not required to attend the meeting, but you are always encouraged and welcome to join us. The purpose of the meetings is to share ideas, issues, problems, feedback both good and bad. The manager attends these meetings along with any interested tenants.

911: Always call 911 if something serious is going on or you need some kind of help FAST, whether it be police, fire, or ambulance. Never worry about being in trouble for calling 911. The 911 emergency system is in place to help all people in their time of need. Don't be afraid to use the system if the need arises.

dependent of the household for tax purposes and is not subject to the eligibility requirement of a tenant or member.”

TO FURTHER CLARIFY, SO THERE ARE NO MISUNDERSTANDINGS, the live-in aide is there ONLY BECAUSE the tenant requires help, and the aide would not be living in the unit except for this circumstance. Additionally, should the tenant move out, enter a nursing home, pass away, or otherwise leave the unit permanently, the live-in aide is NOT ALLOWED to continue occupancy in the apartment vacated by the tenant of record. The live-in aide is required to vacate the unit. A live-in aide is **NOT** a “surviving household member.”

Monthly Newsletters: There is a monthly newsletter that you will receive from the Housing Authority. It is mailed to you. If you have any item you want to get posted in the newsletter, please contact the manager by the middle of the month in order to get the notice posted in the following month’s newsletter.

Notices from Manager: You will occasionally find a notice from the manager taped to your front door. The manager is not being anti-social. Sometime taping a notice to the door is the most efficient means of getting information to each tenant in a timely manner. If your door is open when the manager comes around, the manager will ring your doorbell and hand you the item to you directly.

Police: You are always encouraged to call the police if anything suspicious, unusual, or illegal is going on. You have a right to feel safe in your own home. You will never be in trouble if you call the police and it turns out to be a false alarm. The Richmond Police are very protective of the seniors in the community, and are always willing to come if something is going on.

Rent Receipts: Your cancelled check is your rent receipt. If you failed to pay your rent, you will be mailed a demand for you to pay your rent.

CONCEALED CARRY

You will see signage in the laundry rooms and Community Room that depicts a handgun with a red slash through it. This means that no concealed weapons are allowed in those areas. If you have a concealed carry permit, do not bring your weapons into those areas.

TIPS AND GIFTS

McHenry County Housing Authority employees are to follow the Illinois Gift Ban Act. The Housing Authority Personnel Policy states, “Employees of the Housing Authority are required to adhere to the Illinois Gift Ban Act which prohibits accepting any personal gifts, services, or gratuities from clients, vendors, contractors, and all other persons doing business with the Housing Authority.”

Please do not offer gifts of any kind to any Housing Authority employee, including the apartment manager and the maintenance crew.

TENANT MEETINGS

Tenant meetings are held approximately every six weeks in the Community Room. You are not required to attend, but are invited and welcome to do so. This is an opportunity for tenants to share ideas about the SilverTrees Community and to catch up on any SilverTrees news. These tenant meetings are listed at the end of each monthly newsletter.

YOUR APARTMENT

Emergency Call Switches: Your apartment has two emergency call switches: one in the bedroom and one in the bathroom. These switches are NOT connected to the police or fire departments. When you trip an alarm switch, there is a flashing light and an alarm that goes off outside your front door. Your neighbors should notice if your alarm is going off.

If you notice someone else's alarm going off, please go ring their bell to see if they are OK. If they don't answer, notify the on-site caretaker immediately. If the caretaker is not available, CALL 911. You will not be in trouble for calling 911 and it turns out to be a false alarm.

Smoke-Free Policy: The SilverTrees property is covered by a Smoke-Free Policy, which you have signed and received a copy of. The smoke-free policy requires that you (and your guests) smoke on YOUR OWN REAR PATIO, OR IN FRONT OF YOUR APARTMENT.. There is NO SMOKING anywhere else on the property including, but not limited to: inside the apartment, sidewalks, parking lots, dumpster enclosures, etc.

Repair requests: There are several ways you can make a repair request. You may make a written request and put it in the black mailbox in the Community Room (by the bulletin board) for maintenance to pick up the next time they are at the property (they go to SilverTrees on Thursdays). You may call the manager, Melissa, and speak to her or leave her a voice message. You can contact your on-site caretaker.

MISCELLANEOUS ITEMS

Available units: During your residency, you may see prospective tenants who are looking at an empty unit. Please do not make it your job to inform them of another empty unit at the complex, or a unit you know will be empty shortly. The only available unit is the one that management has directed them to, and NO OTHER.

Grilling outside: Grilling is NOT allowed at individual apartments or patios. The only place grilling is allowed is the communal gas grill near the Community Room. MCHA supplies the gas for this grill.

LIHEAP: LIHEAP (Low Income Home Energy Assistance Program) is administered by the McHenry County Housing Authority. If you are income-eligible, you may receive a one-time payment toward your electric bill. The program usually starts in the month of October for seniors and the disabled. Sometimes there is a short program in the summer for a smaller one-time payment toward your electric bill to help offset the cost of running your air conditioning. Call the Housing Authority and ask for LIHEAP for further information on this program: 815-338-7752.

Live-In Aide: You are allowed to have a live-in aide, if you need one. A live-in aide is a person that lives in your apartment for the purpose of helping you in personal or medical care situations with which you may need help. The definition from the Rural Development handbook is very specific: "A person residing in a tenant's housing unit who is essential to the well-being and care of the persons who are elderly or have handicaps or disabilities residing in the unit, but is not obligated for the person's financial support and would not be living in the unit except to provide the needed support services. While the resident assistant may be a family member, the resident assistant may not be a

WEATHER-RELATED INFO

Please DO NOT move your car while the plowing company is plowing the SilverTrees parking lot (see: **“PARKING”**).

If the Woodstock School District 200 is closed for winter weather, then so is the McHenry County Housing Authority office. Before you begin your trip to the Housing Authority office in Woodstock, make sure you phone first to see if we are open. Our automated phone message gets updated with closing information, so you will know if you should try to come to our office or not.

Tornadoes are a threat to Northern Illinois, especially in the spring. If there are tornado warnings for Richmond, please do not leave your apartment in order to go to a “safe place.” You should stay put in your apartment. Take shelter in your hallway; avoid windows and patio doors. If you can, cover yourself with some kind of padding such as blankets or a comforter. Protect your head and neck. For further information regarding tornado safety, go to the website www.ready.illinois.gov. There is a lot of valuable emergency information on this site.

Smoke Detectors: Each apartment has a smoke detector, as required by Illinois law. They are wired into the electrical system, and have a battery back-up. The battery should be changed twice a year, or if the detector starts “chirping.” Changing the battery is the tenant’s responsibility, but if you are unable to do so for any reason, please put in a work order. We will be happy to help you with this chore. (The smoke detectors in apartments 17 – 20 are connected directly to the fire department).

Carbon Monoxide Detector: Illinois law requires a carbon monoxide detector in units that burn fossil fuels (natural gas, L.P. gas, fuel oil). Because SilverTrees is fueled by electricity, only, carbon monoxide detectors are NOT required.

Plumbing: Please treat the plumbing gently. Do not flush any item that does not belong down the toilet, as this will just clog up the plumbing. Non-approved items include, but are not limited to: dental floss, incontinence supplies, medical waste, food, can lids, anything that claims to be “flushable” (it has been our experience that these items are NOT FLUSHABLE). Only the toilet paper is truly flushable.

Patio: Do not use any kind of items to increase the size of your patio including, but not limited to: pallets, plywood, landscape timbers, bricks, patio blocks, gravel, etc.. You are not to increase the size of your patio in any manner.

TO WHOM ARE SILVERTREES APARTMENTS RENTED?

SilverTrees Apartments are rented to people who are low-income and age 62 or older, or disabled adults of *any age*. If you see another tenant that does not seem to be age 62 or older, that means they have a disability. Not all disabilities are evident to observers. DO NOT ask what someone's disability is. That is protected by privacy laws and I am unable and unwilling to discuss it with you.

EXPECTED TENANT BEHAVIOR

- Tenants should not interfere with the peaceful enjoyment other tenants of the apartment complex and associated grounds
 - Be mindful of any noise level you create, especially later in the evening. Many tenants go to bed early.
 - You must allow SilverTrees staff into your apartment for repairs and inspections, as needed.
 - Please notify the manager if you will be out of your apartment for any length of time exceeding 2 days.
 - If you intend to move, you MUST give a 30-day WRITTEN notice. If this notice requirement is not met, you will have to pay an additional month of rent.
 - Please review your lease for a comprehensive list of expected tenant behaviors.
 - The tenant rules, which you signed, has additional items with which you must comply. The tenant rules are as follows:
- 1) Rent is due on the first but you have a 5-day grace period.
 - 2) Electric bills must be paid on time to avoid shut-off. Failure to do so could result in eviction.

GARDENING INFO

You are welcome to garden in both the front and back of your apartment. You are not *required* to garden. If you do garden, please:

- 1) Do not extend the garden area into the grass area.
- 2) Do not make a larger garden than you can take care of.
- 3) Do not place any garden items in areas that require mowing
- 4) You may install mulch but do not install rocks or gravel.
- 5) Do not plant any kind of ivy.
- 6) Do not extend your gardening effort past the width of your own apartment, even if your neighbor is not using their garden area.
- 7) Do not harass your neighbor if you don't like their plants or gardening style. If you don't like it, all you can do is NOT LOOK.
- 8) You are welcome to plant flowers and vegetables, but don't plant anything "woody," such as shrubs, trees, evergreens, grapes, all varieties of berries. The only exception to this would be roses. Do not plant anything that climbs.
- 9) Do not remove any of the landscaping plants and bushes that are present. Do not ask Management to remove landscape plants that you do not like.
- 10) Do not take plants that are around apartments when the apartment has been vacated. The plants are considered "attached," and belong to the Housing Authority. To take plants from a vacated unit is considered a theft, and will be treated as such. If you want a plant, or part of a plant, you are to make arrangements with the tenant before they leave, and get the plant before they leave. Do not leave a hole when you dig up a plant.

WILD ANIMALS

SilverTrees is located in a somewhat rural location. There are a number of different kinds of animals that are around. Use caution when going out at night, and keep an eye out for animals.

FERAL CATS – There are cats that stay around the SilverTrees property. Do not feed, or otherwise encourage these cats to stay around. Feeding and providing shelter to these animals is prohibited in your lease and the tenant rules.

OTHER ANIMALS – Other kinds of wild animals have been seen in and around the SilverTrees property, including raccoons, skunks, coyotes, wild turkeys, and deer.

To discourage wild animals on the property, always place your trash in the dumpster and make sure the dumpster is closed.

Never feed or approach any of these feral or wild animals. Keep your eyes open if you venture out at night.

- 3) Changes in income must be immediately reported, except in the case of the annual Social Security increase. This increase will be picked up at next recertification.
- 4) No one is allowed to move in without consent of management. Additional tenants must pass a background check.
- 5) All trash and garbage must be put in the dumpster at least once. Changes in income must be immediately reported, except in the a week. Recyclable material must be properly separated and put in designated containers.
- 6) No one other than the tenant may do their laundry on the premises. Family member, aides, etc. may do the laundry for the tenant but may not add their laundry to it.
- 7) Pets are permitted only by consent of the Housing Authority. Pets are limited to one pet per household. The pet may not exceed 25 lbs., must have required shots, be neutered. There is also an additional \$200 Pet Deposit.
- 8) Recertification must be done on an annual basis to permit continued occupancy. Annual inspections must also be allowed.
- 9) Maintenance problems must be reported immediately to management. If you cannot reach the on-site caretaker, call the Housing Authority.
- 10) Notify the Housing Authority and caretaker of any guest staying more than 2 days.
- 11) Notify the Housing Authority and caretaker if you will be absent for more than 2 days.
- 12) Keep the Community Room and laundry rooms clean.
- 13) Avoid the use if extension cords. They can be a fire and tripping hazard.
- 14) Feel free to invite friends and relatives to your apartment. However, remember you are responsible for their actions.
- 15) No painting or wallpapering.

- 16) Nothing may be attached to the exterior of your apartment without management approval.
- 17) Political signs may be posted in your windows but they are not allowed in the yard.
- 18) Visitors must park in designated visitor spaces.
- 19) No inoperable vehicles are allowed on the property. The definition of an inoperable vehicle is one that has not moved in seven days or has expired license plates.
- 20) Tenants and guests are not allowed to repair or work on any motor vehicles on the property.
- 21) Nothing may be placed in the yard without permission by management. It may never interfere with mowing.
- 22) Only patio furniture, a grill and one storage unit may be left out on the patio. No tools, empty pots, brooms, shovels, etc., are allowed to remain on the patio.
- 23) Intent to move must be reported to management at least 30 days in advance and on the 1st of the month prior to moving.
- 24) Tenants must get permission from the Housing Authority before using the Community Room for private affairs.
- 25) Nothing may be taken from the Community Room without the permission of the Housing Authority.
- 26) Medical Marijuana is not permissible. Under federal law, marijuana is categorized as a Schedule I substance under the Controlled Substances Act (CSA) and the manufacture, distribution or possession of marijuana is a criminal offense.
- 27) No fire pit usage anywhere on the property, regardless of the distance the fire pit is located from the building, the type of fuel burned in it, or the material of which the fire pit is constructed.

Community Room at least 24 hours before your event to notify other tenants that the room will be in use.

It is your responsibility to clean up after your event. It is not the caretaker's job to clean up after you. If you are unwilling to clean up when you are done, then don't reserve the room.

You are responsible, as always, for the behavior of your guests. Make sure they are not disruptive to the other people who live at the property.

There is limited visitor parking available at the property. Don't let your guests park in tenant parking spaces. If you are having a large gathering, contact the Richmond Police Department to get permission to temporarily have guests park in the lot for the park (behind the complex). In no case is overnight on-street parking allowed in Richmond.

COMMUNITY ROOM

The Community Room is for everyone's enjoyment. The room is accessed by a key you have been given at move-in. Do not abuse or damage the room. If you notice something needs maintenance attention, please put in a maintenance request.

There is a small "library" in the community room.. Feel free to borrow (and return) books. If you would like to donate a book to the library, please do so. Do not donate so many that the book shelf can't hold them. We can't have books stacked all over the Community Room.

You are welcome to use the Community Room for whatever activities you like but, whatever your activities entail, don't use sprays in the Community Room including: room deodorizers, spray paint, spray adhesives, etc... Too many people are sensitive to chemicals and particulates in the air, and we just don't need it.

The Community Room is not a dumping ground for your old, broken-down furniture or other household items.

Don't put anything you really like into the Community Room to "dress it up a little." We cannot guarantee the safety of any personal item.

There is a give-away table located in the community room, next to the rear refrigerator. Please feel free to place give-away items on this table. If you see something you want, feel free to take it. Every Thursday, the manager will bag up items that have been on the table for 2 weeks and deliver them to Goodwill or Salvation Army.

Reserving the Community Room: You are welcome to reserve the Community Room, at no charge, for your own personal get-togethers. You must, however, contact both the manager and the on-site caretaker to confirm that someone else doesn't already have it reserved for that date and time. You are responsible for posting a notice in the

PETS

You are welcome to have a pet. You may have a maximum of ONE pet. It must be under 25 lbs., be spayed or neutered, and up-to-date on it's shots. You are required to show proof that this is the case. **Pet Deposit:** There is a \$200.00 pet deposit required. This is *in addition* to your regular security deposit.

Bag your kitty litter before you throw it in the dumpster!

Your pet must not be a nuisance in any manner. It is to be leashed at all times when it is outside. You are required to clean up after your pet. Keep your pet away from other tenant's doors and patios.

You may see dogs that range outside the size requirement listed above. Please remember that the size rule does not apply to any assistance animal. An assistance animal is considered a "tool" and not a pet. Special laws apply to assistance animals. If you see a tenant with a larger animal, you can assume it is an assistance animal. Do not ask why a person needs the assistance animal. This is protected by privacy laws and I will be unable and unwilling to discuss it with you.

The rules regarding pets are as follows: Any tenant who wished to have a pet must abide with all terms of this pet policy BEFORE obtaining a pet. For the purposes of this statement, household pets are defined as dogs, cats, birds, fish, gerbils and hamsters. Only one pet per household shall be allowed, and the maximum weight for the pet shall not exceed 25 pounds at maturity.

The following will not be allowed in the housing unit at any time: ferrets, snakes, ant farms, reptiles, arachnids, or rodents. Any pet not listed will have it's eligibility determined by the public housing manager PRIOR to moving it into the household.

Pet owners shall pay a Pet Security Deposit of \$200.00 in addition to the Security Deposit for the unit. If the Security Deposit is less than \$200.00, the pet deposit shall be \$300.00.

- 1) Pets may be exercised only in the area set aside for such activity. Pet wastes deposited in the area must be picked up by the Owner and placed in a plastic bag, sealed and deposited in the garbage container. Dogs and cats must be leashed.
- 2) Litter boxes must be emptied of waste daily by the owner, and the litter changed on a weekly basis and disposed of in the garbage container.
- 3) Pets must be controlled in such a manner that they do not interfere with the maintenance staff while working in the unit or yard.
- 4) Pets at the GreenTrees and SilverTrees complexes shall not be allowed in the community room or laundry rooms.
- 5) All pets must be properly licensed and inoculated against all diseases common to the pet such as: distemper, rabies and heartwork prevention for dogs, and distemper and rabies inoculations for cats. Owners must present proof of such inoculation and prevention measures.
- 6) Pets must be neutered or spayed, and proof of such measure furnished to the Housing Authority.
- 7) Pet owners must designate the person who will be responsible on the event of the Owner's illness or incapacity to care for the pet, if the designated person is not available, the Owner agrees that Management may place the animal with the proper animal control agency or boarding kennel. The Owner thereafter will be solely responsible for reclaiming the animal and for all expenses thus incurred.
- 8) In consideration of pet owner being allowed to keep a pet on the premises within the guidelines of this policy, the pet owner agrees to hold harmless and indemnify the McHenry County Housing Authority against any and all claims, demands,

PARKING

Please note **THERE ARE NO ASSIGNED PARKING SPOTS**. You are allowed only **ONE** vehicle per adult occupant of your apartment. If you have more than one vehicle per adult, you will have to find somewhere off-property to park your extra vehicles. They cannot stay on the SilverTrees property.

All visitors must park in the "visitor" parking spots. Aides/ Care-takers/Homemakers/Medical Support Staff: Make sure you tell all your visitors, including the listed official helpers that they **ARE NOT** tenants and must park in the "visitor" spaces.

No parking in front of any dumpster at any time for any reason.

If you are having a large gathering, don't allow your visitors to park in tenant parking spaces. Please contact the Richmond Police Department for permission to have your guests park in the parking lot for the park (behind the SilverTrees complex). In any case, on-street overnight parking is never allowed in Richmond.

In the winter, when the parking lot is being plowed, do not run out and move your car while the plowing is going on. **THIS IS FOR EVERYONE'S SAFETY**. When they are done plowing, you may then move your car.

We also have people that shovel the sidewalks and apply salt as necessary. You do not have to clear your own sidewalk. There is also extra sidewalk salt available for you to take to your apartment (an old plastic coffee can works great), to have handy if your walk needs extra salting.

DUMPSTERS AND RECYCLING

There are 4 dumpster enclosures at SilverTrees: near apartment #7, by the community room, by apartment #25, and by apartment #34.

Inside the dumpster enclosures are a dumpster and recycling containers.

Separate your trash from your recyclables. Please **BAG YOUR TRASH** before you place it in the dumpster.

NO PLASTIC BAGS ARE TO BE PUT IN THE RECYCLING FOR ANY REASON.

Do not place large items, furniture, or electronics in the dumpsters or in the dumpster enclosures. It is **YOUR** responsibility to get rid of your large or electronic items.

Do not place your bagged trash on the ground inside the dumpster enclosure. The wild animals tear the bags open and scatter the trash everywhere, leaving a huge mess that the garbage company will not pick up. Always place bagged trash **INSIDE** the dumpster.

lawsuits, costs and expenses, including reasonable attorney's fees for the defense thereof, arising from any damage done to person or property by reason of pet owner's pet. It is suggested that the resident obtain personal liability insurance to cover possible losses caused by the pet and provide a copy of the policy to the Housing Authority.

The following situations shall constitute cause for immediate termination of the dwelling lease:

- a. Evidence of animal abuse or neglect;
- b. Evidence of untreated illness;
- c. Pet behavior that constitutes immediate threat to health or safety to residents;
- d. Excessive pet noise, for example: barking crying, howling;
- e. Excessive pet odors or damage to McHenry County Housing Authority property

The rules contained herein are incorporated in your Dwelling Lease by reference and shall be made a part thereof, whether or not you are, or intend to be, a pet owner.

LAUNDRY

The laundry room for apartments 1-20 is located in the Community Room. The laundry room for apartments 21 - 40 is located next to apartment #34.

The laundry machines are paid with a laundry card. You may purchase a card from the machine in the Community Room.. Purchase the card with a \$5.00 bill. The card costs \$2.00, and will come with \$3.00 already on it. Do not use a larger bill to purchase the card! Only use a \$5.00 bill! If you use a larger bill, you will not get credit for the additional money you paid. This card is your own personal property. Treat it like cash. If it gets lost or stolen, you will not be reimbursed for it, and you will have to purchase a new one.

You may add value to your card at the same machine. Follow the simple directions on the machine to complete this task. The card can hold a value up to \$99.00, but we encourage keeping a smaller amount on it. To add value to your card, use a \$5.00, \$10.00, or \$20.00 bill. The machine will not accept singles.

Etiquette:

- 1) There are NO assigned laundry times for anyone. You are welcome to use the machines at any time.
- 2) CLEAN THOSE LINT TRAPS! Always check them before drying your load, and clean them afterwards.
- 3) The machines are for TENANT use only.
- 4) Do not leave laundry unattended in washers or dryers.
- 5) Do not dry rubber-backed rugs in the dryers
- 6) Do not overload washers or dryers.

TRANSPORTATION

SilverTrees is served by the Richmond Township Senior Bus Ride program.

To schedule an appointment, call 815-678-0077 (Supervisor's Office).

Guidelines: Reservations must be made with a 24 hour notice and are on a first-come, first-served basis.

Hours: M – F, 8:00 a.m. – 4:00 p.m.

Allow ½ hour window for pick-up and drop-off times

FOR TOWNSHIP SENIORS: Fridays: McHenry Shopping Day, 9:00 a.m. – 12:30. **Tuesdays & Thursdays:** Exercise, 9:15 a.m.– 10:15 a.m.. **Wednesday;** Errand Day 9:00 a.m. – 12:30 p.m. (Spring Grove & Richmond) – grocery, hardware store, post office, bank, etc.

For further information, call the Township Supervisor's office at 815-678-0077.

Website: www.richmond-township.com/senior-bus-ride-program

MCRIDE (PACE)

Richmond is also served by the Pace MCRide program. For further information on MCRide, call the McHenry County Department of Transportation: 815-334-4981. Their website is www.McHenryCountyDOT.org. They can also be emailed at mcride@co.mchenry.il.us.

~You are given a copy of the MCRide brochure at the time you are given this booklet~

