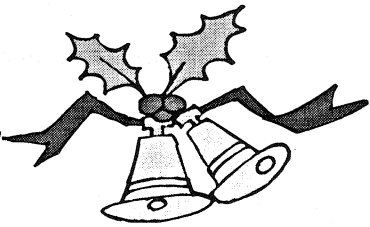


Office Hours:

9AM - Noon Monday - Friday

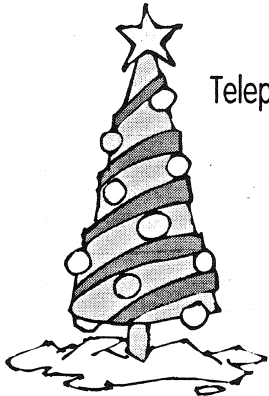
1PM - 4PM Monday & Wednesday



Please call before coming to the office to verify that someone is available to speak with you. Make arrangements to pickup packages between 8:00AM and noon. If you have a lock-out, call 632-2100 or come to the office. Only in an emergency, in the evenings or on weekends, should you call 447-9352.

Newsletters and statements are available at the office the last week of each month, after the 25th. Each household is responsible for picking these up and **READING** the information provided. Tenants can purchase stamps, get change and pay rent in person ONLY during window hours - Tues. & Fri. 9AM to Noon. Checks and money orders may be placed in the dropbox slot on the office door.

If you have a work order, call the office. Please leave a message stating the unit number, nature of the problem and whether maintenance has permission to enter. It is NOT necessary to come to the office, just call. Your needs will be addressed as soon as possible in the order of urgency.



330 West Court- St. Clay Center, KS

Telephone: 785-632-2100 Fax: 785-632-6363

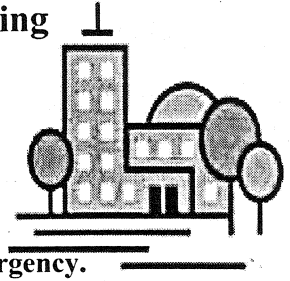
Website: claycenterhousing.com

KS Relay Center TDD 800-766-3777



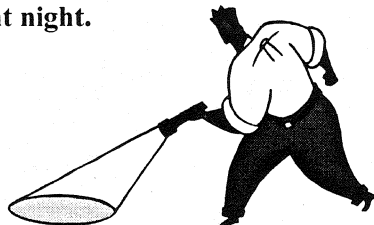
CLAY CENTER HOUSING
RENTAL OFFICE
2014
93-501

The dos and don'ts for safe apartment living



Do...

- Create impression you are not living alone.
- Befriend neighbors who can help you in an emergency.
- Learn who lives in your building so you know who doesn't belong.
- ALWAYS lock your doors and windows at all times, no matter what the circumstance and especially when you go to bed.
- Purchase renters insurance. Renters insurance can protect you in case of theft or disaster or damage liability.
- Use the peephole before you open your door.
- Keep lights on a timer so people will think you are home.
- Always keep your cell phone close by when you are outside your apartment or your building.
- Keep a bat in the house either by the door or by your bed.
- Keep an inventory of your personal belongings so you can file a report if something is missing.
- Inform the landlord when you are going to be gone longer than 24 hours.
- If you see someone who looks suspicious in the building call the police and your landlord.
- Make sure you have an emergency contact number for the landlord.
- Take a flashlight when going out at night.
- Always be alert!



Don't...

- **Make duplicates of your apartment key to hand out to all your friends or put the spare in a visible place.**
- **Give out personal information about yourself, where you live, what you do for work, what your plans are for the day.**
- **Leave valuables in your car or near your windows where people can see them.**
- **Leave notes on the door for roommates, neighbors or landlords saying that you are gone or what time you will be back.**
- **Leave clothes unattended in the laundry room.**
- **Leave car doors unlocked.**
- **Prop open any exterior door for someone to walk in. Everyone should be entering the building through the main entrances.**
- **Volunteer information about other tenants. If your fellow tenant wants to share information they can talk for themselves.**
- **Leave your apartment door unlocked for any reason.**
- **Let anyone in the building that you don't know. If someone is visiting, the tenant they are here to see should be the one to let them in.**
- **Don't loan out your security card. All tenants receive one at move-in. No one unless authorized by the landlord should have one.**

Follow the terms of your lease, notify the landlord of any potential problems, be a good neighbor and you will have a long and peaceful tenancy.

A Parent's Night Before Christmas

'Twas the night before Christmas
when all through the house
I searched for the tools to hand to my spouse.
Instructions were studied and we were inspired,
In hopes we could manage "Some Assembly Required."
The children were quiet (not asleep) in their beds,
While Dad and I faced the evening with dread:
A kitchen, two bikes, Barbie's town house to boot!
And, thanks to Grandpa, a train with a toot!

We opened the boxes, my heart skipped a beat....
Let no parts be missing or parts incomplete!
Too late for last-minute returns or replacement;
If we can't get it right, it goes in the basement!

When what to my worrying eyes should appear,
But 50 sheets of directions, concise, but not clear,
With each part numbered and every slot named,
So if we failed, only we could be blamed.

More rapid than eagles the parts then fell out,
All over the carpet they were scattered about.
"Now bolt it! Now twist it! Attach it right there!
Slide on the seats, and staple the stair
Hammer the shelves, and nail to the stand."

"Honey," said hubby, "you just glued my hand.

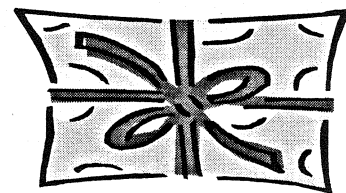
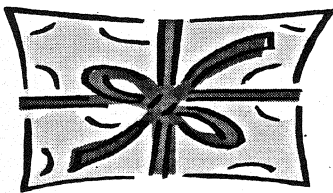
"And then in a twinkling, I knew for a fact
That all the toy dealers had indeed made a pact
To keep parents busy all Christmas Eve night
With "assembly required" till morning's first light.

We spoke not a word, but kept bent at our work,
Till our eyes, they went bleary; our fingers all hurt.
The coffee went cold and the night, it wore thin
Before we attached the last rod and last pin.

Then laying the tools away in the chest,
We fell into bed for a well-deserved rest.
But I said to my husband just before I passed out,
"This will be the best Christmas, without any doubt.

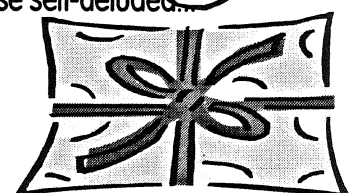
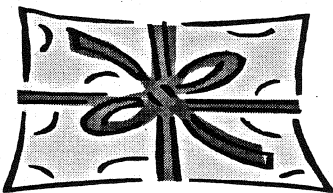
Tomorrow we'll cheer, let the holiday ring,
And not have to run to the store for a thing!
We did it! We did it! The toys are all set
For the perfect, most perfect, Christmas, I bet!"

Then off to dreamland and sweet repose I gratefully went,
Though I suppose there's something to say for those self-deluded...
I'd forgotten that batteries are never included!



MERRY CHRISTMAS * JOYFUL CHRISTMAS * JOYFUL CHRISTMAS * JOYFUL CHRISTMAS * JOYFUL CHRISTMAS * JOYFUL CHRISTMAS * JOYFUL CHRISTMAS * JOYFUL CHRISTMAS * JOYFUL CHRISTMAS * JOYFUL CHRISTMAS

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TENANT NOTICES -

Repairs - Once again we have had to repair an elevator door because someone was careless. You must use care while operating wheelchairs, walkers and motorized scooters. There have been some near-miss incidents involving others walking in the hallways. Additionally, we have several costly repair bills to doors, walls and elevators because of speed, in-attentiveness or carelessness. If this continues those responsible may find themselves liable for all damages as we are consulting legal council.

No smoking - Clay Center Housing is a smoke free environment. There is absolutely no smoking in any of the buildings and only in designated areas outside. Each resident is responsible for the actions of their guests and family so remind them of our smoking policy. DO NOT sit at the picnic tables and smoke!!!

Cold, slips & falls - As the weather gets colder please be careful when going outside. Even when there has been no precipitation the walkways can be slick from ground moisture. Always wear the correct shoes and watch where you are going. If you have difficulty getting around, please don't go out when there is ice and/or snow. Make sure to wear warm coats, hats and gloves as it doesn't take long for frostbite in the frigid temperatures.

Workorders - Call the office and leave a message. Don't tell someone in

the hallway and expect them to remember the details later.

Trash Disposal - Please remember when using the trash chutes to use a regular trash bag that you have tied shut. Don't over-stuff the bag or make it heavy. Please make sure you don't drip all the way down the hall. Do not put boxes down chutes.

The containers on the floor of the trash rooms of floors 2 through 5 of Parkview are for glass and grease ONLY. Each tenant MUST take any boxes and heavy bags they may have **outside to the dumpster**. We provide a place to dispose of your trash, not take it out for you.

Do not leave furniture or appliances in the common areas, dumpsters or service drives. Disposal of these items is up to each individual household. You will pay the cost if the housing authority has to haul anything away. There is also a charge for anything not put in the dumpster.



Christmas!

The very word brings joy to our hearts. No matter how we may dread the rush, the long Christmas lists for gifts and cards to be bought and given - when Christmas Day comes there is still the same warm feeling we had as children, the same warmth that enfolds our hearts and our homes.

~Joan Winnill Brown

Christmas Day & New Year's Day - The office will be closed. There not be any maintenance or cleaning staff on duty. In case of an emergency call **447-9352.**

and **Happy New Year**

~ Beauty Shop ~

Arlene Stewart

For an appointment, call

(785)630-0742

Located on the first floor of

Apollo Towers by

the community room.



SPRAY DAY - Wednesday,

December 10th is bug spray

day for Parkview & Tolin.

Spray day is always the

second Wednesday of the

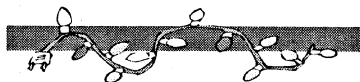
month and will start around

8:30 AM. Parkview and Tolin

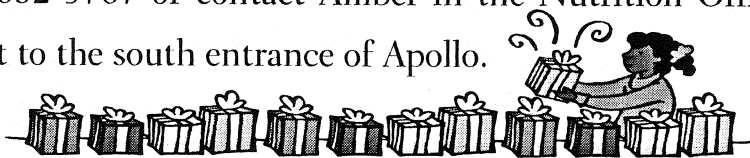
are the even months and

Apollo the odd.

Unit inspections for the 5th floor of Parkview are scheduled for **Thursday, December 11th.** You do not need to be present but will begin around 9AM.



For information or questions on the Friendship Meals program, please call 632-5767 or contact Amber in the Nutrition Office located next to the south entrance of Apollo.



General Public Transportation Mini-Bus Service

Call 632-2447 and schedule your ride today!