



# Clay Center Housing Authority February 2013

## Window hours are 9AM to Noon Tuesdays & Fridays

Residents may get change or stamps and pay rent during these times. If you pay rent by check and don't need a receipt, you can put the check in the the drop box slot of on the office door at any time. If you don't have a job, please make arrangements to pickup packages between 11:00AM and 2:00PM (except Tues. & Fri. afternoons). As always, if you have a lock-out come to the office. If no one answers the door call 447-9352.

**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. Your needs will be addressed as soon as possible in the order of urgency.

Office hours are 9AM to Noon Monday - Friday and 1PM to 4PM Monday, Wednesday, Thursday. The office is closed Tuesday and Friday afternoons, weekends and holidays. When needing to talk with John or Kim, please call first to verify someone is available. If necessary we will schedule an appointment.

Newsletters and statements are available at the office the last week of each month. Each household is responsible for picking these up and **READING** the information provided.



330 West Court St. Clay Center, KS  
Telephone: 785-632-2100 Fax: 785-632-6363  
Website: [claycenterhousing.com](http://claycenterhousing.com)  
KS Relay Center TDD 800-766-3777



**EQUAL HOUSING  
OPPORTUNITY**

On the weekends, holidays and evenings you must call **447-9352** for lockouts, elevator lockoffs, community room access or emergency maintenance. **DO NOT** call this number during regular office hours.

# USE ELECTRICITY SAFELY

To prevent shocks, burns and fires, be careful with:

## ELECTRIC CORDS

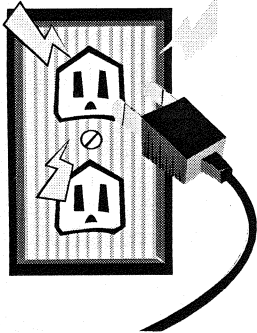
- ~ Replace cracked or frayed cords right away.
- ~ Keep cords out of walkways.
- ~ Avoid using extension cords.
- ~ If you must use an extension cord, choose one that can carry enough electric load for the appliance. (Check labels on the cord and appliance. Call the manufacturers if you have any questions. Or ask building maintenance.)



## LIGHT BULBS

- ~ Always use bulbs of the recommended wattage and type. (Check for a label on the fixture.)
- ~ When changing a bulb, turn off the switch and let the bulb cool. Keep your fingers out of the socket.

## OUTLETS



- ~ Use proper outlets for heavy-duty appliances. Check with manufacturer if in doubt.
- ~ Cover unused outlets with safety caps if children spend time in your home.
- ~ Don't overload outlets. For example, plug

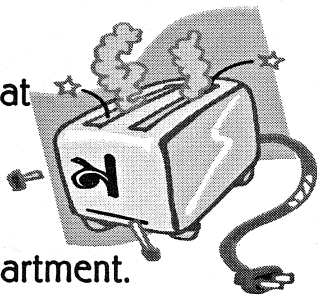
only one heat source (such as a microwave or toaster oven) into each outlet.

## ELECTRIC APPLIANCES

- ~ Unplug appliances when not in use. Also unplug them when adjusting or cleaning them.
- ~ Never use electric appliances near water or if your hands are wet.

- ~ Never put metal objects into appliances that are plugged in.
- ~ Never open up an electric appliance or try to repair it unless you are trained to do so.

Notify the office if you have a breaker that trips as this may signal an electrical problem. Always alert the office if you suspect an electrical problem in your apartment.



.....



**TRASH** - We still have some people that are dropping loose trash down the trash chutes and not tying their bags securely. Nasty garbage ends up loose in the Parkview cart or all over the floors at the bottom of the chute. Please do not stuff bags so full that they split open or make them so heavy no one can lift them. The person responsible will end up paying the cost of cleaning these messes. Also, it is each tenants' responsibility to break down boxes and carry them out to the dumpsters. DO NOT leave them in the areas next to the trash chutes and expect someone else to clean up after you.

Don't leave old appliances and TVs next to the dumpsters. You need to make arrangements to dispose of these items yourself. Our trash service doesn't pick these up and there is a charge for us to take them to the county landfill.





Love may not  
make the world go  
round but I must  
admit it makes the  
ride worthwhile.

~Sean Connery

## DID YOU KNOW?

Washington was the only president to be elected unanimously. He did his own bookkeeping and recorded every penny of expense or profit. His ledgers still exist today. By the time he became president, he only had one real tooth left. He had many sets of false teeth.

Lincoln hid his mail, bankbook and important papers in his stovepipe hat. As a young man, Lincoln split logs to build fences. He also worked on a riverboat, was a store clerk, a surveyor and postmaster before he taught himself to be a lawyer. The Civil War began six weeks after Lincoln took office.

John Adams and Thomas Jefferson were the only 2 signers of the Declaration of Independence who later became president. They both died on the same day - July 4, 1826 - exactly 50 years after they signed the Declaration. Adams ran against Thomas Jefferson for president. He won by only three votes! However, he lost to Jefferson the second time he ran.

# Valentine's Day Word Search

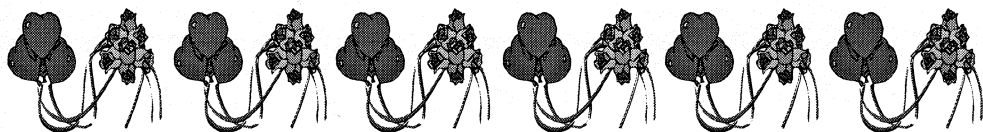
Find the hidden words associated with St. Valentine's Day.

K O C X X D L E C N H F F R I M T E  
G D B A I V A U W S V A M O U R J W  
W G W O P U P P A R R P U P V R B K  
K F I S P I Y A D E S O C G U U B G  
S U L F D X D S A W D D M B W O L X  
S D F W T S C S R O R S F E G M B T  
S O E B A S S I L L A N F L O A E W  
W M W A S P K O I F C U W O T R J Q  
E X M G R B P N N N E N F V Z A I N  
E L S Y S E Z E G F I G I E F P C O  
T I X G T G S Q Q C J K A D F C U W  
H Q A W V S U T Z T U P C R S N U F  
E P H P T L E N G A P M A H C V R R  
A Q S R U E Z V E O E C F K J L K P  
R P A N E B J B O P T C I U C X Y I  
T E U O A D J W N R V J N A H O C V  
H C C H O C O L A T E M N A X B V W  
F V A L E N T I N E A D C A M T B O  
V E V O L B Z J A N Y T K F R O Q F  
P X I T N R F E V O L E U R T H R E  
H C N O W S M E O P Y X E K W D J O

AMOUR  
BEAU  
BELOVED  
CANDY  
CARDS  
CHAMPAGNE  
CHOCOLATE  
CUPID  
DARLING  
DEAREST  
FLOWERS  
GIFTS  
HEARTS  
LOVE  
PARAMOUR  
PASSION  
POEMS  
ROMANCE  
ROMEO  
SWEETHEART  
TRUE LOVE  
VALENTINE

## All About Puzzles

[puzzles.about.com](http://puzzles.about.com)



# TENANT NOTICES -

**LATE CHARGES** - Starting January 1, 2013, the charge for late rent payments increased to \$25. That means if your rent isn't paid in full by the 10th of the month, on the 11th you will be charged a \$25 late fee. Those tenants receiving weekly or bi-weekly paychecks, half of your rent must be paid the first part of the month with the balance paid in full by the last day of the month to avoid the late fee.

**LOCK-OUTS** - This is a reminder that there is a \$25 lock-out fee. The list of extra charges is posted on the bulletin board at each property. The Housing Authority may also charge you for any overtime incurred because personnel had to return to the property after regular business hours, on the weekend or holiday for said lock-out. Please make sure you have your key before you shut the door.

**THERMOSTAT SETTINGS** - Once again housing staff are seeing (and feeling) excessively high settings on thermostats (80-85) for heating your apartments. Federally recommended settings are as follows:

|               | <u>Winter</u> | <u>Summer</u> |
|---------------|---------------|---------------|
| When home     | 68            | 78            |
| When gone     | 60-65         | 80            |
| When sleeping | 65            | 78            |

If you feel a draft or cold radiating from your windows, make sure both sashes are completely closed. Call the office if you are unable to push up on the upper sash. Consider heavy curtains or drapes to prevent the cold from seeping into the rest of the unit. Use throws or blankets when watching

TV or just relaxing. Dress appropriately for the season, wear warmer clothes and layers when necessary.

Excessive settings; too high in the winter or too low in the summer; are considered lease violations. Instead of a flat rate you may end up paying to cover the expenses for high usage of electricity. Continued problems could lead to eviction. Please help manage our limited funds and be smart when choosing your settings.

**WINDOW HOURS** - Are Tuesday & Friday mornings from 9:00 AM to Noon. These times have not changed and were set aside so tenants may take care of the following items:

- \* Pay rent (especially when needing a receipt)
- \* Purchase postage stamps
- \* Get change or buy quarters
- \* Pickup packages, newsletter or rent statement

We will NOT make change or sell stamps at any other time. If you pay rent with a check you can just drop it in the door slot at any time.

If you come to the window and have paperwork to sign you will be asked to come in. If you need to talk with either John or Kimberley, please make an appointment. Window mornings are busy and we can't drop everything.

**SEWER ODORS** - The dry winter air is causing issues with odors coming from drains and vents of the furnaces at Apollo. Carefully pouring a cup of water down the furnace drain during the winter months should eliminate the problem in your individual units. Maintenance is taking care of the hall units of each floor.



February 18th, Presidents' Day, the office will be closed and there will be no maintenance staff on duty. If you have a plumbing emergency or lock-out please call (785) 447-9352



**ANNUAL INSPECTIONS** - Units 11 - 20 at Tolin Terrace will be inspected **Thursday, February 14th**. Going forward, each unit will be inspected once a year unless there is a problem. Whether you are home or not these inspections will take place. Please consider this your advance notice.



**SPRAY DAY** - Wednesday, February 13th is bug spray day for Parkview & Tolin Terrace. Spray day is always the second Wednesday of the month and they start around 8:30 AM on the first floor. Parkview and Tolin are the even months and Apollo the odd. This is your advance notice.



John will be reading electric meters on Monday, February 4th at Parkview. He will start at 9:00AM



*Beauty Shop - Arlene Stewart  
Located at Apollo Towers on the  
first floor by the community room.*

*For an appointment, call:*

*(785)630-0742*