

Clay Center Housing Authority

January 2013

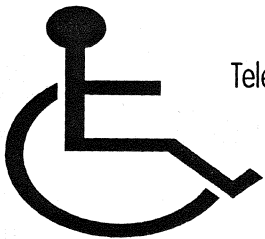
Window hours are 9AM to Noon Tuesdays & Fridays

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
KS Relay Center TDD 800-766-3777



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.

Outdoor Safety During Cold Weather

When the weather is extremely cold, and especially if there are high winds, try to stay indoors. Make any trips outside as brief as possible, and remember these tips to protect your health and safety:

Dress Warmly and Stay Dry Adults and children should wear:

- a hat
- a scarf or knit mask to cover face and mouth
- sleeves that are snug at the wrist
- mittens (warmer than gloves)
- water-resistant coat and boots
- several layers of loosefitting clothing

Be sure the outer layer of your clothing is tightly woven, preferably wind resistant, to reduce body-heat loss caused by wind. Wool, silk, or polypropylene inner layers of clothing will hold more body heat than cotton. Stay dry—wet clothing chills the body rapidly. Excess perspiration will increase heat loss, so remove extra layers of clothing whenever you feel too warm. Also, avoid getting gasoline or alcohol on your skin while de-icing and fueling your car or using a snow blower. These materials in contact with the skin greatly increase heat loss from the body. Do not ignore shivering. It's an important first sign that the body is losing heat. Persistent shivering is a signal to return indoors.

Avoid Exertion

Cold weather puts an extra strain on the heart. If you have heart disease or high blood pressure, follow your doctor's advice about shoveling snow or performing other hard work in the cold. Otherwise, if you have to do heavy outdoor chores, dress warmly and work slowly. Remember, your body is already working hard just to stay warm, so don't overdo it.

Understand Wind Chill

The Wind Chill index is the temperature your body feels when the air temperature is combined with the wind speed. It is based on the rate of heat loss from exposed skin caused by the effects of wind and cold. As the speed of the wind increases, it can carry heat away from your body much more quickly, causing skin temperature to drop. When there are high winds, serious weather-related health problems are more likely, even when temperatures are only cool. The Wind Chill Chart to the right shows the

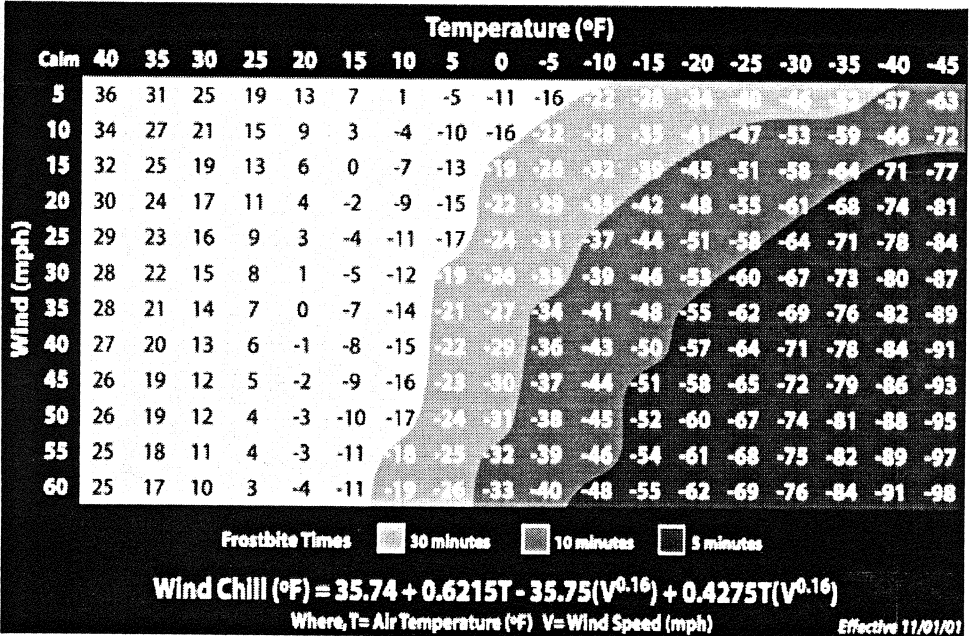
difference between actual air temperature and perceived temperature, and amount of time until frostbite occurs.

Avoid Ice

Walking on ice is extremely dangerous. Many cold-weather injuries result from falls on ice-covered sidewalks, steps, driveways, and porches. Don't go out unless you must and use extreme caution when you do.



NWS Windchill Chart



Apollo Towers & Parkview Plaza 2013 Capital Funds Program Meeting

Tuesday, January 15, 2012 at 6:30 p.m.

Apollo Towers Community Room

330 West Court Street

Clay Center, KS 67432

Fair Housing Meeting

Tuesday, January 15, 2012 at 7:00 p.m.

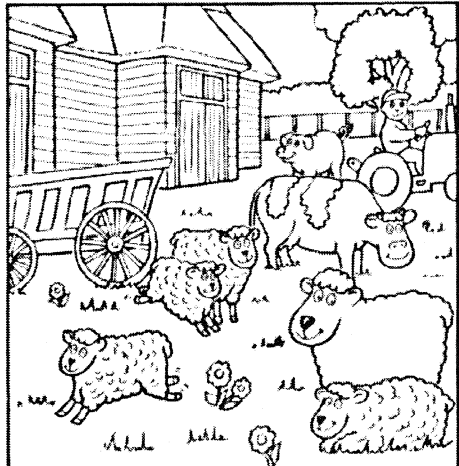
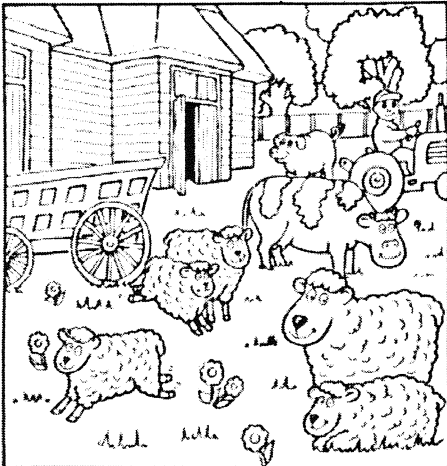
Apollo Towers Community Room

330 West Court Street

Clay Center, KS 67432

How You Can Tell When It's REALLY Cold Outside

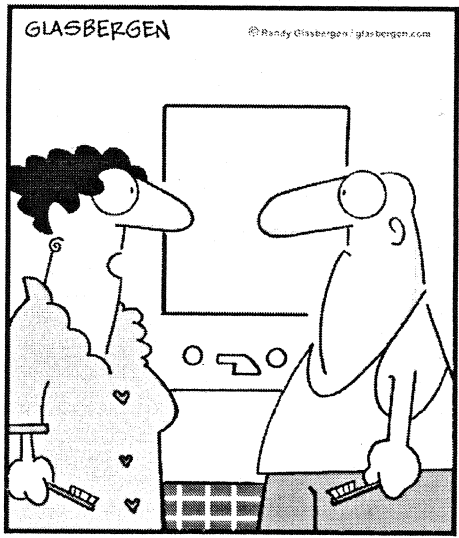
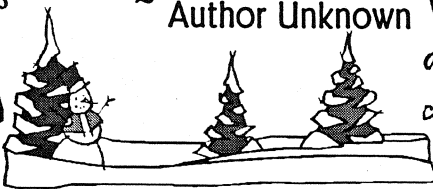
10. Your dog tells you that he'll "hold it" until later.
9. You kick your car because it doesn't start, and the car shatters.
8. Your nose isn't runny, but only because your snot is frozen.
7. Joggers keep getting stuck to the sidewalk.
6. The parking lot looks like Superman's "Fortress of Solitude".
5. Snowball throwing constitutes 'Assault with a Deadly Weapon' charges.
4. The fire department has an "Emergency Tongue Release" line.
3. The paperboy scans the newspaper onto his computer
and just sends you an e-mail.
2. Your breath crystallizes in front of you,
and pokes you when you walk into it.
1. You keep your front door open because you really ARE trying to
"heat the whole neighborhood."



Can You Spot the Differences?

Winter is the season in which people try to keep the house as warm as it was in the summer, when they complained about the heat.

~ Author Unknown



"I must have a slow metabolism. I caught a snowflake on my tongue and gained 3 pounds!"

Feathered Friends Word Search Puzzle

Can you find all the bird names hidden in the puzzle?

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

- BLUEJAY
- BUDGIE
- CARDINAL
- CRANE
- CROW
- DUCK
- EAGLE
- EMU
- FALCON
- FLAMINGO
- GOLDFINCH
- GOOSE
- GRACKLE
- HAWK
- HERON
- HUMMINGBIRD
- JUNCO
- MEADOWLARK
- ORIOLE
- OSTRICH
- PARAKEET
- PARROT
- PIGEON
- RAVEN
- ROBIN
- SEAGULL
- STARLING
- TURKEY
- VULTURE

TENANT NOTICES

LATE CHARGES - Starting January 1, 2013, the charge for late rent payments is increasing 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.

AUTOMATIC RENT PAYMENTS - Forms are available at the office for tenants interested in having their rent paid directly from their bank account. Return the completed form and a voided check to the office. Within a couple months your account will be automatically debited for the balance of your statement each month.

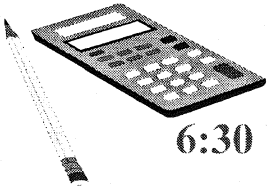
TOLIN TERRACE NW SIDEWALK – Due to the width of the northwest sidewalk at Tolin Terrace, we ask that residents **use the north entrance** to go to your cars when snow and ice is on the ground. Maintenance **WILL NOT** be clearing the northwest side walk due to the narrow width and damage to the new lawn.

NO SMOKING - Cold weather does not change the no

smoking policy! Neither you nor your guests may smoke in your apartment or any other part of the buildings at any time. You may NOT stand right outside the door of the building and smoke. There are only certain areas on the property where smoking is allowed and they are clearly marked. It does not make any difference how cold it is, if you cannot or will not follow the rules **you will be evicted.**

ELEVATOR USE - Please be aware that mis-use or abuse of the elevators is a violation of your lease and can lead to eviction. Blocking the doors open and/or holding the door can damage the computer that controls them. This is very costly to repair and you will be charged for the damage you cause. We can see who does what to the elevators.

TENANT CHARGES - The list of extra charges has been updated and is effective January 1st. Enclosed you will find that list and it will be posted on the bulletin board at each property. Any charge you incur will appear on your monthly statement.



FAMILY BUDGET CLASS

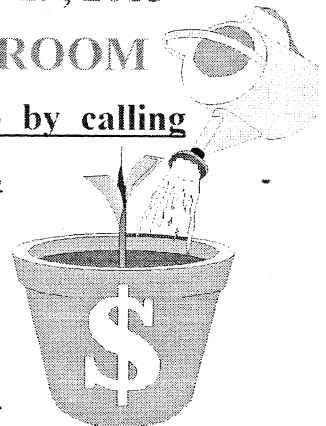
6:30 PM Tuesday, January 29, 2013

APOLLO TOWERS MEDIA ROOM

The class is free but you must sign up by calling 632-2100 or coming by the housing office.

Come learn simple ways to setup and manage your money. Learn how to get out of debt and actually save money.

Free worksheet!



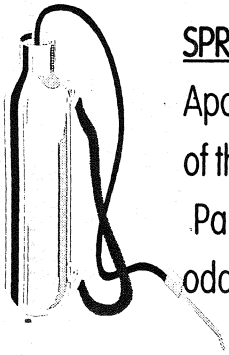
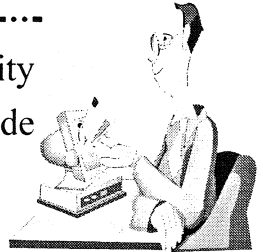


Tuesday, January 1st the office will be closed. There will be NO maintenance nor cleaning staff on duty. If you have a plumbing emergency or lock-out please call (785)447-9352. The office will also be closed and no maintenance available Monday, Jan. 21st - Martin Luther King Day .

.....

If you would like to receive Housing Authority notices and information via email please provide the office with your email address.

.....



SPRAY DAY - Wednesday, January 9th is bug spray day for Apollo Towers. 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.

.....

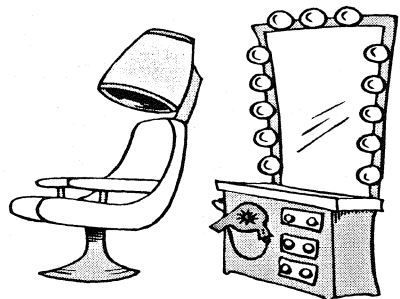
ANNUAL INSPECTIONS - Units 1 - 10 at Tolin Terrace will be inspected **Thursday, January 10th**. Going forward, each unit will be inspected once a year unless there is a problem. Whether you are home or not these inspections will take place. Please consider this your advance notice.

.....

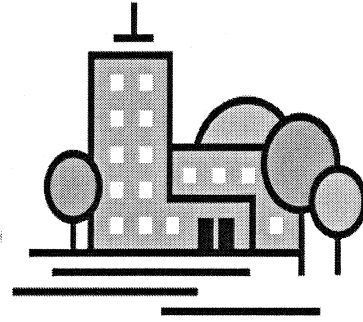
*Beauty Shop - Arlene Stewart
Located at Apollo Towers on the
first floor by the community room.*

For an appointment, call:

(785)630-0742



Housing Authority



of the City of Clay Center
www.claycenterhousing.com



Equal Housing Opportunity
KS Relay Center TDD 800-766-3777

330 West Court St., Clay Center, KS 67432
(785) 632-2100 * Fax (785) 632-6363

Tenant Charges

Effective January 1, 2013

Cleaning caused by improper trash disposal	Actual Cost
Cleaning caused by tenant carelessness	Actual Cost
Repair of damages caused by tenant or others	Actual Cost
Pet waste removal	Actual Cost
Changing locks for personal reasons	Actual Cost
Key Replacement	Actual Cost
Security Building Entrance Card	\$ 25
Lockout	\$ 25
Large Appliances (Freezers, etc.)	\$ 5 monthly
Mud tracking	\$50

We will also charge the tenant with actual costs for light bulbs, furnace filters, shades, blinds, stove heating coils, stove drip pans, electrical covers, batteries for door bells, and any other item that is not a result of normal wear and tear.