

# CLAY CENTER HOUSING AUTHORITY

## JUNE 2012 NEWSLETTER

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 slot of 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. As always, if you have a lock-out or plumbing emergency 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 and 1PM to 4PM, Monday through Friday. When needing to talk with John or Kim, please call to verify someone is available. If necessary we will schedule an appointment.

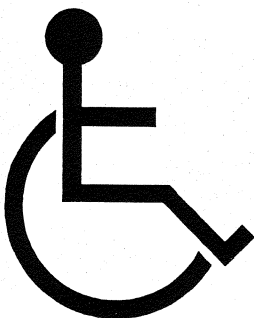
330 West Court St. Clay Center, KS

Telephone: 785-632-2100

Fax: 785-632-6363

Website: [claycenterhousing.com](http://claycenterhousing.com)

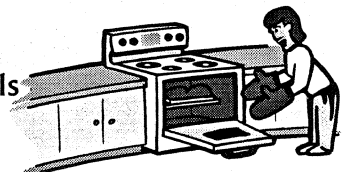
KS Relay Center 800-766-3777



**EQUAL HOUSING  
OPPORTUNITY**

# KITCHEN SAFETY TIPS

1. Always stay close by when cooking on the stove. Never, ever leave cooking foods unattended - not even for a minute. Turn burners off before or as you remove pots and pans.
2. Wear appropriate clothing while cooking - avoid wearing big sweaters or clothes with loose sleeves.
3. Make sure all wires, cords and plugs on your appliances are not frayed and plug aren't cracked. Get rid of any appliance that is broken or damaged. Don't use extension cords.
4. Scalding is one of the most common injuries in the kitchen. Make sure to turn pot handles away from front of stove. Be careful when lifting lids from hot food as scalding can occur from hot steam as well (including opening that hot bag of microwave popcorn).
5. Use pot holders for handling hot dishes and pots - keep dish towels, pot holders and oven mitts away from the stove top to prevent fire hazards.
6. Be sure appliances are unplugged before touching or cleaning any moving parts. Be careful about sharp edges.
7. Never stick a fork or knife in a toaster to retrieve trapped toast - you may get shocking results.
8. Handling knives: (a) Always cut away from your body when using a knife - it can slip and cut you, (b) Always use a cutting board - protect your counter tops (c) Keep knives sharp and clean - dull blades and slippery handles can cause injuries, (d) Don't put knives in a sink of soapy water, wash with warm soapy water, dry carefully and always store flat, never on back or edge.
9. Keep the kitchen floor clear of toys and other items. Clean up spills immediately - wet floors are a slip hazard.
10. In case of a grease fire, salt and/or baking soda can help smother the flames.
11. Keep all appliances, large and small, clean.
12. Never stack or store any flammable materials



# **POLICY UPDATES AND CHANGES**

**MINIMUM RENT FOR APOLLO AND PARKVIEW** The Board of Commissioners passed a resolution on May 14, 2012 to re-establish a minimum rent of \$50.00 per month for all residents of Apollo Towers and Parkview Plaza. Obviously, this will not have an effect on most of you since you already pay more than that. For those of you who don't, this new rule will go into effect at your next recertification. If you would like more information on this new rule please request a copy of the Admissions, Occupancy, Payments, Collections, and Evictions Policy or logon to [www.claycenterhousing.com](http://www.claycenterhousing.com) and open the policy on our tenant information page.

**COLLECTIONS POLICY UPDATE** The Board of Commissioners passed a resolution on May 14, 2012 to amend the collections policy for all three properties. Beginning May 15, 2012 if a tenant has a balance after the due date the tenant will be billed a late charge and given 14 days to pay the balance with the late charge. If, at the end of the 14 days, the tenant still has a past due balance the tenant will be given 3 days to pay or be required to move out immediately. If you would like more information on this new rule please request a copy of the Admissions, Occupancy, Payments, Collections, and Evictions Policy or logon to [www.claycenterhousing.com](http://www.claycenterhousing.com) and open the policy on our tenant information page.

**COLLECTIONS PROCEDURE CHANGE** Beginning immediately, if anyone leaves the housing authority owing a pass due balance and fails to make an attempt to pay the balance to the housing authority, the housing authority shall seek a judgment and subsequent garnishment through the District Court.



What do you call two people who always embarrass you in front of your friends?

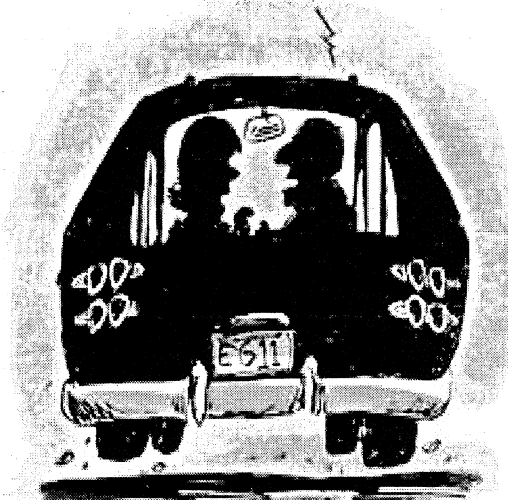
Mom & Dad

If a man says something in the woods and there are no women there to hear it, is he still wrong?

In 1900, fathers threatened their daughters suiters with a shotgun if they came home late.

Today they break the ice by saying, "So, how long have you had that earring?"

I DO NOT NEED ANY MORE TIES OR SWEATERS, I WANT A GPS SO YOU'LL LET ME DRIVE!



[www.dickgals.com](http://www.dickgals.com) Let Love Be Right Around!



## **Fathers are Wonderful People**

Fathers are wonderful people

Too little understood,

And we do not sing their praises

As often as we should...

For, somehow, Father seems to be

The man who pays the bills,

While Mother binds up little hurts

And nurses all our ills...

And Father struggles daily

To live up to "HIS IMAGE"

As protector and provider

And "hero of the scrimmage"...

And perhaps that is the reason

We sometimes get the notion,

That Fathers are not subject

To the thing we call emotion,

But if you look inside Dad's heart,

Where no one else can see

You'll find he's sentimental

And as "soft" as he can be...

But he's so busy every day

In the grueling race of life,

He leaves the sentimental stuff

To his partner and his wife...

But Fathers are just WONDERFUL

In a million different ways,

And they merit loving compliments

And accolade of praise,

For the only reason Dad aspires

To fortune and success

Is to make the family proud of him

And to bring them happiness...

And like OUR HEAVENLY FATHER,

He's a guardian and a guide,

Someone that we can count on

To be ALWAYS ON OUR SIDE.

**Helen Steiner Rice**

Under no circumstances should anyone remove markers, flags or stakes on the property. These items are NOT toys put in place for entertainment. They are there for the protection of anyone working on the grounds and removal could cause a life threatening accident. If there is equipment, construction material or tools around, please DON'T TOUCH anything.

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Tenants of the housing authority may reserve the Community Room at Apollo at anytime and have priority over any organization or group in scheduling. The first step is to check at the office to confirm availability. Some groups have ongoing monthly meetings that are already on the calendar.

There are a few things to remember: Reservations are on a first come first serve basis. You must clean-up after yourself, leave the room in the same condition or better than before you started. You are responsible for the cost to repair and/or replace any damages you or your guests cause.



No smoking, no alcohol, no pets!

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In a few weeks there will be entrance, exit, handicap and restricted parking signs in the housing authority parking lots. Please pay attention to and follow the directions of these signs. They are in place to make the traffic flow consistent and better. The new signs will also help with safety issues.

## PICNIC AREA GATHERINGS

We have received complaints from some of you regarding tenants and their visitors enjoying the picnic area. In



investigating these incidents we have found that these families were simply enjoying each other's company socially in a setting that was built with that in mind. If you suspect a disturbance or vandalism, etc. then you should call the police. Otherwise, we advise that you learn to respect one another so everyone can enjoy the amenities we have.

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**LAUNDRY ROOM USE** Do not open or stop a machine that is running to remove someone else's laundry. All tenants have the right to use the laundry rooms to do their wash without anyone's interference. Please don't leave your laundry in the machines if you are going to be gone for an extended period of time and don't freak out if someone lays your laundry on the table if you do leave it in a machine unattended. Don't leave a mess behind, clean up after yourself. Remember to use laundry soap sparingly as the high efficient machines don't require much per load. There is absolutely no reason to lock the laundry room door. Please be sure it isn't locked before closing the door. The same is true of the Apollo lounge - Don't lock the Door!!!

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**FAIR HOUSING MEETING** John will host a public fair housing meeting for landlords and tenants at 5 p.m. in the community room of Apollo on Monday, June 11, 2012.

# Father's Day is Sunday, June 17th



The Obenlands are available on the weekends for lockouts, elevator lockoff, access to the community room and emergency maintenance only. You should only contact them from 5PM Friday through 7AM Monday @ 632-2075 or 632-7124. Please call 447-9352 after hours Monday through Thursday.



*Beauty Shop - Arlene Stewart  
Located at Apollo Towers on the first  
floor by the community room.  
Call 630-0742 for an appointment.*

SPRAY DAY - Wednesday, June 13th is bug spray day for Parkview & Tolin. Spray day is always the second Wednesday of the month. Parkview and Tolin are the even months and Apollo the odd.



BI-ANNUAL INSPECTIONS - All units of Parkview floors 4 & 5 will be inspected sometime during June. Whether you are home or not these inspections will take place.