

Clay Center Housing February 2020

**Office Hours:
10 AM—4 PM
Monday—Friday**

WINDOW HOURS are Tuesday & Friday from 10 AM to 1 PM

Only at these times may tenants purchase stamps, get change, cash checks or pay rent in person. Rent checks and money orders may be placed in the drop box slot on the office door. Newsletters and statements are available after the 25th of each month. **Each household is responsible for reading ALL the information provided every month.**

When calling the housing office number, please listen to ALL phone options. The work order - #1 and application - #2, options are set up to take messages only. For a work order, **CALL THE OFFICE and select option 1, then leave a detailed message**, stating unit number, nature of problem and whether maintenance has permission to enter. If no one answers when calling option 3 - 6, please leave a message.

Packages are available to be picked up in the outer office Monday through Friday. Make sure you get only your own packages.

Only in the evenings or on weekends, if you have an emergency, i.e. lockout, elevator issues or water leak, should you call 785-447-9352.



330 West court Street, Clay Center, KS
Telephone: 785-632-2100 Fax: 785-632-6363

Website: claycenterhousing.com

Like us on Facebook!

KS Relay Center TDD 800-766-3777



RECOGNITION OF SERVICE

As of December 31st, Chris Schwensen retired from our Housing Board. Chris began his tenure with the housing board July 1, 2003 and served as the Board Chairman since May 2010. Chris, along with Steve McMahan, took on the responsibility of recruiting an Executive Director in 2005. These Board positions go under the radar, but it is an important responsibility with no reimbursement and little recognition. We appreciate Chris' service to our community along with the rest of our Board of Commissioners.

APOLLO ELEVATORS

We want the residents to know that we are very aware of the ongoing issues with the elevators and John made a formal complaint to Thyssenkrupp Elevator Company on January 22, 2020. He will continue to monitor the situation and communicate with elevator maintenance and management staff to resolve these issues as soon as possible. We apologize for the inconvenience.



You don't see penguins slip & fall on ice.

Know why?

- They walk flat footed
- They take short steps
- They walk with their arms at their sides (not in their pockets)
- They concentrate on maintaining balance

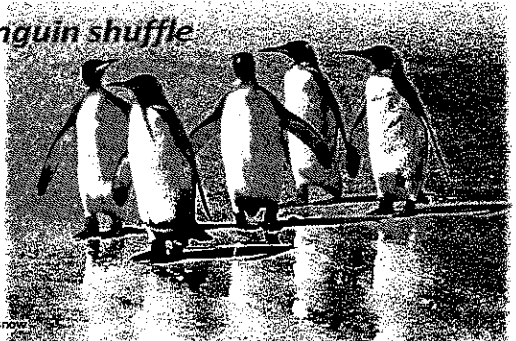
Do the penguin shuffle

Stop Winter Falls



walk like a penguin

Winter Walking Safety Tips
Environmental Health & Safety
Horticulture & Grounds
www.facilities.rochester.edu/snow



Winter weather can be dangerous so follow these simple tips during this cold and nasty time of the year:

- * Don't walk with your hands in your pockets. You could lose your balance, fall and injure yourself.
- * Warm up and do some stretching before going out into the cold. You will be more efficient and reduce the risk of injuring yourself.
- * Warm up your vehicle, it helps reduce moisture condensation. Clear frost & ice from ALL windows. Visibility is important, especially during inclement weather.
- * Always have an emergency kit in your car containing the following: blankets, flashlight, extra batteries, water and non-perishable food, extra gloves, first aid kit, duct tape, charged cell phone

Upcoming classes & meetings:

Principals of Accounting I

Wednesdays 6 to 9 p.m. April 1 through July 15, 2020

Location: Apollo Towers Community Room

Enrollment Cost \$50 - Financial Assistance will be considered on a case by case basis. This is a non-credit college level course.

Must enroll no later than March 13, 2020

Fair Housing Public Meeting

2 p.m. Sunday, April 19, 2020

Apollo Towers Community Room

2021 Operating Budget Meeting

7 p.m. Wednesday, August 5, 2020

Apollo Towers Community Room

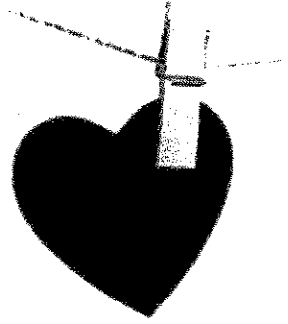
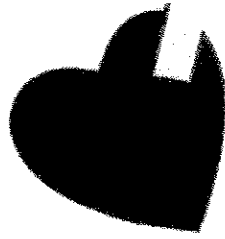
Personal Financial Management Class

6 to 8 p.m. Wednesday, September 16, 2020

Location: Apollo Towers Community Room

No Cost

Must enroll no later than September 4, 2020



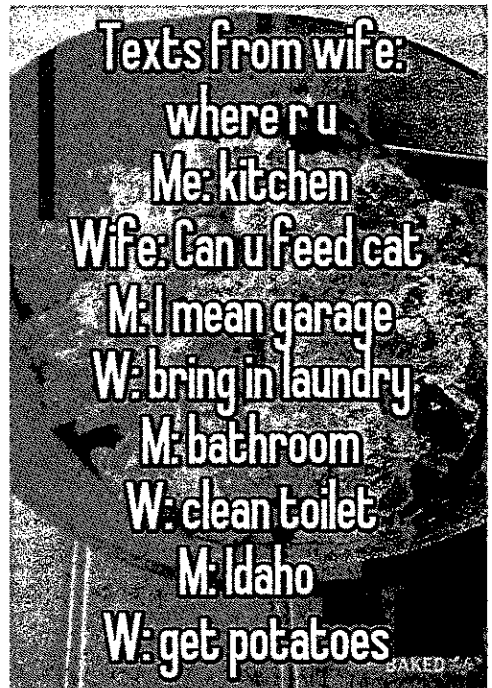
FEBRUARY

Most common lies ever told: "I didn't do it" "I'm fine"
"I have read and agreed to the Terms and Conditions"

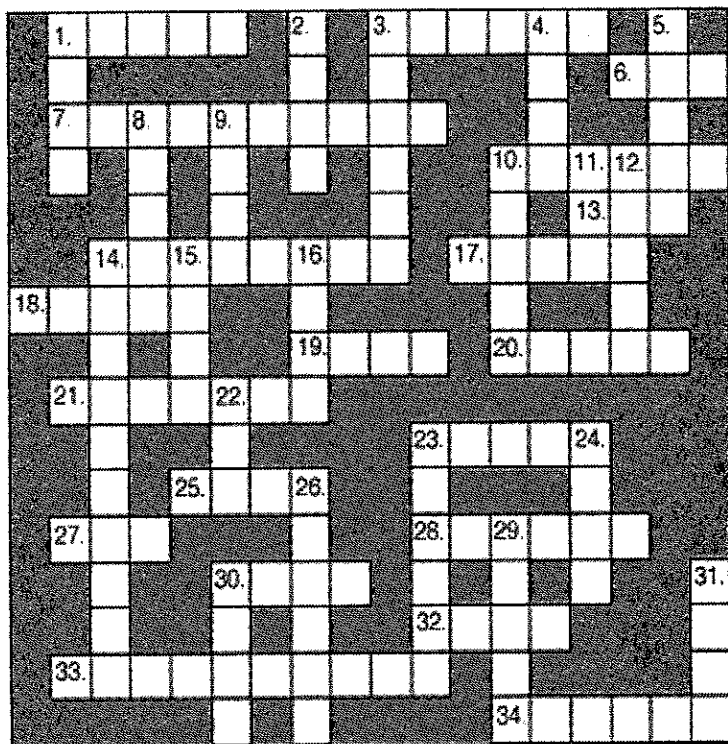
Why does toilet paper need a commercial? Who is not buying toilet paper?



"Couldn't you have just called me on my cell phone and tell me to slow down?"



Valentine's Crossword



Across:

1. Opposite of boys
3. Valentine colour
6. _____ goes there?
7. St. _____ Day
10. The targets of Cupid's arrows
13. This little piggy is one
14. Valentine month
17. Tolls paid
18. _____ change, pocket money
19. Sign above door
20. Donald's girlfriend
21. Crayon maker
23. He shoots love arrows

25. Short form for animal doctors

27. Valentine's colour
28. Cupid shoots these
30. Valentine colour
32. Choose
33. Sweet valentine gifts
34. _____ admirer

Down:

1. Bestow
2. _____ the bottle
3. Attractive
4. Frilly trim
5. Valentine colour
8. Mickey _____ Minnie
9. Close to
10. Listened

11. Past tense of eat

12. Red flowers
14. February _____ is Valentine's
15. _____ valentine.
16. Length x width
22. Single, __, 2, 3, ...
23. Winners
24. Opposite of up
26. First day of the week
29. Speed contests
30. Scheme
31. Pepper _____ candy



TENANT NOTICES

WINDOW HOURS - It has been ten years this month since we changed the days when the office window is open. It's been a year since the housing office moved and the hours changed. Window hours are ONLY Tuesday & Friday mornings from 10 AM to 1 PM. **DO NOT come to the office any other time to purchase quarters, stamps, pay rent in person, or pick-up your newsletter.** Regular office hours are 10 AM - 4 PM. This is a business office and we want to be available for our residents but there are lots of things required to run this entire property. If you need to talk to office staff please call to verify that someone is available. For work orders - press 1, Marcia - option 3 and Kimberley - press 4.

RENT PAYMENTS DUE BY THE 10TH OF EACH MONTH - Rent is past due if not paid by the close of business on the tenth of each month. A late fee of \$25 will be on your next statement and you will receive a 14-3 notice of eviction if rent is not paid.

SNOW REMOVAL - Housing maintenance will clear all sidewalks around all the buildings when there is an accumulation of snow. Ice melt is used to help with freezing rain, sleet and to prevent refreezing. The drives and entryways are cleared but your auto is your responsibility. They will not scoop around any vehicles. Complaining to others about snow removal will not change how this is handled. Talk to family and friends if you need help.

SHOPPING CARTS - Please remember when using shopping carts, return them to the lobby as soon as you remove your shopping bags. Do NOT leave them in your apartment or sitting outside your door. Other tenants may need to use them and should not have to go looking for them.

2020 BENEFIT LETTERS - **Please remember to bring your benefit letter to the housing office as soon as you receive it.** This way there is already a copy in your file when your recertification rolls around in the new year.

TRASH - We continually have a few tenants who drop loose trash down the trash chutes. **ALL TRASH MUST BE IN REGULAR TRASH BAGS THAT ARE TIED SHUT.** Do not use grocery sacks. Do not drop glass, grease or liquids down any trash chute. Do not over fill any bag, someone else is going to have to lift it. Please remind all family, friends and health workers of these policies. The trash chutes can be locked off if this continues to be a problem. If you see something, say something!

COMMUNITY ROOM - The Apollo Community Room is open for tenant use Monday through Friday. Feel free to use the room during the day. There is a new big screen TV, assorted puzzles, markers, pencils, and coloring pages. Once construction starts at Parkview, it would be a place to go to get away from the noise and activity.

TENANT ACTIVITIES

COFFEE HOUR - Monday, Wednesday, Friday at 9:45 AM in the Apollo Towers Community Room. **Coffee is 25¢ a cup and available any day.** There is a bible study on Wednesday at 10 AM lead by one of the local area ministers.

POTLUCK - Join your fellow tenants at 6 PM Friday February 14th in the Apollo Community Room for some shared food, fun and friendship. Potluck is the second Friday of each month.

BINGO - Every Tuesday at 1:30 PM in Apollo Towers Community Room.

SUPER SUPPER SUNDAY - St. Paul Lutheran Church with the help of tenants Mark & Janet Thurlow are sponsoring a meal on the 4th Sunday of each month (unless that Sunday is a holiday). Join the group for an enjoyable evening this month on the 23rd.

MEALS KITCHEN is looking for volunteers, Monday through Friday, 10 AM - 11 AM & 11:30 AM - 1 PM. Even as a volunteer, you must follow all health and safety regulations while in the kitchen.



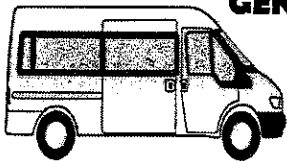
The housing office will be closed February 17th. There will be no office, maintenance or cleaning staff available. In case of a lock-out, plumbing emergency or elevator issues please call the housing cell 447-9352. Leave a message and someone will return your call.

SPRAY DAY - All units at Parkview & Tolin will be sprayed Wednesday February 12th starting around 7:30 AM. Spray day is the second Wednesday of each month, Apollo in the odd months, Parkview & Tolin the even. We **WILL spray** every unit, this is a condition of your lease.

UNIT INSPECTIONS - On February 13th Tolin Terrace units 11 - 20 will be inspected between 2 & 4 PM. These inspections will take place whether you are home or not.

FRIENDSHIP MEALS—For information or questions please call the Nutrition Office at 785-632-5767. The nutrition office is now located across the hall from maintenance.

GENERAL PUBLIC TRANSPORTATION MINI-BUS



Call 785-632-2447 and schedule your ride today!

Beauty Shop—Arlene Stewart

Located on first floor of Apollo Towers

by the community room. For an appointment call 785-630-0742

