

# Clay Center Housing March 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.

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](http://claycenterhousing.com)

Like us on Facebook!

KS Relay Center TDD 800-766-3777



## 9 Simple Ways to Survive Daylight Saving Time

Each year on the second Sunday in March, we set our clocks ahead by one hour. That means sunnier evenings--and sleepier mornings. But you can make the transition a bit easier on yourself with these tips.



### **Get Some Early Morning Sun**

Soaking up some rays first thing in the AM--say, by sipping your coffee or tea on the back porch--can help regulate your circadian rhythm, a.k.a. your body's internal clock.

### **Work Up a Sweat**

Exercising in the morning can help give you a boost of energy. Don't have a lot of time to spare? Fit in a quick session with your favorite workout video or dance to some of your favorite songs.

### **Engage Your Senses**

A refreshing scent can perk you up. Wash your face using something with citrus in it. Or inhale that fragrant aroma of your favorite coffee blend.

### **Power Off Your Phone Two Hours Before Bed**

The blue light waves emitted by smartphones and e-readers can suppress the production of melatonin, a hormone that helps you get to sleep.

### **Use the Right Alarm Clock**

Speaking of blue light, clocks with a red, not blue, display can help bring on the Zzzs, since red light won't suppress melatonin production.

### **Nosh on a Sleep-inducing Snack**

One study found that drinking tart cherry juice increased levels of melatonin. Consider pairing it with a banana, which is high in magnesium and potassium--two minerals that help promote sleep.

### **Stick to a Consistent Slumber Schedule**

Hard as it may be, aim to go to bed and wake up at your usual times on the weekends to help regulate your internal clock.

### **Keep Your Bedroom Cool**

According to the American Academy of Sleep Medicine, setting your thermostat at around 68 degrees is optimal for sleeping comfort. High body temperatures have been associated with insomnia.

### **Enlist Some Help**

If you really can't fall asleep, consider an over-the-counter medicine. There are several things available designed to help you sleep when pain isn't what's keeping you awake. Always talk with your doctor or pharmacist about drug interactions regarding anything else you may be taking.



### **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

This is a non-credit college level course

Must enroll no later than March 13, 2020

#### **Fair Housing Public Meeting**

4p.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

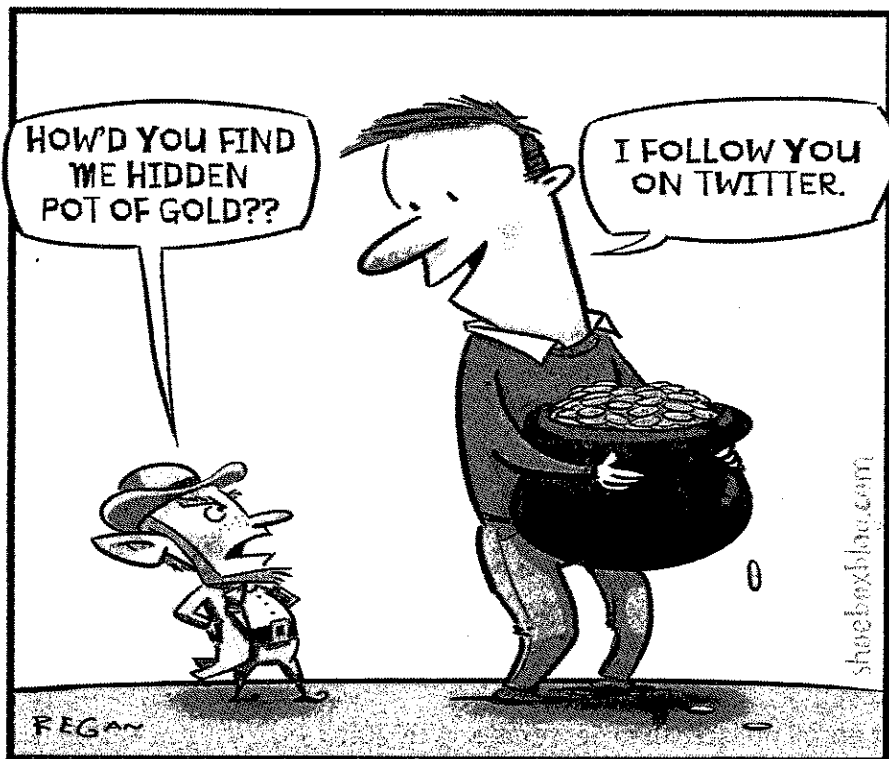
# MARCH

The health of your body, mind and spirit is a direct reflection of the thoughts in you mind; make them positive!

*The Imagine Project*

People of character do the right thing even if no one else does. Not because they think it will change the world but because they refuse to be changed by the world.

*Michael Josephson*





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| AMARYLLIS         | HIBISCUS           | PHLOX            |
| ANAMONE           | HYACINTH           | PROTEA KING      |
| ANTHURIUM         | HYDRANGEA          | QUEEN ANNES LACE |
| ASTER             | IRIS               | RANUNCULUS       |
| BIRDS OF PARADISE | JASMINE            | ROSE             |
| BOUVARDIA         | LARKSPUR           | SNAPDRAGON       |
| CARNATION         | LIATRIS            | SOLIDAGO         |
| CHRYSANTHEMUM     | LILAC              | SOLIDASTER       |
| DAFFODIL          | LILY               | STATICE          |
| DAHLIA            | LILY OF THE VALLEY | STOCK            |
| DAISY             | LOTUS              | SUNFLOWER        |
| DELPHINIUM        | MAGNOLIA           | SWEET PEA        |
| FREESIA           | MARIGOLD           | TULIP            |
| GERBERA           | ORCHID             | VERONICA         |
| GLADIOLUS         | PANSY              | ZINNIA           |
| GYPHOPHILA        | PEONY              |                  |

## TENANT NOTICES

**MARCIA CAMPBELL IS NOT ON CALL 24/7.** She works in the office Monday through Friday from 10 AM to 4 PM. Never go to her home for housing business. **DO NOT** stop/talk to her in the laundry room, hallway, parking lot, etc. (or the grocery store) regarding business operations, outside of business hours. Any tenant bothering Marcia Campbell with housing related issues outside her work schedule will incur a \$25 charge for each incident. If you have an emergency, call the emergency number. Otherwise, call the office or come in during office hours.

**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.

**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.

**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 March 13th 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 22nd.

**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.

## **STAYING SAFE IN A TORNADO**

While tornadoes occur throughout the year, they're most frequent from March to September. To stay safe during a tornado, prepare a plan and an emergency kit, stay aware of weather conditions during thunderstorms, know the best places to shelter both indoors and outdoors, and always protect your head.

**The best way to stay safe during a tornado is to be prepared with:**

- cell phone, flashlight, battery-operated radio, fresh batteries
- An emergency kit (including water, non-perishable food & medication)
- List of important information, including telephone numbers

**Know where to shelter.**

- Avoid windows
- Cover your body & protect your head with anything available
- Don't go outside except to go into a tornado shelter

**Don't wait till the last minute to take shelter,** it could be too late. Know the difference between a tornado watch and a tornado warning and act according. Stay in your designated safe spot till the all clear sounds.



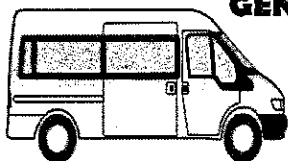
## Daylight savings time begins March 8th

**SPRAY DAY** - All units at Apollo will be sprayed Wednesday March 11th 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 March 12th Apollo Towers floors 1 & 2 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*

