

Clay Center Housing October 2018

Office Hours:

10 AM—4 PM Monday—Friday

Afternoons By Appointment ONLY

ONLY during window hours— Tuesday & Friday from 9 AM to Noon— may tenants purchase stamps, get change, and pay rent in person. Checks and money orders may be placed in the drop box slot on the office door. Newsletters and statements are available at the office the last week of each month, after the 25th. **Each household is responsible for picking up the newsletter and READING the information provided.**

Outside of window hours, **please call before coming to the office, to verify that someone is available to speak with you.** There may not be anyone available to answer the door or telephone so leave a message. Please make arrangements to pickup packages between 10 AM and 4 PM Monday thru Friday.

If you have a lock-out, call 785-632-2100 or come to the office. Only in the evenings or on weekends, if you have an emergency, should you call 785-447-9352. For a work order, **CALL THE OFFICE, NOT** the emergency number. It is NOT necessary to come to the office, just call. Leave a message stating unit number, nature of problem and whether maintenance has permission to enter. Your needs will be addressed as soon as possible in the order of urgency.

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



OCTOBER IS:

FIRE SAFETY MONTH

Large apartment buildings are built to keep people safe from fire. Fire alarm systems detect smoke and fire. They will warn residents of danger.

>>>The fire alarm system has many parts that work together.

Some of the parts are out of sight. In a fire, smoke detectors sense smoke and activate the fire alarm. Manual fire alarm boxes allow people to sound the alarm. When the fire alarm system activates it will warn residents of danger.

>>>Everyone in the building should know where to find the manual fire alarm boxes (alarm boxes on the wall with a pull bar).

Most are found within five feet of an exit door.

>>> If there is a fire, pull the manual fire alarm box handle on your way out of the building.

>>> When the system senses smoke or fire, a loud horn or tone will sound. Everyone must know what this sound means and how to react.

>>>Leave the building right away if you hear the sound of a fire alarm. Stay outside at your meeting place until you are told the building is safe.

>>>Treat every fire alarm as an emergency. When the alarms sounds, get outside.

>>> Only use a manual fire alarm box if there is smoke or fire. Frequent false alarms are a problem. People might ignore the sound if they hear too many false alarms. False alarms also put firefighters at risk.

Escape 101

Know the locations of all exit stairs from your floor. If the nearest one is blocked by fire or smoke, you may have to use another exit.

If the fire alarm sounds feel the door before opening. If it is hot, use another way out. If it is cool, use this exit to leave.



Close all doors behind you as you leave. Take the key to your apartment in case you are not able to get out of the building.

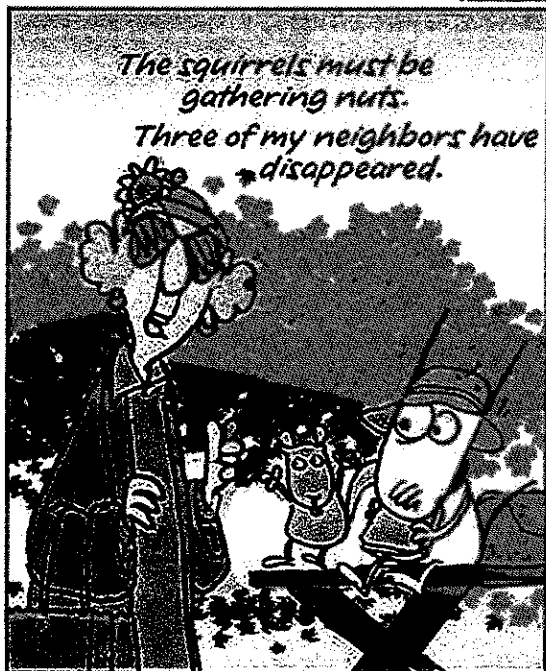
If fire or smoke is blocking all exits, return or stay in your apartment. Keep the door closed. Cover cracks around the door with towels or tape. Call **9-1-1** and let the fire department know you are trapped. Signal from the window by waving a flashlight or light-colored cloth.

CRIME PREVENTION MONTH

In these times of economic distress, many people are concerned about the threat of rising crime in their communities. Fortunately, there are ways to help protect your home and your neighborhood from crime. From simple steps like keeping your doors locked to starting a Neighborhood Watch program, there are plenty of things you can do to prevent crime.

Work with your neighbors to keep your neighborhood clean and orderly. Keep spare keys with a trusted neighbor or nearby shop-keeper, not under a doormat or planter, on a ledge, or in the mail-box. Set timers on lights when you're away from home or your business is closed, so they appear to be occupied. Illuminate or eliminate places an intruder might hide: the spaces between trees

OCTOBER



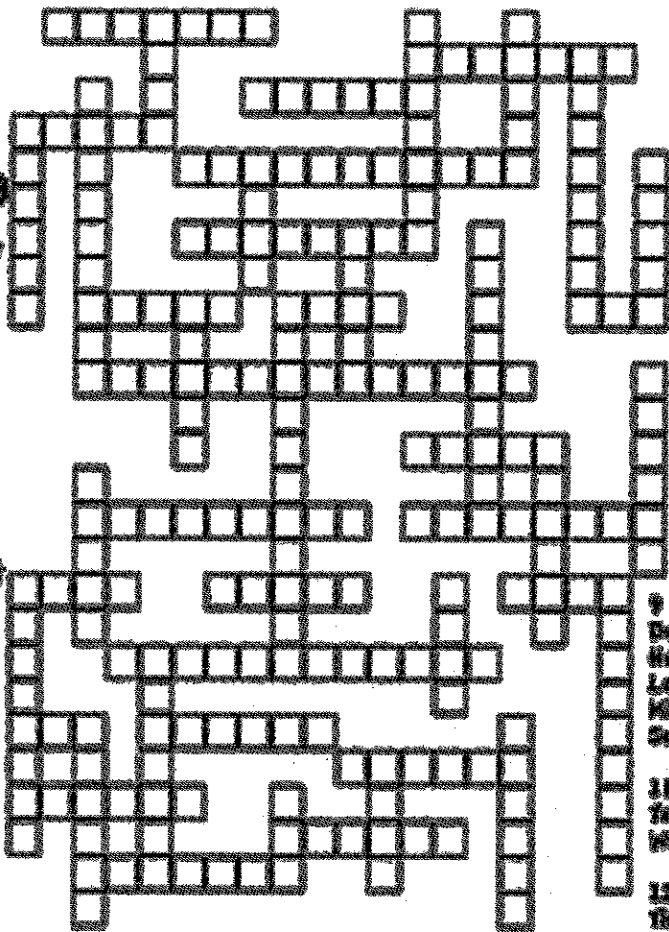
"GATHERING LEAVES
Spades take up leaves
No better than spoons,
And bags full of leaves
Are light as balloons.
I make a great noise
Of rustling all day
Like rabbit and deer
Running away.
But the mountains I raise
Elude my embrace,
Flowing over my arms
And into my face.

I may load and unload
Again and again
Till I fill the whole shed,
And what have I then?
Next to nothing for weight,
And since they grew duller
From contact with earth,
Next to nothing for color.
Next to nothing for use.
But a crop is a crop,
And who's to say where
The harvest shall stop?"
— Robert Frost





Autumn Fill In



Word List

3 Letters

Bob
Car
Red

4 Letters

Cold
Cool
Fall
Lean
Nice
Time
Wind
Wind

5 Letters

Tree
Brown
Child
Chest
Fairs
Gate
Paley
Shut
Tree

6 Letters

Apple
Banana
Grain
Lemon
Orange
Riding
School
Season
Stark
Yellow

7 Letters

Harvest
Hunting
October
Swallow
Walking

8 Letters

December
Football
November

9 Letters

December
Halloween
Labour Day
Migration
September

11 Letters

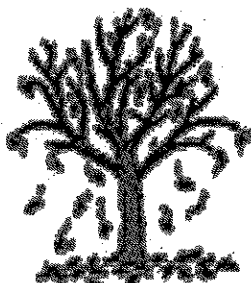
Temperature
World Series

15 Letters

Thanksgiving

20 Letters

Remembrance Day



TENANT NOTICES

CUSTOMER SERVICE SPECIALIST - Marcia Campbell has joined the office staff part-time to help with tenant and applicant needs. She will be answering the phone and door, taking work orders, rent payments, speaking with applicants and showing apartments.

OFFICE HOURS: Monday - Friday 10 AM to 4 PM - The addition of a part-time position has allowed us to extend the office hours to provide more time for residents to pick up packages and pay rent. You will still need an appointment to see John or Kim in the afternoons.

HOUSING GROUNDS - A few residents have begun to hang birdfeeders, put out grain for the squirrels and other assorted items on the lawns. No birdfeeders, etc. are allowed on housing property. Going forward, all such items will be removed by staff and if not claimed will be disposed of. If you have put out feeders, shepherds hook, flags, planters, etc. they need to be taken care of immediately!

Apollo Towers & Parkview Plaza are NOT owned nor are they operated by Atchison Housing. Your rent checks should be made out to Clay Center Housing. Any questions or problems should be directed to the Clay Center office. Atchison has nothing to do with the daily operations of Clay Center Housing. They manage the waitlist, pass subsidy funds to us and submit information to HUD on our behalf. Unless you have been directed to call Atchison, it is unlikely they will be able to help you.

APOLLO ELEVATORS - We still have not received a definite date for the work on the Apollo elevators. When we learn anything, the information will be passed along. Please realize that only one elevator will be running at a time and the work on each one could take up to 8 weeks. Please be patient and remember once finished, the building will have much nicer equipment that runs smoothly.

RECYCLING BINS - In the northeast corner of the Apollo parking lot we

will soon have several bins for tenants to place recyclable items. A label on each bin will notify you to what should be placed inside the individual containers. You must sort your items before placing anything in the bins. These bins are NOT for trash, only for clean recyclables.

TENANT INFORMATION - Please verify that the office has your current phone number. We should not need to make multiple trips to your apartment to contact you.

PARKING LOTS - If your vehicle doesn't work or you no longer drive, the car needs to be removed from the property. As parking spaces are limited, especially at Parkview, this is your notice that in the near future we will tow any car that hasn't or doesn't move. This will be at the owner's expense.

TENANT ASSOCIATION ACTIVITIES

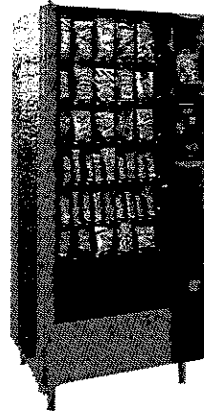
POTLUCK - Join your fellow tenants at 6 PM Friday October 12th in the Apollo Community Room for some shared food, fun and friendship. Potluck is the second Friday of each month.

TAI CHI PROGRAM - October 19th in the Apollo Community Room from 10 - 10:45 AM. The program will be presented by Jacquie Mack of Angel Care Home Health and is held the third Friday of each month.

NEEDLEWORK CLASSES - Interested in learning how to knit, crochet, hand embroider or brush up your skills? Tenant Shirley Murray will be in the Apollo Towers Community Room at 10:30 every Tuesday morning. Bring your supplies and let Shirley help you create your own handwork. Currently they are working on some cross-stitch quilt panels.

BINGO - Every Tuesday at 1:30 PM in Apollo Towers community room

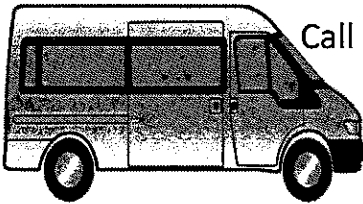
The snack machine has been repaired and is working correctly. Please do NOT use pennies or half dollars in either of the vending machines. Notify the office immediately of any issues. Are there any snacks you would like us to add to the selection?



SPRAY DAY - All units at Parkview & Tolin will be sprayed Wednesday October 10th. Spray day is the second Wednesday of each month, Apollo Towers in the odd months, Parkview & Tolin the even. We **WILL** spray every unit whether you are home or not. This is part of your lease.

FRIENDSHIP MEALS—For information or questions please call the Nutrition Office at 785-632-5767. This is located next to the south entrance of Apollo Towers.

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

