

# Clay Center Housing October 2019

**Office Hours:**

**10 AM—4 PM Monday—Friday**

**Afternoons By Appointment ONLY**

ONLY during window hours— Tuesday & Friday from 10 AM to 1 PM 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 the last week of each month, after the 25th, unless it's a holiday or weekend. Then it will be available the next business day. **Each household is responsible for reading ALL the information provided every month.**

When needing to speak with John or Kimberley, **please call the office**, to verify that they are available. Please listen to ALL phone options when leaving a message. Packages are available to be picked up in the outer office Monday thru Friday. Make sure you get only your own package, you are on camera.

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 and select option 1, then leave a detailed 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](http://claycenterhousing.com)

Like us on Facebook!

KS Relay Center TDD 800-766-3777



## OCTOBER IS FIRE PREVENTION MONTH



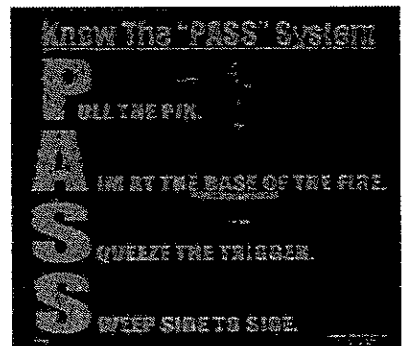
The U.S. Fire Administration reports that fires kill more than 4,000 Americans each year and approximately injure 20,000 more. U.S. fire departments respond to nearly 2 million fires each year, with three-quarters of them occurring in residences.

A Home is often referred to as a safe haven. This month, make sure your home is protected from (and your family is prepared for) a fire. Here are some simple tips to help you avoid fires and reduce the risk of injury should one occur:

1. **Smoke Alarms** - These are very important to your home. If you believe there is a problem with any of the alarms in your apartment, notify the office immediately.
2. **Prevent Electrical Fires** - Don't overload circuits or extension cords. Cords and wires should never be placed under rugs or in high traffic areas. Avoid loose electrical connections by checking the fit of the plug in the wall outlet. If the plug loosely fits, inspect the outlet right away. A poor connection between the plug and the outlet can cause overheating and could start a fire in minutes.
3. **Keep Plugs Safe** - Unplug all appliances when not in use. Follow the manufacturer's safety precautions and use your senses to spot any potential disasters. If a plug is overheating, smells strange, shorts out or sparks - the appliance should be shut off immediately, then replaced or repaired.
4. **Alternate Heaters** - Make sure there is ample space around any portable heating unit. Anything that could catch fire should be at least three feet away.

5. **Fire Safety Sprinklers** - When combined with working smoke alarms, sprinklers greatly increase your chance of surviving a fire. Never hang anything from a sprinkler and don't bump or tamper with any sprinkler head.
6. **Create An Escape Route** - Create and practice your escape plan with your family from every room. Practice staying low to the floor and checking for hot doors using the back of your hand. It's just like a routine school fire drill - but in your home.
7. **Position Appliances Carefully** - Try to keep TV set, kitchen and other appliances away from windows with curtains. If there is a wiring problem, curtains can spread a fire quickly. Additionally, keeping your appliances away from water sources (like rain coming in from windows) can help prevent wiring damage which can lead to a fire.
8. **Clean Dryer Vents** - Clothes dryers often start fires in residential areas. Clean the lint filter EVERY time you start a load of clothes to dry and after the drying cycle is complete.
9. **Be Careful Around the Holidays** - If you fill your home with lights during the holiday season, keep them away from anything that can easily catch fire. Check all of your lights prior to stringing them up and dispose of anything with frayed or exposed wires.
10. **Conduct Regular Inspections** - Check all of your electronic equipment and wiring at least once a month. Taking a little time to do this each month can really pay off.

Following these simple tips could potentially save your life or the life of a loved one. Pass this list on to your friends and make this fire prevention month count!



# October

**ONE THING IS CLEAR TO ME.**

**YOU CAN'T KNOW EVERYTHING YOU'D LIKE TO KNOW.**

**YOU CAN'T DO EVERYTHING YOU'D LIKE TO DO.**

**YOU CAN'T READ EVERYTHING YOU'D LIKE TO READ.**

**YOU MUST HOLD ONTO SOME THINGS AND LET GO OF OTHERS.**

**LEARNING TO MAKE THAT CHOICE IS ONE THE BIG LESSONS OF THIS LIFE.**

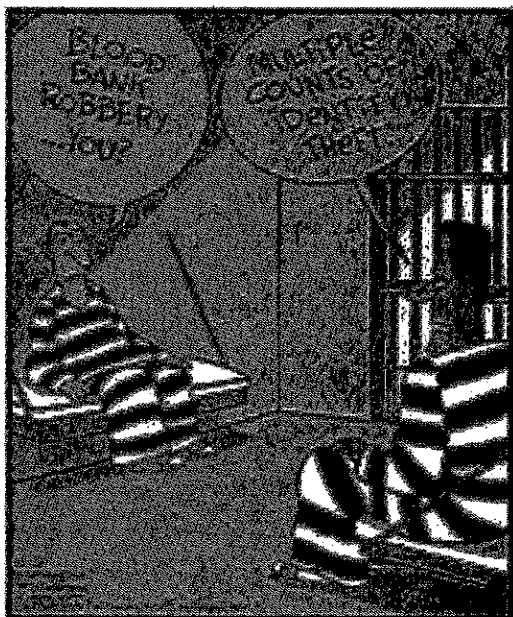
**-REAL LIVE PREACHER**

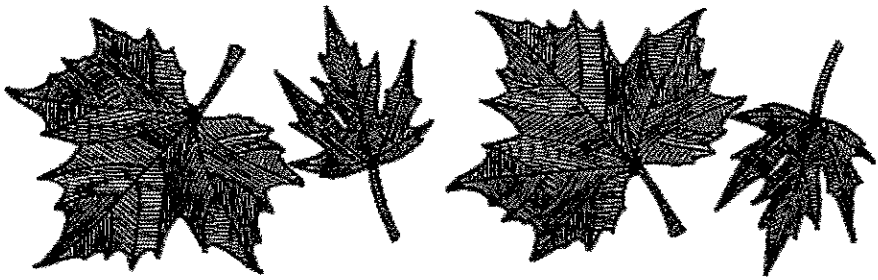
**MOST OF THE PROBLEMS IN LIFE ARE BECAUSE OF TWO REASONS: WE ACT WITHOUT THINKING OR WE KEEP THINKING WITHOUT ACTING.**



**"LIVE AS IF YOU WERE TO DIE TOMORROW.  
LEARN AS IF YOU WERE TO LIVE FOREVER."**

**-MAHATMA GANDHI**





# Autumn Word Search

by Craftidea.info

OSUVIJASVDHYGNQSELNMA SIEKUMOONERWTVVDITG  
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 PUMPKINPATCHMOUGLNDCHDUFDATEAVDITWSJLAND

## Acorns

Back To School  
 Chrysanthemum  
 Cornucopia  
 Falling Leaves  
 Haystacks  
 Leaf Piles  
 Pecan Pie  
 Raining Leaves  
 September  
 Turkey

## Apple Pie

Blackberries  
 Colorful Leaves  
 Cranberries  
 Fog  
 Indian Summer  
 Moon  
 Pine Cone  
 Rain  
 Spooky  
 Walnuts

## Apples

Black Cats  
 Cool Weather  
 Cranberry Sauce  
 Halloween  
 Jack o Lantern  
 November  
 Pumpkin Patch  
 Raincoat  
 Squash  
 Winds

## Autumn

Beauty  
 Corn  
 Crows  
 Harvest  
 Kite Flying  
 Nuts  
 Pumpkin Pie  
 Scarecrows  
 Thanksgiving  
 Yams

## Autumnal Equinox

Celebrations  
 Corn Fields  
 Fall  
 Harvest Moon  
 Kites  
 October  
 Pumpkins  
 Season  
 Trick or Treat

## TENANT NOTICES

**WORK ORDERS** - Please use the phone system - option 1 - for work order messages (no one will answer). When leaving your message: state name, unit number, nature of problem, permission to enter. Remember you will be charged for light bulbs, blinds, toilet seats, etc. and any damage you or your guests cause. Please don't wait for an inspection or till you have several things needing fixed before calling in workorders. Some things should be reported right away. If something is wrong, report it.

**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.



There is absolutely **NO** reason to approach any housing staff outside of work hours for housing issues. If there is a problem, call the office and leave a message. If you have a complaint, it must be in writing, signed and dated. For an emergency, call the cell number. All of the staff have lives outside of work and should not be bothered on their off time about issues dealing with Clay Center Housing.



**NO SMOKING** - Apparently some of our tenants have decided the terms of their lease don't apply to them. There are only certain, well marked, designated spots on the entire property where anyone may smoke. Right in front of an entrance is NOT one of them and no way should anyone be smoking in any apartment. According to Kansas law you must be a least 10 feet away from any door, window or air intake. Federal regulations state you may be no closer than 25 feet to federally subsidized housing property. Our policy is you may only smoke in the designated areas. Don't get an eviction notice.

**RECERTIFICATION** - It is extremely important you have ALL your documents together by the time of your recert interview. In most cases you have 6 WEEKS to gather the requested documents, which is plenty of time. If you don't turn in medical expenses in a timely manner, you won't receive the deduction. If you don't turn in the required income and asset documents you will lose your assistance and receive an eviction notice. Get your family to help if necessary. If you have questions, call Kimberley.

## **TENANT ASSOCIATION ACTIVITIES**

**COFFEE HOUR** - Monday, Wednesday, Friday at 9:45 AM in the Apollo Towers Community Room. **Coffee is 25¢ a cup and snacks are available.** 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 October 11th 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 27th.

## **The Mobile Workforce Center is coming to the**

**Clay Center Carnegie Library - 706 6th Street**

**WHAT WE DO**

### **THE SCHEDULE**

>Tuesday October 1, 1 PM - 3:30 PM

*Assist with registering on [KANSASWORKS.com](http://KANSASWORKS.com)*

*Resume and job search assistance*

>Tuesday December 3, 1 PM - 3:30 PM

*Filling out applications & more!*

KANSASWORKS is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Any individual with a disability may request accommodations by contacting your local Kansas Workforce Center; 877-509-6757, TTY: 711 or Cheryl.White@ks.gov. Requests should be made at least 5 working days in advance of event.

**COLUMBUS DAY** - Monday  
October 14th is a federal holiday. There will be no mail delivery and the banks will be closed. The office will be open and maintenance will be available this day.

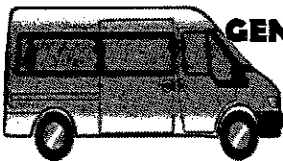
Columbus Day



**SPRAY DAY** - All units at Parkview & Tolin will be sprayed Wednesday October 9th 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 as this is a condition of your lease.

**UNIT INSPECTIONS** - Will resume in October. All occupied units at Parkview on the 1st & 2nd floors will be inspected on the 10th. 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*

