

# Clay Center Housing November 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 as 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



## **AUTUMN HEALTH & SAFETY TIPS**

Fall into good habits this autumn! Follow these tips to help you and your family stay safe and healthy.

### **Keep you kids safe and healthy.**

Get involved with your kids' activities at home and at school to help ensure they are safe and health. At a very young age, children develop the habits and behaviors that will influence their life-long health.

### **Take steps to prevent the flu.**

The single best way to protect against the flu is to get vaccinated each year in the fall. CDC recommends getting vaccination by late October to avoid the potential of waning of the vaccine-induced immunity when you get it too early. Cover your nose and mouth with a tissue when you cough or sneeze. Wash your hands often. Stay home if you get sick.

### **Get smart about antibiotics.**

Antibiotics can cure bacterial infections, but not viral infections. The common cold and the flu are viral infections, so avoid using antibiotics if you have one of these. Using antibiotics when they are not needed causes some bacteria to become resistant to the antibiotic, and therefore stronger and harder to kill. See your doctor or nurse to find out if your illness is bacterial or viral.

### **Keep food safe.**

Food is center stage during the holidays. Be sure to keep it safe by following basic food safety steps. Clean hands and surfaces often. Separate foods to avoid cross-contamination. Cook to proper temperatures. Chill promptly.

### **Learn you family history.**

National Family History Day is observed on Thanksgiving Day. Over the holiday or at another family gathering, talk about and write down the

health conditions that run in your family. Learning about your family's history can help you take steps to ensure a longer, healthier future together.

### **Be prepared for cold weather.**

Exposure to cold temperatures can cause serious health problems. Infants and the elderly are particularly at risk, but anyone can be affected. Know how to prevent health problems and what to do if a cold-weather emergency arises. Remember that using space heaters and fireplaces can increase the risk of household fires and carbon monoxide poisoning.

### **Don't drink and drive.**

Alcohol use impairs skill needed to drive a car safely. It slows reaction time and impairs judgment and coordination. Alcohol-related motor vehicle crashes kill someone every 48 minutes. Don't drink and drive, and don't let others drink and drive.

### **Wash your hands.**

Keeping hands clean is one of the most important steps you can take to avoid getting sick and spreading germs to others. It's best to wash your hands with soap and clean running water for 20 seconds. If that's not possible, use alcohol-based hand rubs.

For more information see the CDC website at [www.cdc.gov/family](http://www.cdc.gov/family)

*U.S. Department of Health and  
Human Services  
Centers for Disease Control and  
Prevention*

**DON'T GET  
THE FLU.  
DON'T SPREAD  
THE FLU.**

**GET VACCINATED.**

[cdc.gov/flu](http://cdc.gov/flu)



# NOVEMBER

**DAYLIGHT SAVINGS TIME ENDS**  
November 3rd. Remember to  
move your clocks back.



“May we think of freedom, not as the right to do as we please, but as the opportunity to do what is right.” ~ Peter Marshall

“True Heroism is remarkably sober, very undramatic. It is not the urge to surpass all others at whatever cost, but the urge to serve others at whatever cost.” ~ Arthur Ash

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“It’s a new app for people who can’t get home for the holidays. It criticizes your lifestyle, disapproves of your significant other, and bursts into tears when you talk back to it.”

“Not what we say about our blessings but how we use them, is the true measure of our thanksgiving.”

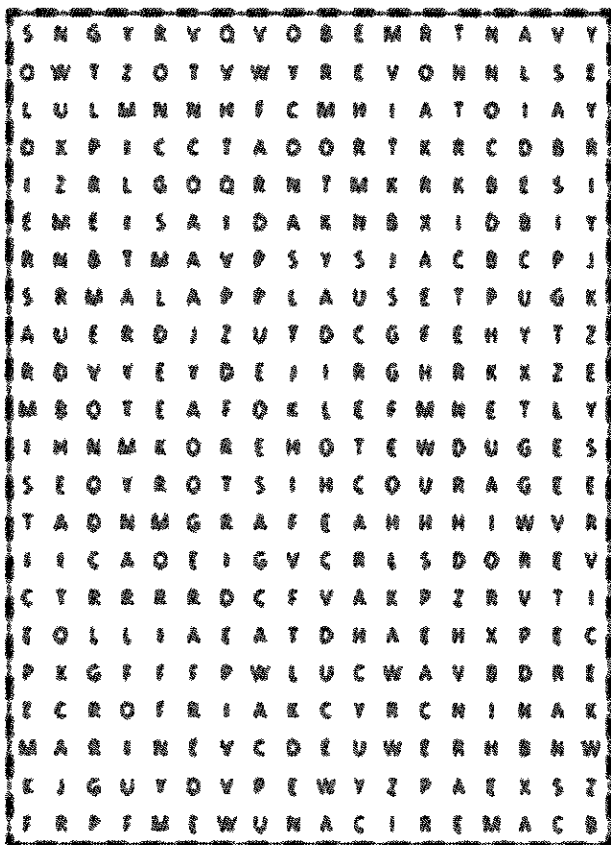
~ W.T. Purkiser

**Veterans' Day is November 11th. The office will be closed and there will be no housing staff available all day. Remember there will be no mail delivery and the banks will be closed.**



# Veterans Day

*Find and circle all of the words. They may be horizontally, vertically, or diagonally placed and some may be backwards.*



- AIR FORCE
- AMERICAN
- APPLAUSE
- ARRESTEE
- BRAVE
- CHARACTER
- COMBAT
- COURAGE
- DUTY
- HERO
- HISTORY
- HOLIDAY
- HONOR
- MARINE
- MEDAL
- MEMORIAL
- NAVY
- NOVEMBER
- PARADE
- PATRIOT
- PEACE
- PRIDE
- SACRIFICE
- SERVICE
- SOLDIERS
- TRAILS
- TRIBUTE
- VETERANS

## TENANT NOTICES

**WINTERIZING WINDOWS** - We are all aware that the cold air leaks in around some of the windows of the buildings. **Never, ever use packing tape on your windows.** Heavy curtains will block some of the temperature transfer. There are items available to seal the cracks around your windows, the best of which is rope caulking, or use a specially made window sealing tape. Do **NOT** use the window kits that cover the entire window. When inspecting units we will remove your materials to allow the window to be opened.

**THERMOSTAT SETTINGS** - This is a reminder, for Parkview & Apollo tenants, that setting your thermostat at unreasonable temperatures will earn you a lock box for said control. **Below 74 in the summer and above 75 in the winter are NOT reasonable!**

**ENTRY OF PREMISES** - You do not have to be home when we schedule inspections, have bug spray day and/or change out filters and batteries. We are sorry if our timing disrupts your day but we cannot cater to individual schedules. Nothing would ever get accomplished. You have at least two days to plan around the time someone will be in your unit; unless an emergency exists.

**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.

**NO SMOKING & NO VAPING** - 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 fed-

erally 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 should be 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.

**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 ASSOCIATION 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 November 8th 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 24th.

**Thanksgiving Holiday will be November 28th & 29th.** The office will be closed and no housing staff will be available either day. If you have a true emergency call the housing cell 447.9352.

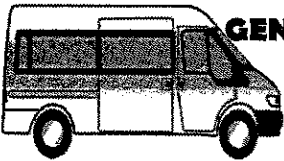


**SPRAY DAY** - All units at Apollo will be sprayed Wednesday November 13th starting around 7:30 AM. Spray day is the second Wednesday of each month, Apollo in the odd months, Parkview & Tolin the even. We **WILL spray** every unit, this is a condition of your lease.

**UNIT INSPECTIONS** - On November 14th all occupied units at Parkview on the 3rd floor along with units 4101 & 4104 will be inspected. These inspections will take place whether you are home or not.

**PARKVIEW FURNACE FILTERS** will be replaced Nov. 1st.

**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*

