

Clay Center Housing December 2017

Office Hours:

9 AM—Noon 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.** The afternoons are when we schedule interviews and work on paperwork. Therefore we may not answer the phone or door at these times. Please make arrangements to pickup packages between 8 AM and Noon.

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



Tips for Holiday Home Safety

The holidays invite all sorts of fun activity, from lighting candles to hanging fresh greens and stringing lights. Here's how to keep your house and family safe from fire and injury.



As you're sprucing up your home this season, keep an eye out for these common holiday trip-ups, fire hazards, and other safety snafus.

1. **Merry and Bright:** Carefully inspect holiday light strings each year and discard any with frayed cords, cracked lamp holders, or loose connections. When replacing bulbs, unplug the light string and be sure to match voltage and wattage to the original bulb.
2. **Lights Out:** Always turn off holiday lights when you leave the house unattended or when going to bed.
3. **Fresh Is Best:** Try to purchase a freshly cut tree, as they are more resistant to ignition. Keep your Christmas tree watered and away from open candles.
4. **Timing Is Everything:** Use an outdoor timer certified by CSA International to switch lights on and off. Lights should be turned on after 7 p.m. to avoid the electricity rush hour.
5. **Check for the Certification Mark:** When purchasing light strings, extension cords, spotlights, electrical decorations, gas appliances, or carbon monoxide alarms, look for the certification mark of an accredited certification organization such as CSA International, UL, or ELT to ensure that the products comply with applicable standards for safety and performance.
6. **One and Done:** Never connect more than one exten-

sion cord together; instead use a single cord that is long enough to reach the outlet without stretching, but not so long that it can get easily tangled.

7. **The Great Outdoors:** When hanging outdoor lights, keep electrical connectors off the ground and away from metal rain gutters. Use insulated tape or plastic clips instead of metal nails or tacks to hold them in place.

8. **Climbing Up:** Using a ladder when you put up lights? Choose the correct ladder for the job and double check for a certification mark to ensure your portable ladder complies with applicable standards.

9. **Clean the Clutter:** Do not store combustible materials such as paper, chemicals, paint, rags, and cleaning products near your furnace. Gasoline, propane cylinders and other flammables should not be stored in your apartment per your lease.

10. Be sure to put food away to prevent food poisoning and other issues that could spoil your holiday

Source: CSA International
Originally published on AmericanBaby.com
November 2005





CHRISTMAS MOVIE TRIVIA QUIZ

www.challengeyourbrain.com

1. Which famous story, written by Dr. Seuss, was adapted into a popular Christmas movie?
2. Who plays Kevin McCallister's mother in "Home Alone"?
3. What year was the Christmas movie "Love Actually" released?
4. How many ghosts visit Scrooge in "A Christmas Carol"?
5. Which two famous actresses swap homes at Christmastime in the 2006 film "The Holiday"?
6. What popular Christmas song was featured in the movie "Holiday Inn" and received a 1943 Academy Award for Best Original Song?
7. Who played Fred Claus in the 2007 film?
8. Which popular Christmas movie stars Richard Attenborough & Mara Wilson?
9. Which famous Christmas song was introduced by Judy Garland in the 1944 movie "Meet Me in St. Louis"?
10. What is the name of the Pumpkin King of Halloween Town who features in "The Nightmare Before Christmas" film?

11. What city is the Christmas movie "Elf" based in?
12. What is the family featured in Nation Lampoon's "Christmas Vacation"?
13. Which 1983 film starred Melinda Dillon, Darren McGavin and Peter Billingsley?
14. In the film "The Gremlins", what did Billy name the mogwai given to him as a gift?
15. Which Christmas movie features a boy and an American steam train heading to the North Pole?
16. True or false: The musical film "Babes in Toyland" was produced by Walt Disney.
17. Which famous English composer created the soundtrack for the Christmas film "The Snowman"?
18. Which 1946 fantasy film was directed by Frank Capra and based on a story called "The Greatest Gift"?
19. Which famous puppets starred alongside Michael Caine in a film that was an adaptation of the novel "A Christmas Carol"?
20. Which comedy movie features a man who is killed in a car accident and comes back to life as a snowman?



"Use your handkerchief, son"

Bring your answers to the quiz to the office, when the window is open, before 12/22 for a Christmas treat.

TENANT NOTICES



Do not come to the office and request change or stamps outside of window hours. The point of having window hours is to provide a service and convenience for our tenants. This isn't something we are required to provide. You need to plan ahead if the office will be closed on a Tuesday or Friday. You are always notified in advance when the office will be closed. Please respect our time and do NOT ask for a special consideration. If you forget you can get both at the grocery stores.

APOLLO FURNACE FILTERS will be changed Monday December 4th. Make sure there is clear access to your furnace filter. It is NOT maintenance personnel's responsibility to move your property.

The office will be closed Friday 12/22 & Monday 12/25 for Christmas. You will need to have your packages picked up by noon on Thursday 12/21 or wait till Tuesday 12/26. Getting your package is NOT an emergency so do NOT call the cell number if you forget. Housing employees have the right to enjoy the holidays with their families without interruptions so be sure you have a TRUE emergency before you call. Those would include water leaks, no heat or lock-outs.

SOCIAL SECURITY BENEFIT LETTER will begin being delivered around the 10th of December. SSI changes will be noted in letter delivered toward the end of the month. It has been announced that there is a 2% increase in benefits for 2018 and could be a slight increase in the Medicare premium for some. Please bring your 2018 benefit letter to the office when you receive it so we may add a copy to your file.

SNOW & ICE is part of our winter and you must prepare yourselves for it. This is a reminder -WE DO NOT - WILL NOT- scoop the snow from around your vehicles. Our contractor will clear the drives and throughways for the parking lots and maintenance takes care of the sidewalks. If the weather is nasty, please do not go out unless absolutely necessary. Car owners please do not back in or pull over the sidewalks and

curbs. Doing this prevents the snow removal equipment access to the entire walkway.

MAINTENANCE - It is NOT the job of housing maintenance to move furniture, hang curtains or pictures. There just isn't time to deal with tenants personal items. Please talk to family, friends or neighbors when you need help with these items. Mike & Dan are here to MAINTAIN the property, which involves over 18,000 square feet of common space plus making sure everything in 121 units functions properly. When there is a need for work to be done in a unit, CALL the office and the problem will be addressed as soon as possible.



COFFEE TIME - The cost has been lowered to 50 cent for drink and snack. Join your fellow residents in the Apollo community room Monday, Wednesday & Friday mornings at 9:30.

EXERCISE PROGRAM - This is lead by Jericho from Angel Care Home Health and will be every Tuesday morning at 9:45 in the Apollo Towers Community Room. If interested please arrive a few minutes before ready to start.

POTLUCK - Join your fellow tenants at 6 PM Friday December 8th in the Apollo Community Room for some shared food, fun and friendship. Potluck is the second Friday of each month.

HOLIDAY BAZAAR will be December 9th in the Apollo Towers Community Room from 8 AM to 3 PM. Hope to see you there!

TAI CHI PROGRAM - December 15th 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 yours supplies and let Shirley help you create your own handwork.

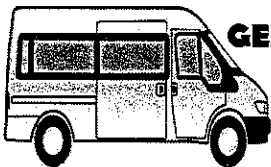
The office will be closed on Friday the 22nd ,Monday the 25th for Christmas & January 1st for New Year's, to allow ALL housing employees to spend time with their families. If you have an emergency call 785.447.9352, otherwise, leave a message and your needs will be addressed after the holiday weekend.



UNIT INSPECTIONS—Wednesday December 13th all units on the fifth floor of Parkview will be inspected whether you are home or not.

SPRAY DAY - Wednesday December 13th is bug spray day for **Parkview & Tolin**. Parkview & Tolin are the even months and Apollo the odd, usually on the second Wednesday of each month. This is your advance notice and we **will spray ALL units**.

FRIENDSHIP MEALS—For information or questions please call 785-632-5767 or contact Amber in the Nutrition Office 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

