

Clay Center Housing March 2017

Office Hours:

9 AM—Noon Monday—Friday

Afternoons By Appointment ONLY

Newsletters and statements are available at the office the last week of each month, after the 25th. **Each household is responsible for picking these up and READING the information provided.** ONLY during window hours— Tuesday & Friday mornings 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.

Outside of window hours, tenants should 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



March Is Eye Safety Month

With so many people using computers at work and at home, complaints of eye strain, difficulty focusing and discomfort have become commonplace in doctors' offices.

One of the main reasons for this is — although offices have marched into the age of technology, not much else has. People are still using the same lighting, furniture and desk configurations they had when using typewriters.

To mark March as Workplace Eye Safety Month, the American Academy of Ophthalmology has put together some tips to help us alleviate some of the eye problems modern technology has given birth to. They are:

- **First and most important** — **get an eye exam** by your ophthalmologist, who can rule out the possibility of eye disease as the cause of your symptoms. You could simply need glasses when working at a computer, or your prescription might need updating;
- **Screen distance** — you should sit approximately 20 inches from the computer monitor, a little further than you would for reading distance, with the top of the screen at or below eye level.
- **Equipment** — choose a monitor that tilts or swivels, and has both contrast and brightness controls;
- **Furniture** — an adjustable chair is best;
- **Reference materials** — keep reference materials on a document holder so you don't have to keep looking back and forth, frequently refocusing your eyes and turning your neck and head;
- **Lighting** — modify your lighting to eliminate reflections or glare. A hood or micromesh filter for your screen might help limit reflections and glare; and
- **Rest breaks** — take periodic rest breaks, and try to blink often to keep your eyes from drying out.

Another thing to remember is that the forced-air heating systems in big office buildings can increase problems with dry eyes during the winter months. The usual symptoms of dry eye are stinging or burning eyes, scratchiness, a feeling that there's something in the eye, excessive tearing or difficulty wearing contact lenses.

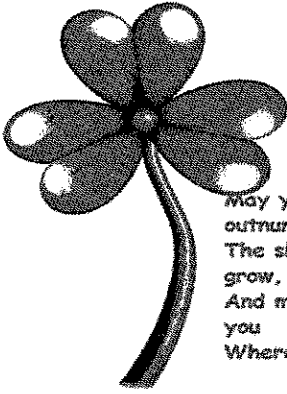
Over-the-counter eye drops, called artificial tears, usually help, but if dry eye persists, see your eye doctor for an evaluation.

Severe Weather Awareness

With the spring comes severe weather and the possibility of tornados for our area. Do you know what to do if a storm is predicted for the area ?

- Stay informed about current severe weather conditions by tuning in to a weather radio, television, or the internet. A weather radio and extra batteries is your best plan in case of power outages.
- If you hear thunder, stay indoors to protect yourself from lightning. A study published by the National Weather Service is loaded with statistics on lightning deaths in the United States. For instance: Did you know most lightning deaths occur during what is deemed “leisure activity”? Or that 82% of people killed by lightning are male?
- Know how to communicate to others quickly when emergency action is required. Be prepared to help neighbors who may have mobility or other health issues.
- Participate in drills to make sure things run smoothly and problems can be worked out. Have you made arrangements if you can’t get out by yourself?
- When the sirens sound, grab your keys, flashlight and cell phone, go into the hallway away from any windows, close and lock the apartment door behind you. Go to the safe area or shelter for your building and wait for the all clear to sound.

Every tenant receives an emergency procedures sheet as part of their move-in packet. Each time our procedures are changed and/or updated all residents are given a new copy and a current sheet is posted in each building. If you would like a new copy of the “Emergency Procedures” sheet please see Kim at the office.



*May your blessings
outnumber
The shamrocks that
grow,
And may trouble avoid
you
Wherever you go.*

Irish Blessing

**DO NOT
LIFE
SERIOUS
YOU WILL NOT
OUT OF IT**

So there was this female business executive who was late for a meeting. She is going 65 on a street where the speed limit is 40.

A cop pulls her over and says "ma'am, can I please see your license?"

She says "I'm sorry, officer, but I got it revoked two years ago for drunk driving."

His brow furrows and he straightens up. "Well, can I please see the registration of your car?"

She says "I stole the car and I killed the driver; he's in the trunk."

"Ma'am, DON'T MOVE, I'm calling for backup."

He mutters furiously into his walkie-talkie...

Five minutes later, half the squad pulls up, the Chief of Police walks over to the woman's window.

"Ma'am, can I see your license?" he asks sternly.

"Of course, officer," she smiles demurely and pulls out a license from her purse.

He squints warily at it. "This looks legitimate," he mumbles.

"Can I see the registration to this car?"

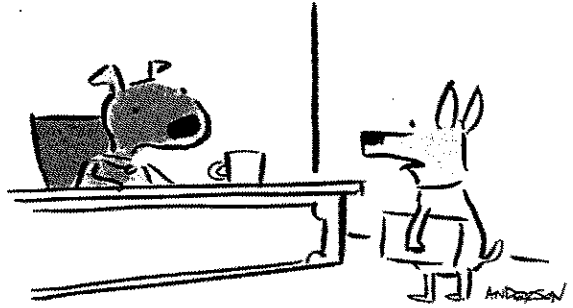
She pulls it out of the glove compartment and hands it to him.

"Ma'am, stand back!"

He bangs open the trunk of the car and flinches: but it was completely empty...

The woman brandishes a finger at the first cop and says accusingly, "And I'll bet that liar told you I was speeding too!!"

**TAKE
TOO
USLY.
EVER GET
T ALIVE.**



"One more thing – Lucky's not coming in today.
Warm nose."

Sick Days
www.DailyMesses.com

HINT: Spaces and punctuation are removed from words in the puzzle.



Absence
Bleach
Doctor
Germs
Medicine
Pedialyte
Sleep
Temperature
Water

Aches
Bug
Dosage
Illness
Movies
Popsicle
Sneeze
Thermometer

Antibiotic
Chills
Fever
Laundry
Note
Prescription
Soup
Tissues

Bacteria
Cough
Gatorade
Lysol
Nurse
Sick
Symptoms
Virus

TENANT NOTICES

Mud Tracking - We didn't really think we would need to remind people but apparently some believe the rules don't apply to their household. If you or anyone visiting you, tracks mud into the building, the tenant living in the unit the tracks lead into will find a charge of \$50 on their next monthly statement. There is absolutely no reason for anyone to track mud in any building.

Laundry Room Schedules - In each laundry room is posted a schedule that reserves the machines in the respective building for specific times during the week for the Home Health Workers. There are 20 other hours Monday through Friday plus the entire weekend that you may use the laundry rooms. These times have been posted for at least 4 years, nothing has changed and we do cover this at lease-up with all new tenants. **ALL tenants will honor these schedules, no exceptions!!!**

Smoking - Your cigarette butts do NOT belong tossed on the ground. At each designated smoking area there are receptacles for disposing of cigarette butts, please use them. As you walk to the buildings don't throw them on the sidewalk or lawn. Someone is sitting in their car and tossing cigarettes out the windows and emptying their ashtrays in the parking areas. Maintenance used a snow shovel to remove a three inch deep pile of butts along the curbing of the parking lot. Please help keep our property clean and pleasant looking. Don't make us charge you for clean-up!

Trash—Tenants are responsible for disposing of their old furniture, appliances, electronic items, etc. not maintenance. If you leave anything sitting in the common areas or by the dumpsters and we have to remove it, you will be charged what it cost to dispose of said item.

Media Room - Since we first purchased the resident computers in 2011 we have used Safe Eyes internet filtering software. Safe Eyes is being

discontinued so we are installing a new filter software to replace it. It is called Clean Internet. It is more aggressive than Safe Eyes so if you find that it blocks you out of a website, please give the web address to Kim or John and they will submit it to Clean Internet to unblock. Remember, we will not unblock any websites that are known to contain profanity, pornography, nudity, hate, etc. However, since this software is more sensitive to names in searches so it could very well block you out of good website. Just let the office know ASAP and we will notify them to unblock it.

Accounting Principles Class—Starts **March 2nd from 7 PM—9 PM** and continues for 15 additional weeks. John Kaul will be teaching this class and attendance is required. There will be tests and you will receive a certificate upon successful completion. There is a non-refundable fee of \$25 which must be paid when registering for this class. If interested, enroll at the housing office at least 7 days prior to March 2.

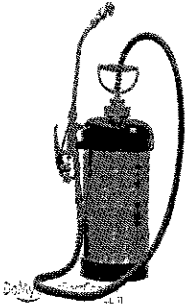
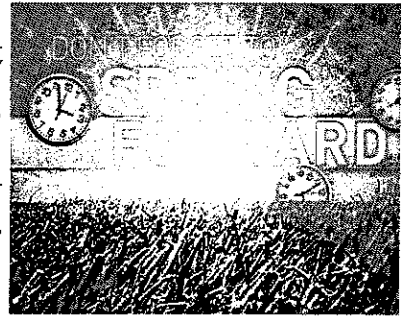
Tolin Terrace tenants - On March 8th around 9:30 AM, a representative from Rural Development will be inspecting the Tolin Terrace property and some of the Tolin units as part of a Compliance Review. At this time we don't know which units but we will advise when we do. This inspection will take place whether you are home or out. Please consider this is your advance notice.

Tolin Terrace Storm Shelter - There will be a meeting in March to regarding the storm shelter for residents of Tolin Terrace. This is to go over the procedures for the storm shelter and what you need to know. We will deliver notices when it looks like pleasant weather so Tolin residents can check out the shelter.

Tai Chi Program - March 17th in the Apollo Community Room from 10 - 10:45 AM. The program will be presented by Jacquie Mack of Angels Home Health and is held the third Friday of each month.

Fair Housing Presentation—A meeting for persons interested in or needing information on Fair Housing will be held in the **Apollo Towers Community Room March 27th at 7 PM.**

Sunday March 12th Daylight Savings Time begins - Remember to move you clocks ahead one hour or you will be late for everything!

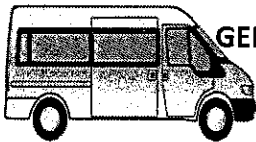


SPRAY DAY - Wednesday March 8th is bug spray day for Apollo. Parkview & Tolin are the even months and Apollo the odd, usually on the second Wednesday of each month. This is your advance notice and we will spray ALL units.

UNIT INSPECTIONS—Apollo floors 1 & 2 are scheduled for inspection on **Thursday March 9th**. You do not have to be present for this inspection.



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 SERVICE

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

