

Clay Center Housing April 2018

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



TORNADO SAFETY IN A HIGHRISE

If there is a threat of a tornado in your area and you are in a high-rise building, there are several things you can do to protect yourself:

- Take cover in a pre-designated shelter area such as a safe room, basement, or storm cellar.
- Do not use an elevator.
- If there isn't a basement, you can go to the center of an interior room. An interior hallway is your best bet.
- Stay away from corners, windows, doors, and outside walls. Remember, put as many walls as possible between you and the outside.
- Take keys, cell phone and flashlight, close and lock unit door, then proceed to designated area.
- Do not open any windows.
- Because of multiple entrances for both buildings, do NOT remain in the hallways on main floor.

Most tall buildings are engineered with strong enough foundations and steel framing to withstand tornado force winds. However, according to the Department of Energy, high rise buildings will generally sustain severe window damage. Once the wind gets inside, there can be severe damage to offices and apartments near the windows.

KNOW THE DIFFERENCE

Tornado Watch - Tornadoes are possible in and near the watch area. Review and discuss your emergency plans, and check supplies and your safe room. Be ready to act quickly if a warning is issued or you suspect a tornado is approaching. Acting early helps to save lives!

Tornado Warning - A tornado has been sighted or indicated by weather radar. Tornado warnings indicate imminent danger to life

and property. Go immediately to the designated area for your building.

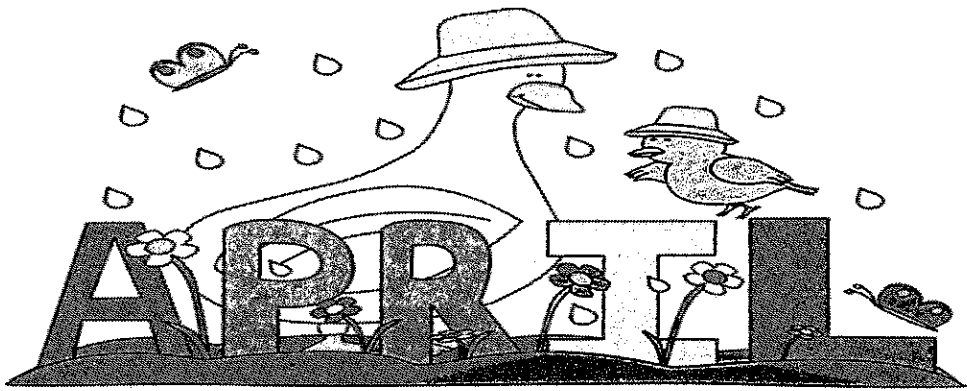
TORNADO WARNING PROCEDURES FOR CLAY CENTER HOUSING

1. TAKE YOUR KEY, GET OUT OF YOUR APARTMENT AND LOCK THE DEADBOLT. (TAKE A FLASH LIGHT, RADIO, CELL PHONE AND BLANKET WITH YOU.)
2. DO NOT STAY ON THE 1ST FLOOR OR THE TOP FLOOR.
3. *At Apollo:* ON FLOORS 2 THROUGH 7, MAKE SURE THE STAIRWELL DOORS ARE LATCHED AND CANNOT BE PUSHED OPEN, THEN GO IN THE RECESSED AREA IN FRONT OF THE ELEVATORS (MAKE SURE THAT APARTMENT 1 IS LOCKED WITH ITS DEADBOLT.)
4. *At Parkview:* ON FLOORS 2 THROUGH 4, GO TO THE SOUTHWEST CORNER OF THE GREAT ROOM BEHIND THE ELEVATORS.
5. WAIT IN THIS AREA UNTIL THE "ALL CLEAR" IS GIVEN.
6. IF A TORNADO HITS THE BUILDING AND CAUSES DAMAGE, STAY WHERE YOU ARE UNTIL HELP ARRIVES.

AT TOLIN THERE IS NOT A SAFE PLACE TO GO IN YOUR APARTMENT/BUILDING.

IF IT LOOKS AS IF THREATENING WEATHER IS APPROACHING OUR AREA, YOU SHOULD PREPARE TO LEAVE YOUR APARTMENT AND GO TO THE STORM SHELTER AT THE SOUTHWEST CORNER OF THE LONG BUILDING. PLEASE REFER TO STEP #1. DO NOT WAIT UNTIL THE LAST MINUTE AS THERE COULD BE HIGH WINDS, RAIN AND HAIL BEFORE THE TORNADO SIREN EVER SOUNDS.

Always be prepared during tornado season, you never know when a storm may blow through.



Out of clutter
find simplicity.
From discordance
find harmony.
In the middle of
difficulty lies
opportunity.

~Albert Einstein

YOUR MIND IS A GARDEN.
YOUR THOUGHTS ARE THE SEEDS.
YOU CAN GROW
FLOWERS.
OR YOU CAN GROW
WEEDS.

*A fool may be
known by six things:
anger without cause,
speech without profit,
change without reason,
progress inquiry
without object, putting
trust in a stranger,
and mistaking foes
for friends.*



NEW MONTH
USH YOURSELF
EJUVINATE
NSPIRE OTHERS
AUGH LOTS



Never cut a tree down in the wintertime. Never make a negative decision in the low time. Never make your most important decisions when you are in your worst moods. Wait. Be patient. The storm will pass. The spring will come.

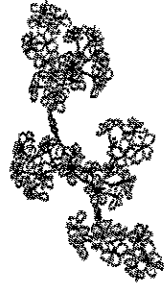
~Robert H. Schuller



Spring Word Search



Find the words below in the grid to the right:



April
 April Fool's Day
 bloom
 bud
 Buddha's Birthday
 cherry blossom
 crops
 daffodil
 Earth Day

Easter
 farmer
 flower
 grow
 June
 May
 melt
 Mother's Day
 new leaves

plant
 plow
 seed
 shower
 sprout
 thaw
 tulip
 wake up
 warm

TENANT NOTICES

APOLLO TOWERS FILTERS & BATTERIES - All furnace filters and smoke detector batteries will be changed Monday April 9th. Maintenance will be in every unit whether you are home or not. This is your advance notice.

ELECTRONIC PAYMENTS - Simplify paying your rent and write one less check every month. You may already have your monthly insurance premiums automatically deducted from your checking account so why not do the same with rent your statement. If interested, please see Kimberly at the housing office and start your auto-pay next month.

COMMUNITY ROOM DOOR - If you find the community room door unlocked in the evenings and/or weekends, **DO NOT lock it**. Someone will be using the room and the door needs to remain unlocked. When you take it upon yourself to lock the door you are forcing housing personnel to make an extra trip to unlock the door again. **Leave the door alone!**

ANNUAL CERTIFICATIONS - Even after 4 years we still have Apollo & Parkview residents that do NOT read nor understand the letter that that is included in the final certification paperwork from Atchison. If you have questions or believe something is incorrect, come to the office here or call Atchison at the number listed on the change notice. Below you will find an example of the portion everyone seems to find confusing.

ADJUSTMENT IN PAYMENTS:	FROM	TO
HAP Payment	\$ 107.00	\$ 125.00
Tenant Rent ←	\$ 350.00	\$ 332.00
Total Contract Rent/Rent to Owner	\$ 457.00	\$ 457.00

The only thing you truly need to be concerned with is the line that says "Tenant Rent". This line shows what your rent was and what it is going

to be on effective date listed right below this portion. This is only your rent amount. This figure does NOT include the cable TV fee (\$25) nor the utility fee (\$10-\$15-\$25 depending on unit size). All these are on your monthly statement which you pay to Clay Center Housing.

POTLUCK - Join your fellow tenants at 6 PM Friday April 13th in the Apollo Community Room for some shared food, fun and friendship. Potluck is the second Friday of each month.

TAI CHI PROGRAM - April 20th 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.

BALANCE & STRENGTH EXERCISES - Sponsored by the Wellness Council Gail Hileman will again lead a series of classes every Monday starting April 2 through May 23rd. This will be held in the Apollo Towers Community Room to begin at 1:30 PM and last approximately one hour.

FREE SKIN CANCER SCREENING for SENIORS - April 17th from 1 - 5 PM in the Apollo Towers Conference Room, one door East of the Media room.



APRIL IS FAIR HOUSING MONTH - A Fair Housing Informational Presentation has been scheduled with the hope of promoting fair housing practices in our community. As we practice fair housing at all our properties, this would be most beneficial to realtors, private landlords and their current or prospective tenants. This meeting will be held Sunday April 15th at 3PM in the Apollo Towers Community Room.

PRINCIPLES OF ACCOUNTING CLASS - \$25 fee - Classes will be Monday evenings June through September at 7 PM. Enrollment closes on May 11th.

BUDGET MEETINGS - for all properties will be held in the Apollo Towers community room on Sunday July 29th at 3 PM.

April is
**Fair
Housing
Month**



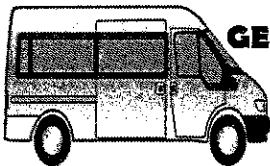
**EQUAL HOUSING
OPPORTUNITY**

PET WASTE BAGS - 25¢/roll at the office

SPRAY DAY - Wednesday April 11th 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.

UNIT INSPECTIONS—Thursday April 12th all units on floors 3 & 4 of Apollo Towers will be inspected whether you are home or not.

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

