

Clay Center Housing May 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



SAFETY TIPS FOR APARTMENT LIVING

You deserve a healthy, sanitary, and safe place to live. The staff at Clay Center Housing is working for your safety but there are things you can help with:

1. Stay alert for hazards in and around your home at all times.
2. Report any problems outside your control. IE: broken outlet, parking lot or stairwell lights out
3. Take care of problems within your control such as dangerous clutter, worn electric cords or old appliances.
4. Take out your trash often. Trash that piles up can be a health and fire hazard. Never throw hazardous materials (such as chemicals or sharps) in the trash. If in doubt ask.
5. Avoid overloading electric outlets. Don't use lots of extension cords and power strips. Only plug one heat source (microwave or toaster oven) into each outlet.
6. Never use electrical appliances near water or if your hands are wet. Don't try to repair unless you are trained to do so.
7. Stay close when something's cooking, avoid wearing loose sleeves when cooking and keep cooking appliances clean.
8. Do not keep gasoline, paint, paint thinners or other

flammable products in your apartment.

10. Be prepared in case of an emergency. Know what to do in case of a fire. Do you know where to go if the tornado siren sounds?

11. Always lock your door, no matter how long you plan to be gone, even when you are home.

12. Find out who's at the door before unlocking it. Require ID if you don't know them.

13. Consider renter's insurance. Property owner's insurance doesn't cover personal belongings. In order to protect your things if something happens (vandalism, theft, water damage or fire), purchasing a renter's insurance policy is a good idea.

14. No matter how nice or "put-together" a stranger might appear to be, do not let anyone into your building unless you recognize them. If you don't recognize the individual, do not allow them entry.

15. Report suspicious activities. If someone threatens you or you see illegal activities, notify the police then call management.

Your safety should be top priority at all times. You need to be alert and aware of any safety issues around you. It's not only your job to protect yourself, but also to enforce strong security measures within your building so that you do not put your neighbors at risk. Strong safety and security measures benefit everyone and will keep trouble away.

When a woman says "What?"

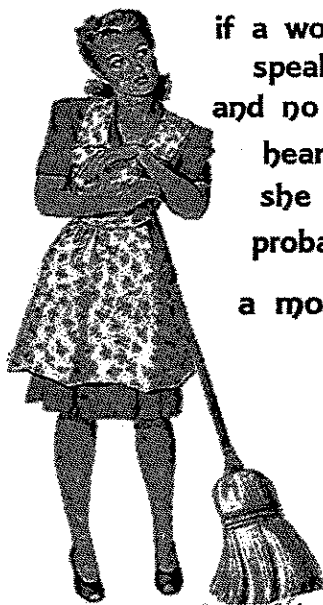
It isn't because she didn't hear you. She's giving you a chance to change what you said.

~ ~ ~ ~

All kids need is a little help, a little hope and somebody who believes in them.

~ ~ ~ ~

Mom, I'm sorry for all the things I did when I was a kid. Will you please take off the curse that my kids will be 10x's worse than me? Please...I'm sorry!



if a woman speaks and no one hears, she is probably a mother

Top 10 Momisms

- 1. Why? Because I said so, that's why!**
- 2. I'm going to give you until the count of three!**
- 3. It's all fun and games until someone gets hurt.**
- 4. I don't know is NOT an answer.**
- 5. I would never have talked to my mother like that.**
- 6. I'm not running a taxi service.**
- 7. If everyone jumped off a cliff would you do it too?**
- 8. Someday your face will freeze like that.**
- 9. It hurts me more than it hurts you.**
- 10. Bob. Sue. Joe. Fido. whatever your name is...**





Happy Mother's Day !

F R C B Y Y H C L Y L I M A F
G S E T H O U E V U U O G I M
N O N S N P G L F K M V M O X
I U E O P W S T W M D P T X U
V R R M I E H E Y O D H M E B
I F D T C G C W I W E E K K A
G R L A U G H T E R V H I Z Y
Z C I O R R W O R O O E S L J
Y Z H S W E E T L A T M S Q P
H T C T J E P O Z I E O E Q W
V W M G N I R A C H D H S M H
V L A I C E P S M W A A K N T
T I R F Q D R D S K N I Y K T
K W E T N J X A Z T T O N N H
L P R S L U P T P C J R O S G

CARING
CHILDREN
DEVOTED
FAMILY
FLOWERS
GIFTS

GIVING
HEART
HOLIDAY
HOME
HONOR
HUGS

KISSES
LAUGHTER
LOVE
MEMORIES
MOMMY
MOTHER

NURTURE
PARENT
RESPECT
SPECIAL
SWEET
THOUGHTFUL

TENANT NOTICES

The point of producing the newsletter is to provide an efficient means to get needed information, point out safety issues and add a little entertainment, to ALL our tenants. That can only happen if every tenant actually takes the time to read the newsletter. If you have impaired vision please utilize the reader in the media room or find someone to read the content to you.

SEVERE WEATHER - Please remember, during this time of year to always be prepared for severe weather. FEMA recommends that people should take shelter within 5 minutes of a warning. In Parkview the southwest corner of the great rooms on 2nd - 4th floors (close laundry room door) or the landings of the stairwells is the safest shelter. At Apollo, the recess in front of the elevators on the 2nd through 7th floors are the safest. In both properties you should make sure all of the apartment doors are locked. In Apollo we also recommend that you have a light blanket to put over your face since there is glass in the stairwell doors.

Tolin Terrace residents should go to the storm shelter. Everyone should take a flashlight, a bottle of water, and a transistor radio with them. If you have a pet, the pet must be in a secure pet carrier.

LAUNDRY ROOMS - Please leave the washer doors OPEN after unloading, especially the front load machines. Closing these doors causes the seal to mildew and the machine to smell bad which can make your clothes stink. The dryer doors should be closed after you clean the lint catcher after every load.

PROPERTY DAMAGE - Damage is being done to individual units, the hallways, and elevators by the careless use of wheelchairs and motorized scooters. Tenants are liable for any damage to their unit and other areas of the property, caused by self or visitors. There is no need to go faster than you would walk down any hallway and you can back-up slowly. Do not get on the small elevators with your scooter, please wait for the

large elevator. There are cameras in the hallways and we can charge you for the damage.

APOLLO TOWERS ELEVATORS - During the week of May 22nd some work will be done on the large elevator at Apollo. No one will be able to use this elevator till the work is completely finished. During this time, if you use a motorized scooter we ask that you be very careful getting on and off the small elevator so you don't cause any further damage.

HOUSING CELL NUMBER - 785.447.9352 is only to be used after hours, weekends and holidays **ONLY IN CASE OF AN EMERGENCY** or if specifically instructed to do so. Don't call this number during office hours unless you really have an emergency and no one answers the office phone. Asking a questions is NOT an emergency. Losing money in the vending machine is NOT an emergency. A fire, running water, and being locked out of your apartment are all true emergencies. If you are threatened, afraid for your life or someone is using drugs on the property, **CALL THE POLICE FIRST**, then notify management of the problem.

CIRCLE DRIVES - The drives in front of Parkview and Apollo are for loading and unloading **ONLY!** These are actual fire lanes for emergency vehicles. Do Not leave your vehicle sitting there longer than 20 minutes, no exceptions! Tenants, this means you don't park there and neither should your visitors.

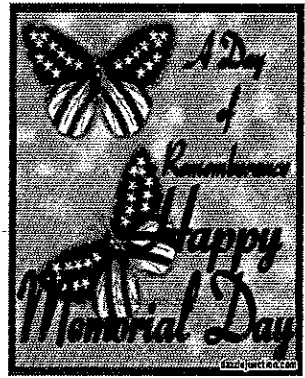


Wellness Council Balance & Strength Series - taught by Gail Hileman will last 8 weeks this spring. This program will take place in the Apollo Towers Community Room from 1:30 - 2:30 PM on Mondays in April and May. Please direct any questions to Amber in the Nutrition Office.

Tai Chi Program - May 19th 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.

Memorial Day is Monday May

29th The office will be closed and there will be no maintenance staff available that day. If you have an emergency call 785-447-9352, otherwise call the office and leave a message.



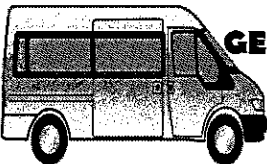
UNIT INSPECTIONS—Apollo floors 5 & 6 are scheduled for inspection on **Wednesday May 10th - early afternoon.**

You do not have to be present for this inspection.

SPRAY DAY - Wednesday May 10th is bug spray day for Apollo Towers. 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.

Monday May 1st maintenance will be changing furnace filters and smoke detector batteries at Parkview.

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

