



**Labor Day is Monday September 4th.**  
 The office will be closed and no maintenance staff available. If you have a true emergency during this time call 447-9352. For anything else call 632-2100 and leave a message.

**UNIT INSPECTIONS—Thursday September 14th** all units on the second floor of Parkview will be inspected whether you are home or not.

**SPRAY DAY - Wednesday September 13th** 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.**

**ANNUAL MEETING -** The annual meeting of the Housing Authority of the City of Clay Center will be held Monday September 11th at 4PM in the Apollo Towers conference room.

**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*



**Clay Center Housing  
 September 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](http://claycenterhousing.com)

Like us on Facebook!

KS Relay Center TDD 800-766-3777



## **PREPARE FOR EMERGENCIES NOW - FEMA [www.ready.gov](http://www.ready.gov)**

The likelihood that you and your family will recover from an emergency tomorrow often depends on the planning and preparation done today. While each person's abilities and needs are unique, every individual can take steps to prepare for all kinds of emergencies from fires and floods to potential terrorist attacks. By evaluating your own personal needs and making an emergency plan that fits those needs, you and your loved ones can be better prepared. The following outlines commonsense measures you can take to start preparing for emergencies before they happen.

### **GET READY NOW.**

1. **Get a Kit of Emergency Supplies** - The first step is to consider how an emergency might affect your individual needs. Plan to make it on your own, for at least three days. It's possible that you will not have access to a medical facility or even a drug-store. It is crucial that you and your family think about what kinds of resources you use on a daily basis and what you might do if those resources are limited or not available. Recommended basic emergency supplies include:

- > Water, one gallon of water per person per day for at least three days, for drinking and sanitation
- > Food, at least a three-day supply of non-perishable food and a can opener if kit contains canned food
- > Battery-powered or hand crank radio and a NOAA Weather Radio with alert and extra batteries for both
- > Flashlight and extra batteries
- > First aid kit
- > Whistle to signal for help
- > Dust mask to help filter contaminated air and plastic sheeting and duct tape to shelter-in-place
- > Moist towelettes, garbage bags and plastic ties for personal sanitation
- > Wrench or pliers to turn off utilities
- > Local maps
- > Pet food, extra water and supplies for your pet or service animal
- > If you take medicine or use a medical treatment on a daily basis, be sure you have

should never be below 72 degrees, with a federally recommended setting of 78. The winter heating setting recommended is 68 degrees and should never be above 74. If you are cold, put on more layers, get up and move around, use more/heavier blankets and close the blinds and curtains to keep the heat in. The bulk of the gas and electric bills are not paid by the tenants. If we find settings are out of compliance we will lock-off your control of the thermostat as we do NOT have an endless supply of money for the ever rising utility costs.

**WATER ISSUES** - If your toilet over-flows turn the shut-off valve under the tank a quarter turn to stop the flow of water. Never, ever put anything other than toilet tissue and human waste in the toilet. That means **NO feminine hygiene products, no paper towels, no wipes (doesn't matter if it says "Flushable", don't do it!), toys, make-up, or food.** Each household should have their own plunger just in case.

Don't walk away from running water; in the shower, kitchen or vanity sink, even for a moment. Turn off the faucet if you must step away. Water damage doesn't just effect you but can cause damage to every unit below and around you and the connected common areas.

If you experience a water emergency and no one is in the office, please call the cell number immediately, no matter the time of day. This can be an expensive problem so learn what to do before it happens to you. You are responsible for the damage and the clean-up expense.

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

**TAI CHI PROGRAM** - September 15th 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.

## TENANT NOTICES

### **WINDOW HOURS - Tuesday & Friday morning from 9 A.M. to Noon.**

These are the only times the window is open and the ONLY times you may purchase rolls of quarters or books of stamps. If you aren't around during these times you will need to go to the bank, post office or grocery store to get them. We cannot continue to make exceptions because you didn't plan, forgot or just ran out. Do not call and request anything different. Please respect the posted hours and when you may do things.

**Exception for Friday September 8th window hours:** 9AM - 10:30AM & 1PM - 3PM. No one will be available from 10:30AM - Noon. Do not come to the window or call expecting someone to take care of your issues during this time.

**TRASH** - Please do not carry leaking trash bags down the halls and stairwells to the trash chutes or dumpsters. If necessary, double bag your trash. There are "dribble trails" on a few floors that make extra work for cleaning staff. If we continue to have issues you will be charged for the expense of cleaning the carpets. And yes, we can tell who made the mess. Please remind anyone you have helping you that you, as the tenant are responsible for any messes and the associated expense.

**FIRE DRILL** - for Apollo Towers and Parkview Plaza will occur on Friday September 22nd at 1:30 PM. All alarms and speakers will be checked at both buildings. Remember the elevators will not operate during the drill because they lock-off for an actual emergency. This will be only a drill!

**THERMOSTAT SETTINGS** - As the seasons change we want to remind the tenants at Apollo Towers & Parkview Plaza about the recommended settings for your thermostats. In the summer months your A/C settings

what you need on hand to make it on your own for at least a week. You should also keep a copy of your prescriptions as well as dosage or treatment information.

> In addition, there may be other things specific to your personal needs that you should also have on hand. If you use eyeglasses, hearing aids and hearing aid batteries, wheelchair batteries, and oxygen, be sure you always have extras in your home. Also have copies of you medical insurance, Medicare and Medicaid cards readily available.

> Include copies of important documents in your emergency supply kits such as family records, wills, power of attorney documents, deeds, social security numbers, credit card and bank information, and tax records. It is best to keep these documents in a waterproof container. Include the names and numbers of everyone in your personal support network, as well as your medical providers. Also be sure you have cash or travelers checks in your kits in case you need to purchase supplies.

2. **Make a Plan For What You will Do in an Emergency** - The reality of a disaster situation is that you will likely not have access to everyday conveniences. To plan in advance, think through the details of your everyday life. List the people who assist you and their contact info, what modes of transportation you use and if there are alternatives. Keep a copy of your plan in your emergency kits and a list of important information and contacts in your wallet.

> Develop a Family Communications Plan - Your family may not be together when disaster strikes, so plan how you will contact one another. Consider a plan where each family member calls, or emails, the same friend or relative in the event of an emergency. It may be easier to make a long-distance call than to call across town. Sometimes texting is a better option than calling as a text may get through when a call can't.

3. **Be Informed** - Some of the things you can do to prepare for the unexpected, such as assembling an emergency supply kit and making an emergency plan are the same regardless of the type of emergency. However, it's important to stay informed about what might happen and know what types of emergencies are likely to affect your region. For more information about specific types of emergencies, visit [www.readygov](http://www.readygov) or call 1-800-BE-READY.

Be prepared to adapt this information to your personal circumstances and make every effort to follow instructions received from authorities on the scene. Above all, stay calm, be patient and think before you act. With these simple preparations, you can be ready for the unexpected.

*This information was developed by the Federal Emergency Management Agency in consultation with AARP, the American Red Cross and the National Organization on Disability.*



“That old September feeling, left over from school days, of summer passing, vacation nearly done, obligations gathering, books and football in the air ... Another fall, another turned page: there was something of jubilee in that annual autumnal beginning, as if last year's mistakes had been wiped clean by summer.”

— Wallace Stegner, Angle of Repose



Word Scramble

rspmeebte \_\_\_\_\_ ioflcernd \_\_\_\_\_

dinina \_\_\_\_\_ teaovfir \_\_\_\_\_

urmmse \_\_\_\_\_ nhtmo \_\_\_\_\_

abylrdao \_\_\_\_\_ btgrih \_\_\_\_\_

eilftwehad \_\_\_\_\_ emit \_\_\_\_\_

tshreav \_\_\_\_\_ aplrariel \_\_\_\_\_

oonm \_\_\_\_\_ erpshiap \_\_\_\_\_

yhpap \_\_\_\_\_ tasre \_\_\_\_\_

sfamrre \_\_\_\_\_ sabyhela \_\_\_\_\_

ongrgwi \_\_\_\_\_ itamronig \_\_\_\_\_