

# Clay Center Housing September 2018

## Office Hours:

**10 AM—4 PM 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.** There may not be anyone available to answer the door or telephone so leave a message. Please make arrangements to pickup packages between 10 AM and 4 PM Monday thru Friday.

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



THE  
**5**

STEPS TO

# Eye Safety

Step 1



Ensure your eye protection fits well.



Step 2



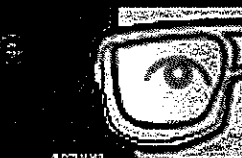
Use appropriate guards, screens and other safety devices.



Step 3



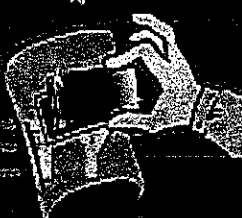
Choose the proper eye protection for the job.



Step 4



Repair or replace damaged equipment.



Step 5



Avoid prolonged use of video display terminals or other screens.



Supreme Safety

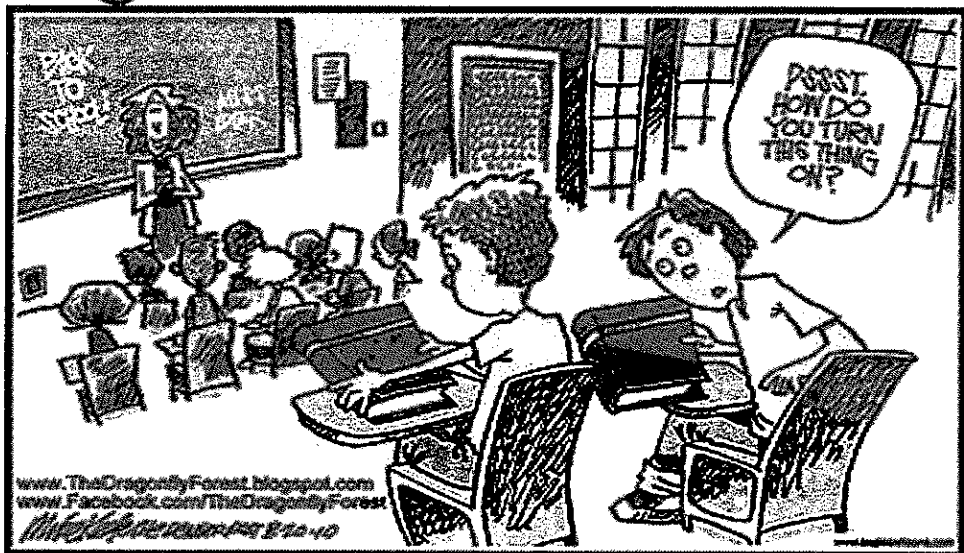


# Important Safety Tips for Kids

In light of suspicious activity in neighboring school districts, please review the following safety tips with your children.

- Don't talk to strangers.
- Don't take anything from strangers.
- Don't go anywhere with someone you don't know.
- Stay more than an arm's reach from strangers. If you are approached by a stranger, seek help immediately.
- Trust your instincts, if you feel you are being followed or something is not right, seek help immediately.
- Use the buddy system, avoid walking anywhere alone.
- Review contact telephone numbers and home safety practices.
- When seeking help, always go to a trusted adult – teacher, coach, police officer, other parent, or older siblings.
- If a stranger grabs you, do everything you can to stop him or her from pulling you away. Drop to the ground, kick, hit, bite, and scream. Do whatever it takes to attract the attention of others who can help you. If someone is dragging you away, scream, "this is not my dad," or "this is not my mom."
- Report any suspicious activity to your local school and police department.

# September



No matter how good or bad you think life is, wake up each day and be thankful for life. Someone somewhere is fighting to survive.

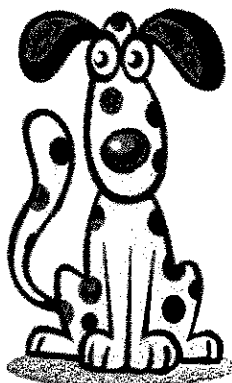
~ Unknown

“Women and cats will do as they please, and men and dogs should relax and get used to the idea.”

~ Robert A. Heinlein

“The statistics on sanity are that one out of every four people is suffering from a mental illness. Look at your 3 best friends. If they're ok, then it's you.”





# Dog Breed Word Search

AIREDALE  
 AKITA  
 BASSET HOUND  
 BEAGLE  
 BOXER  
 BULLDOG  
 CHIHUAHUA  
 CHOW CHOW  
 COLLIE  
 DACHSHUND  
 DALMATIAN  
 GERMAN SHEPHERD  
 GREAT DANE  
 LHASA APSO  
 MALAMUTE  
 MALTESE  
 MASTIFF  
 PEKINGESE  
 POMERANIAN  
 POODLE  
 PUG

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| S | H | U | P | E | K | I | N | G | E | S | E | U | Z |   |   |   |   |
| P | O | O | D | L | E | I | R | R | M | D | V | P | I |   |   |   |   |
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ROTTWEILER  
 SAINT BERNARD  
 SAMOYED  
 SCHIPPERKE  
 SHAR-PEI  
 SHIH-TZU  
 WEIMARANER



## TENANT NOTICES

**CUSTOMER SERVICE SPECIALIST** - Marcia Campbell has joined the office staff part-time to help with tenant and applicant needs. She will be answering the phone and door, taking work orders, rent payments, speaking with applicants and showing apartments.

**OFFICE HOURS: Monday - Friday 10 AM to 4 PM** - The addition of a part-time position has allowed us to extend the office hours to provide more time for residents to pick up packages and pay rent. You will still need an appointment to see John or Kim in the afternoons.

**HOUSING GROUNDS** - A few residents have begun to hang birdfeeders, put out grain for the squirrels and other assorted items on the lawns. No birdfeeders, etc. are allowed on housing property. Going forward, all such items will be removed by staff and if not claimed will be disposed of. If you have put out feeders, shepherd's hook, flags, planters, etc. they need to be taken care of immediately!

**Apollo Towers & Parkview Plaza are NOT owned nor are they operated by Atchison Housing.** Your rent checks should be made out to Clay Center Housing. Any questions or problems should be directed to the Clay Center office. Atchison has nothing to do with the daily operations of Clay Center Housing. They manage the waitlist, pass subsidy funds to us and submit information to HUD on our behalf. Unless you have been directed to call Atchison, it is unlikely they will be able to help you.

**APOLLO ELEVATORS** - There is a strong possibility Thyssenkrupp will begin work on the elevators in September. Please realize that only one elevator will be running at a time and the work on each one could take up to 8 weeks. Please be patient and remember once finished, the building will have much nicer equipment that runs smoothly

**RECYCLING BINS** - In the northeast corner of the Apollo parking lot we will soon have several bins for tenants to place recyclable items. A label

on each bin will notify you to what should be placed inside the individual containers. You must sort your items before placing anything in the bins. These bins are NOT for trash, only for clean recyclables.

**TENANT INFORMATION** - Please verify that the office has your current phone number. We should not need to make multiple trips to your apartment to contact you.

**PARKING LOTS** - If your vehicle doesn't work or you no longer drive, the car needs to be removed from the property. As parking spaces are limited, especially at Parkview, this is your notice that in the near future we will tow any car that hasn't or doesn't move. This will be at the owner's expense.

**ANNUAL MEETING** - The annual meeting of the Housing Authority of the City of Clay Center will be held Monday September 10th at 4 PM in the Apollo Towers conference room.

## **TENANT ASSOCIATION ACTIVITIES**

**POTLUCK** - Join your fellow tenants at 6 PM Friday September 14th in the Apollo Community Room for some shared food, fun and friendship. Potluck is the second Friday of each month.

**TAI CHI PROGRAM** - September 21st 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 your supplies and let Shirley help you create your own handwork. Currently they are working on some cross-stitch quilt panels.

**BINGO** - Every Tuesday at 1:30 PM in Apollo Towers community room

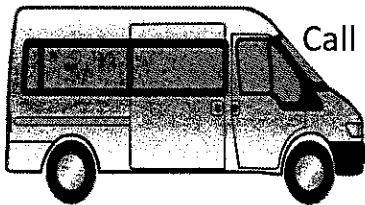


The office will be closed **Monday September 3rd for Labor Day.** There will be no housing staff available that day. If you have an emergency please call the cell number - **785.447.9352.** For anything else, leave a message and someone will get back with you on Tuesday.

**SPRAY DAY** - All units at Apollo will be sprayed Wednesday September 12th. Spray day is the second Wednesday of each month, Apollo Towers in the odd months, Parkview & Tolin the even. We **WILL spray** every unit whether you are home or not. This is part of your lease.

**FRIENDSHIP MEALS**—For information or questions please call the Nutrition Office at 785-632-5767. This is 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*

