

Clay Center Housing January 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



EVERYDAY APARTMENT LIFE SAFETY

Always lock your doors, even when you're home but especially when you're gone.

Make your apartment look occupied by keeping the lights on when you are gone or by automating them to a schedule.

Get to know the employees that work in your building including, maintenance, and any grounds personnel. Report anyone that doesn't look familiar.

Get to know your neighbors, at least their first name. Lookout for each other, offer help when you can.

If your building has locked entry ways make sure that they stay shut and locked. Lookout for tailgaters and ask your neighbors to do the same. Call the police if you find strangers sleeping in common areas.

Protect your car as much as you protect yourself. Never leave your valuables inside of your car, especially in places where people can take a quick glimpse from the window to see what's inside. Always lock all doors, even if you forgot something inside your apartment. If you're defrosting your car during the winter, stay with it at all times while its running. The best opportunity for a thief is when they see an unattended car with the engine on.

Be careful on how and whom you notify when leaving your apartment. Never, under any circumstances, leave short notes on your doors for any roommates or others that reside with you. You will never know who is around while you're gone. Always give the intended party a short call or text message letting them know your whereabouts, even if it's a short trip to the store. Always contact nearby family and friends when planning on leaving for a longer time duration, including any out of state departures.

Safety also should to be considered when using your computer and WiFi.

The Three Essential Rules to Creating Secure Passwords

Though passwords may seem like a hassle to remember, they're a hugely necessary inconvenience. According to cybersecurity company IdentityHawk.com, they're essential in the fight against someone stealing your data or even your identity. In order to ensure your password security, start by keeping these three rules in mind:

Passwords should be complex and long. While this may make your password more difficult to remember, it also makes it more difficult for a hacker to guess. Aim for a password that's at least 8 characters long, includes both upper and lowercase letters, numbers and special characters such as %, # or &.

Passwords should not be easy to guess. It's always tempting to use something simple like "password1" or even "123456", but that's one of the worst things you can do. Sequential numbers are actually the worst for hacks, according to Splash Data, who collect information on data breaches. In fact, in 2015, "123456" was the most commonly used password found in hacks for the 5th year running.

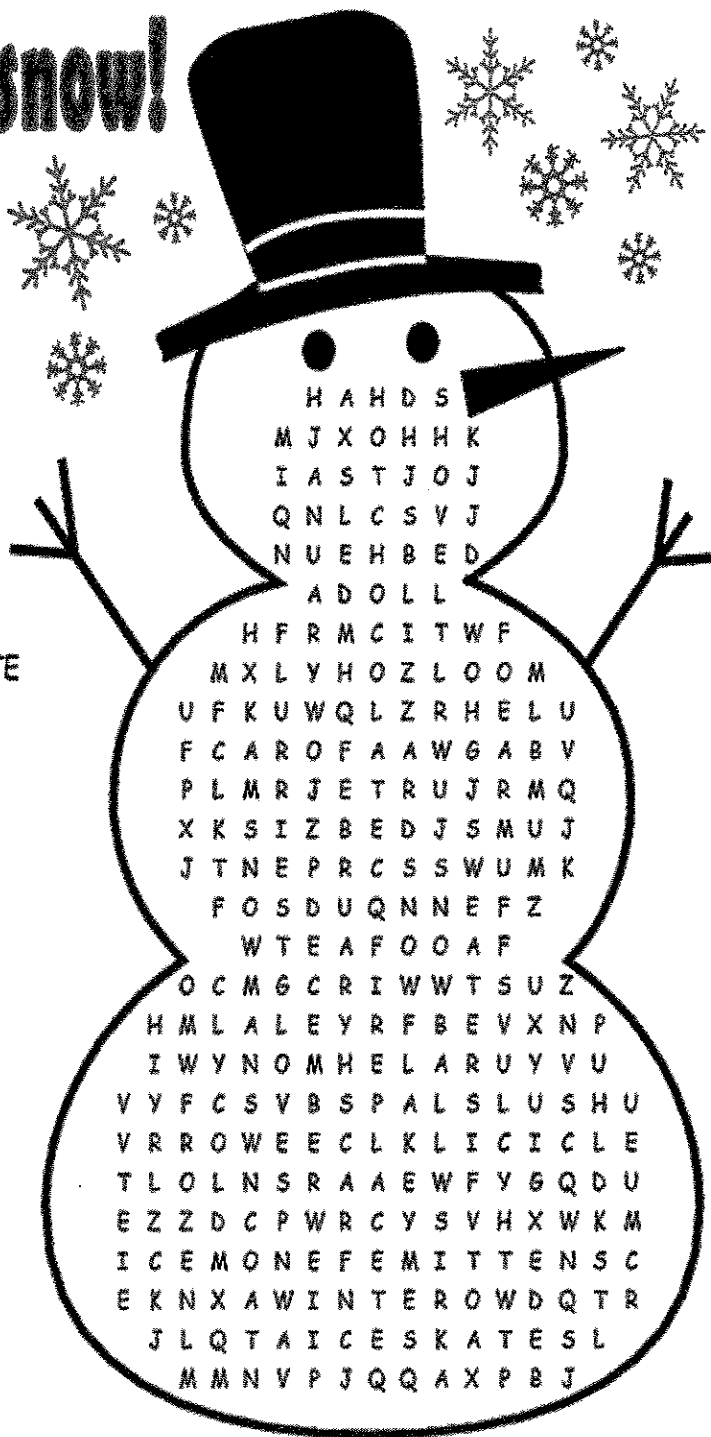
Use a different password for every account. Using the same password for all of your accounts is just asking for trouble. Oftentimes during major data breaches, hackers will try using acquired passwords on other accounts just to see if they'll work, meaning they could possibly gain access to your important financial information. If your memory just isn't built for that kind of thing, try using one of the top password managers to ensure your password security.

Never, ever give out your passwords!

Don't click on links in emails unless you know for sure the email and link are reputable and from someone you do business with. When in doubt go to the site directly from your browser, just be sure you type it address correctly.

Let it snow!

BLIZZARD
 COAT
 COLD
 DECEMBER
 EARMUFFS
 FEBRUARY
 FIREPLACE
 FLURRIES
 FROZEN
 GLOVES
 HOT CHOCOLATE
 ICE
 ICE SKATES
 ICICLE
 JANUARY
 MITTENS
 SCARF
 SHOVEL
 SLED
 SLUSH
 SNOWBALL
 SNOWFLAKE
 SNOWMAN
 SWEATER
 WINTER





SORRY, SON...THERE'S NO APP FOR THAT

Based on data collected by NOAA's National Climatic Data Center from 1981 to 2010:

The Clay County area has a little over 3 days of new snow in January with an average of only 5.7 total inches. December and February aren't any better with less than 4 inches on average for each month. So if you want more snow and more snow days, you're living in the wrong state. The states around Kansas all average more snow and more days with new snowfall.

Now if you want wind, those figures are considerably higher in Kansas, but you knew that already.



TENANT NOTICES

DOG POOP - This happens every year as the weather gets colder. We have some residents that are NOT picking up their dog's poop! It doesn't matter where you walk the dog, all solid waste should be picked up. We can't enforce the city ordinances but we can evict you if you don't pick it up on housing property. This requirement is part of your lease.

TOLIN FURNACE FILTERS will be changed Tuesday January 2nd. Maintenance will be in each unit whether you are home or not.

RENT PAYMENTS DUE BY THE 10TH OF EACH MONTH - it doesn't matter when you get paid, your rent is past due if not paid by the 10th. The only exception is if social security is your ONLY income and you don't receive it till the 3rd Wednesday of the month. **You need to plan ahead and pay your rent on time.** A late charge is \$25.

SOCIAL SECURITY BENEFIT LETTER - If you haven't already done so, please bring your 2018 Social Security benefit letter to the office so we may make a copy for your file. Do this now when it is fresh on your mind so you don't need to get a new copy later.

SNOW & ICE is part of our winter and you must prepare yourselves for it. This is a reminder -WE DO NOT - WILL NOT- scoop the snow from around your vehicles. Our contractor will clear the drives and throughways for the parking lots and maintenance takes care of the sidewalks. If the weather is nasty, please do not go out unless absolutely necessary. Car owners please do not back in or pull over the sidewalks and curbs. Doing this prevents the snow removal equipment access to the entire walkway.

MAINTENANCE - Do **NOT** stop maintenance personnel in the hallways for your work orders. You must call the office and provide the information regarding each work order request. You can call the office with a work order request any time and leave a message. If the required information is complete, the job will be handled as soon as possible dur-

ing business hours. DO NOT expect a work order to be taken care of right away if you just rattle something off during window hours nor should you wait till 3:30 PM to call expecting work to be done right away. PLEASE CALL and do it early in the day!

It is NOT the job of housing maintenance to move furniture, hang curtains or pictures. There just isn't time to deal with tenants personal items. Please talk to family, friends or neighbors when you need help with these items. Mike & Dan are here to MAINTAIN the property, which involves over 18,000 square feet of common space plus making sure everything in 121 units functions properly. When there is a need for work to be done in a unit, CALL the office and the problem will be addressed as soon as possible.



COFFEE TIME - The cost has been lowered to 50 cent for drink and snack. Join your fellow residents in the Apollo community room Monday, Wednesday & Friday mornings at 9:30.

EXERCISE PROGRAM - This is lead by Jericho from Angel Care Home Health and will be every Tuesday morning at 9:45 in the Apollo Towers Community Room. If interested please arrive a few minutes before, ready to start.

POTLUCK - Join your fellow tenants at 6 PM Friday January 12th in the Apollo Community Room for some shared food, fun and friendship. Potluck is the second Friday of each month.

TAI CHI PROGRAM - January 19th 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 yours supplies and let Shirley help you create your own handwork.

The office will be closed on the 1st for New Year's & the 15th for Martin Luther King, Jr. Day. If you have an emergency call 785.447.9352, otherwise, leave a message at 632-2100 and your needs will be addressed after the holiday.

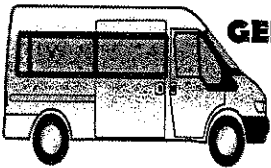


Martin Luther King Jr. Day

UNIT INSPECTIONS—Thursday January 11th units 1 - 10 at Tolin Terrace will be inspected whether you are home or not.

SPRAY DAY - Wednesday January 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.

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

