



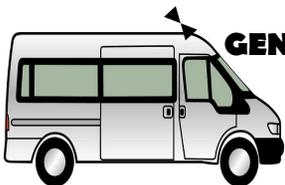
Memorial Day is Monday May 25th. The office will be closed and no housing staff will be available. If you have a work order, leave a message as usual. If there is a water leak or lock-out call the emergency cell - 447.9352.

SPRAY DAY - ALL Apollo Towers units will be sprayed Wednesday May 13th. They will start around 7:30 AM. Bug spray day is the second Wednesday of each month. Parkview and Tolin are done on the even months and Apollo the odd.

UNIT INSPECTIONS - Unit inspections for Apollo floors 5 & 6 will take place on Thursday May 14th. These inspections will take place whether you are home or not.

APOLLO FILTERS & BATTERIES - Maintenance will be in each unit at Apollo to change furnace filters and smoke detector batteries Tuesday May 5th. Charges will be on your June Statement.

FRIENDSHIP MEALS—For information or questions please call the Nutrition Office at 785-632-5767. The nutrition office is now located across the hall from maintenance.



GENERAL PUBLIC TRANSPORTATION MINI-BUS

Cancelled till further notice!

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
May 2020**

**Office Hours:
10 AM—4 PM
Monday—Friday**

WINDOW HOURS are Tuesday & Friday from 10 AM to 1 PM

Only at these times may tenants purchase stamps, get change, cash checks or pay rent in person. At this time we are requesting no cash payments. Rent checks and money orders may be placed in the drop box slot on the office door. Newsletters and statements are available after the 25th of each month. **Each household is responsible for reading ALL the information provided every month.**

When calling the housing office number, please listen to ALL phone options. The work order - #1 and application - #2, options are set up to take messages only. For a work order, **CALL THE OFFICE and select option 1, then leave a detailed message**, stating unit number, nature of problem and whether maintenance has permission to enter.

Packages are available to be picked up in the outer office Monday through Friday. Make sure you get only your own packages.

Only in the evenings or on weekends, if you have an emergency, i.e. lockout, elevator issues or water leak, should you call 785-447-9352.



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



Easy-to-Follow Home Safety Tips

1. Don't neglect safety housekeeping

Safety housekeeping refers to keeping minor safety hazards at bay by maintaining basic safety practices. The following are good safety housekeeping measures. First things first, don't keep clutter in front of doors, stairways or steps and make sure all cords are out of areas of travel to avoid trips. Keep things where they can be comfortably reached, or use a ladder or step-stool to safely retrieve them, and keep drawers, cabinets and cupboards closed when not in use. Your home probably has some potentially dangerous solvent and cleaners, so make sure chemicals or other hazardous materials are safely and properly stored. In the kitchen, keep appliances off or unplugged when not in use.

2. Maintain adequate home security

It's always beneficial to have an emergency action plan for your home, such as having an escape route, exit plan and emergency meeting place. Be sure to communicate these plans to all family members that live in the house, and only share house codes or house keys with those who you really trust. When going away from your home for long periods of time, don't share on social media when you'll be away. For additional safety, consider adding porch cameras, motion detector lights and cameras or video door bells.

3. Always remember home fire safety

Home fires can be extremely devastating if not life-threatening. While it's difficult to live comfortably and conveniently while having eliminated all fire threats, there are steps you can take to ensure that high-risk home items are eliminated of potential risk. Never leave cooking unattended and keep stoves and counter surfaces free of clutter, grease and especially flammable objects like hairspray, bug spray or air freshener. Be sure to set a timer that will alert you when your cooking is complete since it is easy to forget. Additionally, wear tight clothes while cooking to ensure that nothing gets lit on fire. If you have a fireplace, candles or other sources of open flame, never leave it unattended, and place it on a non-flammable surface clear from any potentially flammable items.

4. Eliminate electrical risks

Electricity, while incredibly convenient, can also pose a lot of safety risks if not adequately maintained. Use the following electrical safety tips to eliminate potential electrical hazards. Replace all damaged or frayed wires and cords, and throw out old or faulty appliances. Make sure to follow the correct procedures when replacing light bulbs. Never overcrowd your electrical outlets, use extension cords if necessary, and only buy electrical products evaluated by the nationally recognized laboratory (i.e. UL). The UL is OSHA approved to perform product safety testing so look for products with this seal of approval. Additionally, all electrical systems should be repaired or installed by a certified professional.

5. Always practice proper food safety

sponsible to depose of yourself.

MEALS KITCHEN is looking for volunteers, Monday through Friday, 10 AM - 11 AM & 11:30 AM - 1 PM. Even as a volunteer, you must follow all health and safety regulations while in the kitchen.

- TENANT ACTIVITES -

NOTICES WILL BE POSTED AS ACTIVITIES RESUME

Any restrictions placed on the buildings and the residents of this housing complex is for the protection and safety of ALL who live and work here. Please ask friends and family to stay away. Make arrangements to meet people in the drives or at the main entrances when delivering groceries or medications.

Assuming the State of Kansas removes the current stay at home rules John has decided to do the following effective Monday, May 4, 2020 :

1. We will re-open the Tolin Terrace Community Room, Apollo Towers Community Room, Media Room, 4th Floor Lounge, and the Fitness Room. We encourage residents to continue to practice social distancing and good hygiene.
2. We continue to encourage those who are able to use the stairs instead of the elevator.
3. Our staff will continue to wipe down all railing in hallways, elevators, and stairwells daily.
4. Our staff will respond to all work orders as in the past.
5. Please advise your visitors to respect our social rules when they are on our property.
6. We will return to normal office hours.
7. We encourage you to continue to pay the rent through the slot in front of the office door and to practice social distancing while in our offices. We will continue to sell books of stamps and exchange quarters for bills at the office window only on Tuesdays and Fridays from 10 a.m. to 1 p.m. as before. We will take cash payments of rent but encourage you find another form of payment.

TENANT NOTICES

PARKVIEW PLAZA REDEVELOPMENT PROJECT - Despite the COVID-19 interruptions, we have made steady progress in closing the financing. The only significant item left is HUD approval. They assured us that they would complete their review in time for us to close on April 30th. Once we have a firm closing date established, I will schedule resident meetings to update the residents on the project and answer questions. I am anticipating that will happen in early May.

MARCIA CAMPBELL IS NOT ON CALL 24/7. She works in the office Monday through Friday from 10 AM to 4 PM. Never go to her home for housing business. DO NOT stop/talk to her in the laundry room, hallway, parking lot, etc. (or the grocery store) regarding business operations, outside of business hours. Any tenant bothering Marcia Campbell with housing related issues outside her work schedule will incur a \$25 charge for each incident. If you have an emergency, call the emergency number. Otherwise, call the office or come in during regular office hours.

RENT PAYMENTS DUE BY THE 10TH OF EACH MONTH - Your rent still must be paid! The Federal moratorium on evictions does NOT say you don't need to pay your rent. Your rent is still due as usual. How do you think the utilities and other expenses get paid!

An automatic payment (EFT) of your rent is an option. This payment is withdrawn from your account on the 6th of every month, unless it falls on a weekend or federal holiday.. It will then occur on the following business day. You will still receive a monthly statement that shows the amount due. This should serve as a reminder of your EFT.

RECYCLING - There are recycling containers inside the fence at the back of the Apollo Towers parking lot. Use grocery sacks to sort your items. I.e. paper in one bag, plastics in a bag, aluminum in another. Please, please, break down ALL cardboard boxes (no cardboard milk or juice containers) and put in metal cages. Never put appliances, furniture or food inside the fence with the recycling items. These things you are re-

Food safety isn't always common sense and kitchen injury or food-borne illness is very real. In order to protect yourself and your family from potential food safety risks, follow the following safety tips. Make sure your kitchen is clean and adequately maintained, and be sure to avoid contaminating food by keeping raw meat and fish away from veggies. Thoroughly thaw frozen food before cooking, and ensure that food is cooked all the way by knowing safe temperatures and using a thermometer. To avoid spreading germs, keep your hands washed when handling raw meats, and to avoid injuries, carefully handle knives and other sharp cooking utensils.

6. Have the necessities

Your home should have all the typical emergency response items in an easy-to-access location. These items include:

A first aid kit complete with band-aids, gauze, anti-bacterial wipes, eye patches, pain-reliever, etc.

Medicines for common ailments such as upset stomach or colds

Inhalers, if necessary

Emergency numbers for contacts, doctors, hospitals or poison control centers

Anything else that may be necessary for the unique needs in your home

7. Encourage safe habits

Sure, it's easy for someone to go around the house every so often and eliminate potential safety risks, but to maintain safety in your home, it starts by having open discussions and encouraging safe habits. Talk to your family members, visitors and neighbors about safe habits and teach your children that safety is an important practice.

Upcoming classes & meetings:

Fair Housing Public Meeting

4 p.m. Sunday, June 14, 2020

Apollo Towers Community Room

2021 Operating Budget Meeting

7 p.m. Wednesday, August 5, 2020

Apollo Towers Community Room

Personal Financial Management Class

6 to 8 p.m. Wednesday, September 16, 2020

Location: Apollo Towers Community Room

No Cost

Must enroll no later than September 4, 2020



Things to celebrate in May:

National Mother Goose Day - National Teacher Appreciation Day - National Lemonade Day - National Coconut Cream Pie Day - National Clean Up Your Room Day - National Nutty Fudge Day - National Frog Jumping Day - National Pizza Day - National Sea Monkey Day - No Dirty Dishes Day - Take Your Parents to the Park Day - National Lucky Penny Day - Towel Day - National Smile Day - National Hamburger Day - Mother's Day



- | | | |
|------------|------------|-----------|
| ADMIRAL | CORPORAL | MARSHAL |
| ADVANCE | CORPS | MUSKET |
| AMMO | CREW | NAVY |
| ARMY | DETONATE | OFFICER |
| ARSENAL | DOG TAG | ORDINANCE |
| ARTILLERY | DRAFT | PETTY |
| BASE | EPAULET | RANK |
| BATTALION | FIELD | REGIMENT |
| BAYONET | FURLOUGH | SERGEANT |
| BOMB | GARRISON | SNIPER |
| CADET | GRENADE | SOLDIER |
| CAMOUFLAGE | GUERRILLA | TACTICS |
| CAVALRY | LANCE | TORPEDO |
| COLONEL | LIEUTENANT | VETERAN |
| COMBAT | MARINES | WARFARE |