

# Clay Center Housing February 2021

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 rent 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, leave a detailed message**, stating your name & 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 to pick up **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](http://claycenterhousing.com)

Like us on Facebook!

KS Relay Center TDD 800-766-3777



## **ESTATE PLANNING - THINGS TO DO BEFORE YOU DIE**

There's more to estate planning than simply writing a will. Accounting for all of your assets and wishes will ensure your plan is executed smoothly after your death. The main issue seen for families of housing residents that pass is no access to bank accounts and not knowing where all the assets are located.

### **1. Make a List**

Itemize your assets, both physical things of value - house, vehicles, computers - and non-tangible assets - brokerage accounts, 401(k) plans, IRAs, bank accounts, insurance policies. Include all account numbers and list the location of any physical documents you have in your possession. You may also want to list contact information for the firms holding non-physical possessions. You also want to list any organizations you belong to - AARP, The American Legion, a college alumni group - and any charitable organizations that you support.

### **2. Make Copies of Your Lists**

When your lists are complete, you should date and sign them and make at least three copies. The original should be given to your estate administrator. The second copy should be given to your spouse (if you're married) and placed in a safe deposit box. Keep the last copy for yourself in a safe place.

### **3. Update Beneficiaries**

All retirement accounts, life insurance and annuities will pass directly to beneficiaries. Review each account to make sure the beneficiaries are current and listed exactly as you like. This is especially important if you have divorced and remarried.

### **4. Assign Transfer on Death Designations**

Assets bequeathed in a will often go through probate, as do assets if someone dies without a will (intestate). This process, in which your assets are distributed per court instruction, can be costly and time-consuming. However, many accounts, such as bank savings, CD accounts,

and individual brokerage accounts, can be set up--or amended--to have a transfer on death (TOD) designation. This lets beneficiaries receive assets without going through the probate process. Contact your custodian or bank to set this up on your accounts.

## **5. Select a Responsible Estate Administrator**

Your estate administrator or executor will be in charge of administering your will when you die. It is important that you select an individual who is responsible and in a good mental state to make decisions. Don't immediately assume that your spouse is the best choice.

## **6. Draft a Will**

Everyone over age 18 should have a will. It is the rulebook for the distribution of your assets, and it could prevent havoc among your heirs. A will can also name a guardian for minor children, and designate who should care for your pets. You can also leave assets to charitable organizations through your will. Make sure that you sign and date your will, in front of two non-related witnesses who should also sign the document, and have it notarized. Finally, make sure other people know the location of the document so they may access it when needed and be sure your estate administrator gets a copy.

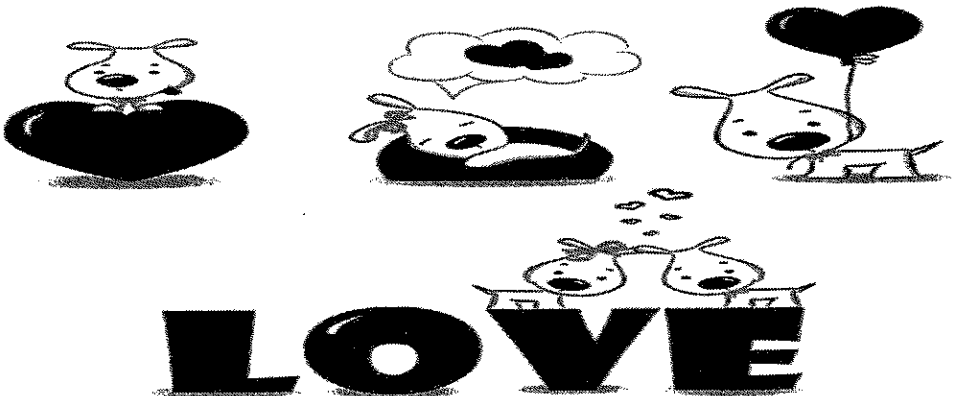
## **7. Complete Other Important Documents**

At minimum, you should create will, power of attorney, healthcare proxy, and living will. Consider setting up both financial and medical powers of attorney so that people you trust will be there handling your affairs should something happen to you.

You can also write a letter of instruction to leave step-by-step instructions as well as spell out your personal wishes for things like your funeral or what to do with your digital assets like social media accounts. If you're married, each spouse should create a separate will, with plans for the surviving spouse. Finally, make sure that all the concerned individuals have copies of the documents.

# FEBRUARY

- ◆ February's full Moon, the Snow Moon, reaches peak fullness at 3:19 AM EST on Saturday February 27th. Look skyward on Friday night to catch the best view of this full Moon. Traditionally, the Moon we see in February is called the Snow Moon due to the typically heavy snowfall of February. On average, February is the USA's snowiest month, according to data from the National Weather Service.
- ◆ On February 6, 1971, Alan Shepard became the first man to hit a golf ball on the Moon. Since bringing a golf club wouldn't have been allowed, he had connected the head of a six-iron to the shaft of a piece of rock collecting equipment, covering it with a sock so it wouldn't be discovered before launch.
- ◆ The first Teddy Bear was made February 15, 1903.
- ◆ On February 21, 1842, the sewing machine was invented by John Greenough. Because of the COVID Pandemic in 2020, sewing machine manufacturers could not keep up with the increased demand for sewing machines.



# VALENTINE'S DAY

## ♥ WORD SEARCH ♥

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

ADMIRER

CANDY

FALL IN LOVE

GIFT

I LOVE YOU

PINK

ROSES

BE MINE

CHOCOLATE

FEBRUARY

HEART

KISS

RED

SWEETHEART

SOULMATE

CUPID

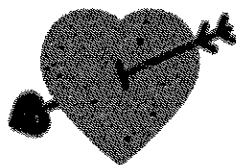
FLOWERS

HUG

LOVE

ROMANCE

VALENTINE



## TENANT NOTICES



**2021 BENEFIT LETTER** - Social Security letters were delivered in December to EVERYONE that receives benefits. Some SSI letters were mailed out January 4th. **Bring your 2021 Social Security benefit letter to the office so a copy may be placed in your file. Don't wait, do it now before you forget where you put it!** If you or a household member receive SS or SSI benefits, you are required to provide a copy to the housing office every year, for recertification. Without it you will find yourself the recipient of an eviction notice. Save yourself some hassle and turn in a copy as soon as you receive it.



**LAUNDRY ROOMS** - Everyone should be cleaning up after themselves in the laundry rooms. If you spill something clean it up. When washing heavily soiled items or pet bedding, wipe out the machine. Leave the washer door open to prevent odors and mildew. Clean the dryer vent after every load. Don't leave your laundry in machines, others would like to use them too.

**SNOW & ICE REMOVAL** - Maintenance staff and/or contractors are responsible for the removal of snow/ice at all housing properties. This includes all sidewalks and driveways on housing property. Please, Please **DO NOT park with your bumper over the sidewalk.** This makes it almost impossible to clear the sidewalks not to mention hard for others to walk on the sidewalk. If you hit the curb you have pulled too far forward. Don't back into parking spaces along the sidewalks. Remember maintenance does NOT clear around any vehicles.

**ENTRY INTO APARTMENTS** - Every tenant should have on file, with the housing office, either a signed letter stating who may enter their apartment in case of an emergency or death and/or a power of attorney document. Just because someone is your family does not mean they can have access to the apartment. Please protect yourself and make things a little easier for us and your family and friends.

### **- TENANT ACTIVITIES -**

Some of the tenant activities have started again but masks are still required in the community room and other common areas. Please remember to maintain the recommended 6 ft. distance from others (unless you live in the same unit).

**COFFEE** - Coffee is only 25¢ a cup and is available in the Apollo Towers Community Room Monday - Friday from 8 AM - 5 PM. If you want to gather with your fellow residents, Coffee Hour is Monday, Wednesday, Friday at 9:45 AM. On Wednesday at 10 AM a local area minister or lay person comes in to lead a bible study.

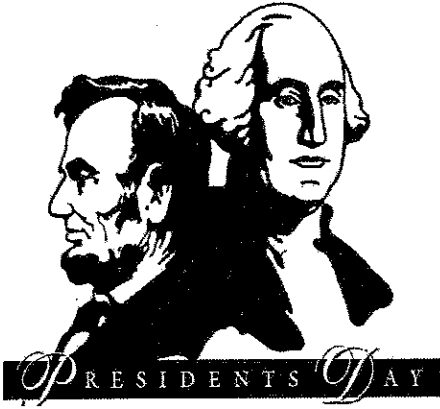
**BINGO** - On Tuesday at 1:30 PM in Apollo Towers Community Room. Social distancing recommendations still apply, wear your mask.

**COMMUNITY ROOM DOORS** - The interior door to the Community room is to remain **unlocked** so all residents have access. However, the west door is only unlocked Monday - Friday from 8 AM to 2 PM, unless there is a holiday. Leaving this door unlocked all the time is a major security risk for both people and property.

## The office will be closed

**February 15th.**

There will be no housing staff available this day. If you have a housing emergency call 785.447.9352. All work-orders should be called in to the work-order option and will be addressed on the following business day.

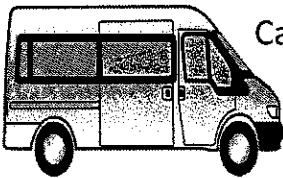


**SPRAY DAY** - ALL Parkview & Tolin units will be sprayed Wednesday **February 10th**. They will start around 7:30 AM. Parkview and Tolin are done during the even months and Apollo the odd.

**INSPECTIONS** - Tolin Terrace inspections for units 11 - 20 will be **Thursday February 11th**. These will take place whether you are home or not.

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

### **GENERAL PUBLIC TRANSPORTATION MINI-BUS**



Call 785.632.2447 & 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*

