

Buford Housing Authority  
“The Interview”  
December 2020, Newsletter

Peace on Earth



Good will  
to men

# “Interview”

A newsletter for the Residents of the  
Buford Housing Authority  
Calendar of Events for December 2021

LAST DAY TO PAY RENT IS  
TUESDAY, December 8, 2020.



## Buford Housing Authority

office will be closed

Thursday, December 24<sup>th</sup>

Friday, December 25<sup>th</sup>

for the Christmas holiday

AND

Friday, January 1<sup>st</sup>

New Year's Day

NOTICE: This will inform you that Maintenance personnel will be going door to door during the month of February on the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, & 5<sup>th</sup> to replace furnace filters and to check the vent systems. Maintenance will be going into each room to check every vent. This is your NOTICE that Maintenance personnel will be coming into your apartment.

**Please make sure your maintenance closet is not blocked with furniture or other personal belongings.**

*All is calm, all is bright.*

December 21<sup>st</sup>

WINTER SOLSTICE

The shortest day

AND the longest

night of the year.



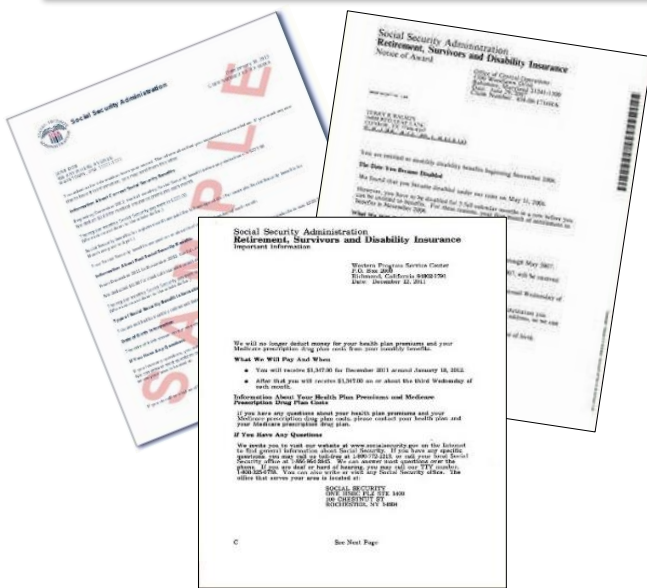


**RECERTIFICATION:** For your recertification again this year, you will sign all paperwork electronically. Only one family will be allowed in the lobby each hour and the area will be sanitized after each recertification. We ask that everyone entering the lobby wear a mask. There will be a plexiglass barrier between you and the BHA staff member conducting your recertification.

It is crucial that you bring in ALL required documentation to your scheduled appointment.

When you receive your letter in this month, there will be a check list of required items that you must bring to your recertification appointment. All adult tenants will also be expected to attend this appointment. If you fail to bring all the required documentation or if all adult family members are not in attendance to sign, you will be turned away and a new appointment will be scheduled.

Recertification is a required part of your lease. Failure to comply with recertification requirements will result in non-renewal of your lease and your lease will terminate April 1, 2021. Please call the office if you have questions.



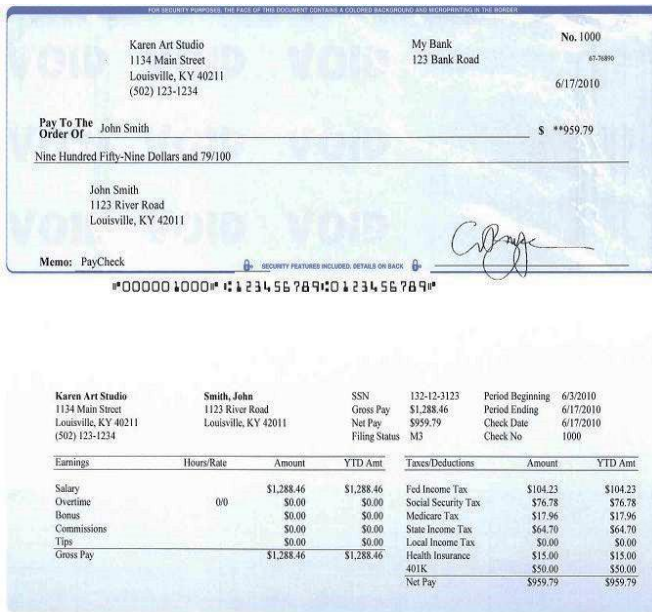
**SOCIAL SECURITY STATEMENTS:** All tenants who receive Social Security and/or SSI will need to bring in their 2021 award letter(s) to their recertification appointment in January. This statement should have been mailed to you by the end of December 2020. If you have not received your statement by the end of the year, you can get one by visiting a local Social Security office or you can go online and print one off yourself. The website is [www.ssa.gov](http://www.ssa.gov). On this website you can check your statement(s), change your address, and manage your benefits all online.

**MEDICAL DEDUCTIONS:** Recertification will begin in January. Those tenants who have medical deductions need to contact their physicians, pharmacies, health care providers etc. and get PRINTOUTS of their 2020 out-of-pocket amounts paid. Please DO NOT BRING IN STACKS OF RECEIPTS or copies of checks written to physician groups as proof of medical expenses. Your medical providers can easily produce a printout of your 2020 history which is easier to decipher and is often more complete and accurate than a stack of receipts. Please call the office if you have questions.



**REPORTING INCOME:** Buford Housing Authority would like to remind tenants that **ALL**

**INCOME** (no matter the source, amount, or who earned it) **MUST BE REPORTED WITHIN 10 DAYS**. Sources of income include but are not limited to employment, pensions, SSI, Social Security, self-employment, TANF, child support, babysitting, unemployment, direct selling, assistance from family etc. It is also required that tenants **report any CHANGES to their current income**. Examples would include hourly pay increase (RAISE) or a change in your Social Security or SSI amount. Paystubs and any documentation or verification of income can be faxed to the office at 770-945-0216, emailed to: [bufordhousing@bufordhousing.com](mailto:bufordhousing@bufordhousing.com) or placed in the drop box. **Failure to report changes in income within 10 days of the change occurring can result in lease termination.** Should you have any questions, please call the office.



Earnings	Hours/Rate	Amount	YTD Amt	Taxes/Deductions	Amount	YTD Amt
Salary		\$1,288.46	\$1,288.46	Fed Income Tax	\$104.23	\$104.23
Overtime	0/0	\$0.00	\$0.00	Social Security Tax	\$76.78	\$76.78
Bonus		\$0.00	\$0.00	Medicare Tax	\$17.96	\$17.96
Commissions		\$0.00	\$0.00	State Income Tax	\$64.70	\$64.70
Tips		\$0.00	\$0.00	Local Income Tax	\$0.00	\$0.00
Gross Pay		\$1,288.46	\$1,288.46	Health Insurance	\$15.00	\$15.00
				401K	\$50.00	\$50.00
				Net Pay	\$959.79	\$959.79

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Gross Pay		\$1,288.46	\$1,288.46	Health Insurance	\$15.00	\$15.00
				401K	\$50.00	\$50.00
				Net Pay	\$959.79	\$959.79

# 2021 PHADA SCHOLARSHIP PROGRAM

Scholarships for high school seniors living in public or assisted housing at a PHADA member agency.



**Applications are available in the BHA office and must be completed and returned no later than January 14<sup>th</sup>, 2021. See Cristina Peralta for details.**

Three Scholarships Will Be Awarded

<b>Stephen J. Bollinger Memorial Scholarship</b>	\$7,000
<b>Freedom &amp; Civil Rights Scholarship*</b>	\$5,000
<b>Nan McKay Pathway to Achievement Scholarship</b>	\$5,000

## PHADA'S SCHOLARSHIP PROGRAM

In order to encourage academic excellence and community responsibility among high school students, PHADA has implemented a scholarship program for graduating seniors who are preparing to enter college. PHADA will award three (3) scholarships to deserving youth currently residing in a PHADA member agency.

# LEASE CHANGES



OPEN FLAME DEVICES: Because open flame devices constitute a significant risk to the health and safety not only to your household but also to other resident in the building, there is a new resolution and change to the lease banning such items.

The new addition to the lease states:

MM. “I understand that if any candles or other open flame devices (i.e. incense sticks or incense burners) are found in my apartment it will be immediately confiscated and a single warning will be issued. If a second violation occurs, I will be given 30 days to vacate my apartment. If a candle or open flame device(s) (i.e. incense sticks, incense burner or gas stove lite) is discovered burning and no one is found to be home at the time it is discovered, no warning will be given and I understand that I will be given a 30-day notice to vacate my apartment due to endangering the property and health and safety of other residence.”

Tenants have until February 1<sup>st</sup>, 2021 to comply with this lease change. To make it clear, **any open flame device found in your apartment will be removed by BHA staff. And if an open flame device is found burning in your apartment while you are not at home, you will receive a 30-day lease termination notice to vacate your unit.**



MONTHLY RENT CHANGES: In order to comply with HUD requirements that all rents to be set based on income averages, a new resolution has been made to calculate an average of income and SET rent amounts. This will assure BHA is in compliance and it will alleviate the administrative burden to change so many rent amounts monthly. It will also give tenants a set rent amount so household budgeting will be easier.

The new addition to the lease states:

**Interim requests from participants will only be honored once per 12-month period with exceptions being if the tenant has lost their job or their income from their current employment is permanently reduced (i.e. full-time to part-time). Such conditions will not count as a tenant requested interim.**

Going forward an average will be taken of a tenant's income and rent will be set. Tenant's may request that their income/rent be reviewed only ONCE in a 12-month period with exceptions being if the tenant has lost their job, changed employers or if their income has been permanently reduced.

OUTDOOR FAUCET COVER: Our maintenance staff has been installing faucet covers for the outdoor spigots on every building. Please do not tamper with these covers. They have been installed to keep the spigot from freezing this winter. If you notice an outdoor faucet that doesn't have this cover, please call the office. Should you need to use the outdoor spigot please call the office.

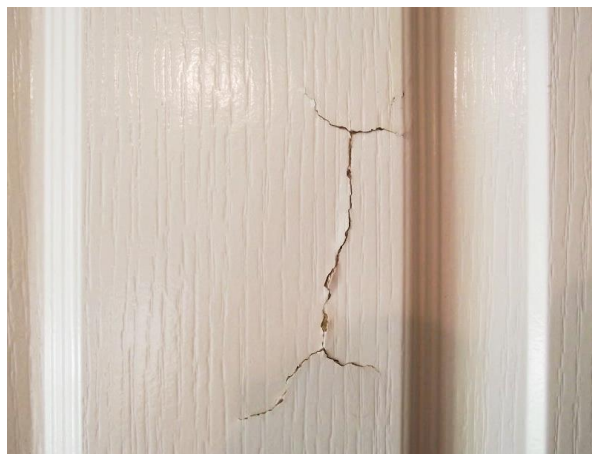
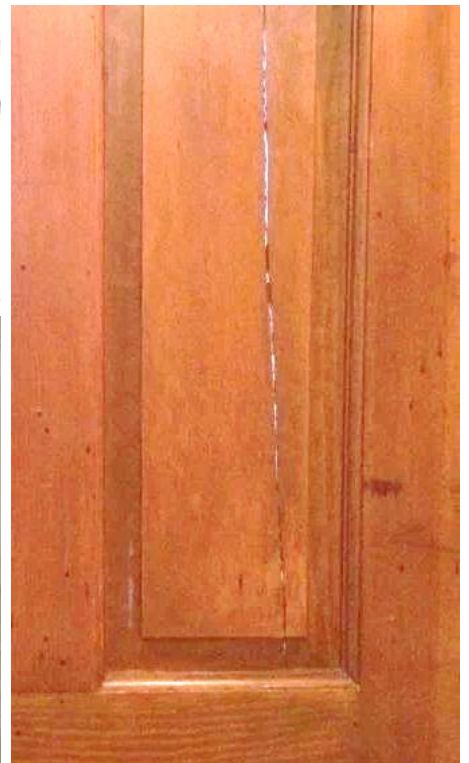


DAMAGE TO APARTMENT: We recently have found several apartments where tenants have damaged walls and doors. Tenants are responsible to maintain their unit and they will be charged for any damage made. If a tenant puts a hole in a door, they will be charged to REPLACE THE DOOR. The charges will include the actual cost of replacing the damaged item or parts and supplies to make repairs as well as the labor involved. Below is an excerpt from your charge sheet.

**RESIDENTS WILL BE CHARGED FOR REPAIRS CAUSED BY ABUSE, NEGLIGENCE, POOR HOUSEKEEPING, IMPROPER CARE, UNAUTHORIZED MODIFICATION OR OTHER CAUSES AT THE FOLLOWING APPROVED RATES.**

SHEETROCK REPAIR/ SQUARE FOOT PLUS LABOR----	\$15.00
DOOR, SOLID EXTERIOR-----	\$200.00
DOOR, SOLID INTERIOR-----	\$165.00
DOOR, HOLLOW INTERIOR -----	\$60.00
DOOR, LOUVER INTERIOR -----	\$150.00

NOTE: Any charges for ACTUAL COST or COST AND LABOR will be based on the actual cost of material and/or the cost of labor will be the actual dollar amount per hour paid to the employee, contractor, service provider or other. Labor assessed at \$6.00 every 15 minutes and includes time to obtain materials and clean up upon completion.





DRIPPING FAUCETS: During periods of very cold weather when the temperature is expected to be below freezing, you are required to let the water in your kitchen sink, bathroom sink and bathtub drip or run a tiny stream of water. The Housing Authority pays for your water and this action should generally prevent your pipes from freezing. We also require that you leave the cabinet doors open in your kitchen and bathroom which will help prevent the pipes from freezing. If your water pipes freeze, you will have no water until they thaw and there is nothing that Maintenance can do speed up the thawing of frozen water pipes in the walls.

From your lease:

**4. UTILITIES**

B. I agree to maintain heat to the apartment sufficient to prevent freezing of piped water. If for any reason, I am unable to maintain sufficient heat, I will immediately notify the Authority. During periods of very cold weather, I shall allow faucets in my kitchen and bathroom

to drip or run slowly and I will open the cabinet doors under my sinks to allow heated air from my apartment to enter the cabinets as these actions may prevent the freezing of water in the pipes associated with my apartment. I will be charged for any damages resulting from my failure to maintain sufficient heat or to notify the Authority. I will take action to conserve energy including keeping lights off during the day and keeping windows closed during the winter. I will not permit anyone to use electricity, gas and/or water except for my family or housing authority staff. I agree not to utilize water for recreation purposes. I agree to report all minor water leaks to the Authority office within three (3) working days and will immediately report any major leaks.

REPORTING NEEDED REPAIRS: It is very important that you immediately report to the office if there is something in your apartment that needs repair. Please note the areas from your lease highlighted in GREEN:

U. To let the Authority, know immediately if there is any unsafe condition. I must alert the Authority within 24 hours if something needs to be repaired.

Failure to report needed repairs is neglectful and **you can be charged for parts AND labor to make repairs you or do not report or delay reporting. IF YOU HAVE AN ISSUE, DO NOT WAIT, CALL THE OFFICE IMMEDIATELY!**



CODE OF CONDUCT: When you signed your lease, you agreed to abide by the Authority's Code of Conduct.

What is a Code of Conduct?

A code of conduct is a set of rules outlining the norms, rules, and responsibilities of, and or proper practices for, an individual.

It would be a good idea to review BHA's CODE OF CONDUCT from your lease.

## 20. CODE OF CONDUCT

- A. I agree to conduct myself and cause others who are on the premises with my consent to conduct themselves in a manner that will not disturb my neighbor's peaceful enjoyment of their accommodations and will be conducive to maintaining the neighborhood in a decent, safe and sanitary condition.
- B. I agree that I will not allow any person or guest in the dwelling unit or on the premises leased by me to partake in any illegal activity.
- C. I agree to report to the local officials, and then to the authority all illegal activity or activities known to or observed by me occurring in the common areas of the Authority's premises or my dwelling unit, or in any other dwelling unit of the Authority's property, as soon as I become aware of such activity.
- D. I agree not to use loud, profane, abusive, or threatening language when speaking to, or in the presence of, Housing Authority staff.
- E. I agree not to allow any individual that has been barred or banned from the Authority's property or evicted from an Authority dwelling unit for cause other than non-payment, to be on any property for which I have responsibility.
- F. I agree that any repeated violations of this Code of Conduct section will be considered serious violations of the terms and conditions of this Lease.

Examples of violations of the CODE OF CONDUCT:

Doing anything that disturbs the peace of the neighborhood. **NOISE** (especially after dark), noisy pets, music, or guests, not cleaning up after your pet, trash in your yard or parking space, children causing disturbances, improper driving, smoking, disruptive guests, etc.

Have you or anyone in your household witnessed or are you aware of any illegal activity occurring on the Authority premises? **Did you know you are required to report to the local officials, and then to the Authority all illegal activity as soon as you become aware of such activity on the Authority property?**

**Working together, we can keep our neighborhoods in a decent, safe, and sanitary condition.**



Santa and his helpers will be making deliveries to all the families that registered for holiday gifts for their children. Deliveries will be made **SATURDAY, DECEMBER 5<sup>th</sup>**, beginning at **10AM**. Because Santa will be traveling without his reindeer, it is expected to take most of the day to make it to every neighborhood. Please reach out to Shaun Rogers at **404-454-0214** if you have a conflict and she will tell you when and how to pickup your gifts.



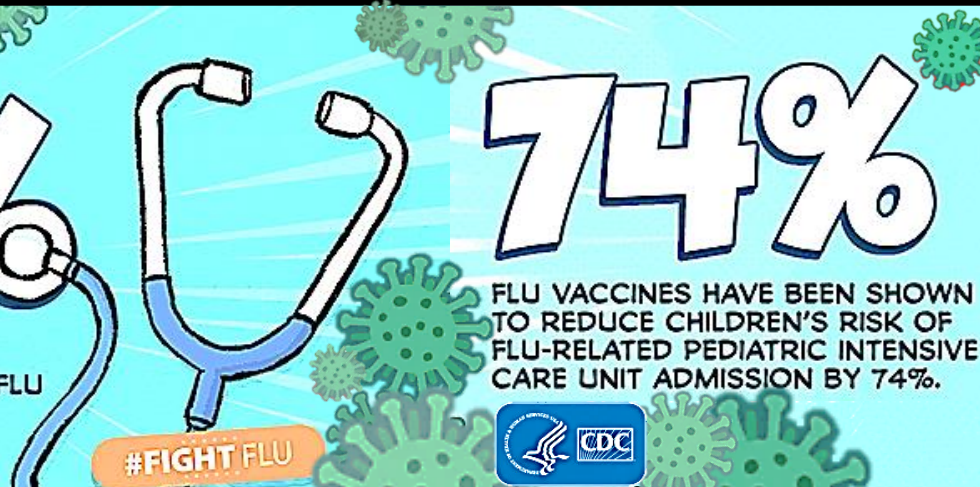
**ABOUT**  
**40%**

ON AVERAGE FLU VACCINES HAVE REDUCED THE RISK OF FLU HOSPITALIZATIONS AMONG ADULTS BY ABOUT 40%.

**74%**

FLU VACCINES HAVE BEEN SHOWN TO REDUCE CHILDREN'S RISK OF FLU-RELATED PEDIATRIC INTENSIVE CARE UNIT ADMISSION BY 74%.

#FIGHT FLU

A blue stethoscope is centered in the panel. Surrounding it are several green, spiky virus particles. The background is light blue with white lines radiating from the stethoscope.

**FORGOT YOUR FLU VACCINE?**  
**IT'S NOT TOO LATE!**

GET YOUR FLU VACCINE TODAY.

#FIGHT FLU

A hand is shown holding a small white vial with a red cap. The background is a stylized cityscape with a sunburst effect.

**IT'S NOT TOO LATE**

A muscular yellow arm is flexed, wearing a red sleeve. A white bandage is on the forearm. The background is blue with white dots.

**FIGHT FLU**

A yellow fist is clenched, holding a green virus particle. The background is blue with white lines radiating from the fist.

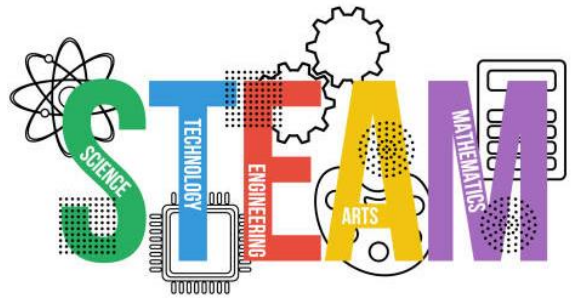


# Buford-Sugar Hill Branch December Virtual Programs

## STEAM Squad

**Monday – December 14 at 4 pm**

Join us in a Google Hangout as we delve into some STEAM at home activities and explore different fields of science. For Grades 4<sup>th</sup> – 5<sup>th</sup>.



## Bow Making Unspooled

**Monday – December 7 at 6 pm**

Join us virtually as we walk you through LIVE step by step on how to make eye catching gift toppers. It is recommended that you have a spool of wired ribbon during the event. For Teens & Adults.

## Arduino 101

**Wednesday – December 9 at 6:30 pm**

Join us in a Google Hangout and learn to code and build fun circuits with Arduino online. For Teens and Adults.



## Make a Jump 'N Run Game

**Thursday – December 17<sup>th</sup> at 4:30 pm**

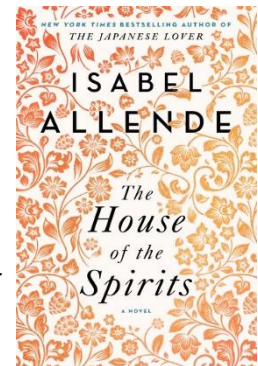
Do you like games like Mario and Cuphead? Learn how to make your own game using Scratch. Computer, not tablet, recommended. For Ages 7-12.



## Bilingual Book Club

**Tuesday – December 8 at 11am**

Lea el libro del mes en inglés o español y venga a discutirlo con nosotros en inglés o español / Read the book of the month and come discuss it with us on Google Hangout. December's Book: *The House of Spirits* by Isabel Allende. For Teens and Adults.



GWINNETT COUNTY  
**PUBLIC LIBRARY**

**BUFORD-SUGAR HILL BRANCH**  
2100 Buford Highway. Buford, GA 30518

Find links to these events at :

<https://gwinnettpl.libnet.info/events>