

Buford Housing Authority
“The Interview”
October 2021, Newsletter



“Interview”

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

**LAST DAY TO PAY RENT IS
FRIDAY, OCTOBER 8, 2021**

LOBBY CLOSED: Out of an abundance of caution the decision has been made to close our lobby again. This is due to the recent rise in COVID cases in our county and state and the beginning of cold and flu season expected next month. Our goal is to keep tenants and employees safe as well as to comply with social distancing guidelines. Our staff is still available to assist with you from 8:00AM till 4:30PM Monday through Friday by calling the office at 770-945-5212 or you may send us an email to bufordhousing@bufordhousing.com.

Please do not send work order requests via email. If a staff member is out or on vacation, there may be a delay in your work order being processed. Someone is available 24/7 to receive your workorder request at 770-945-5212. Please keep in mind that only emergency workorder are addressed after hours and on weekends.

Please continue to pay your rent via the online payment system on the tenant portal located on our website (www.bufordhousing.com). The other option for rent payment is US Mail or placing payment in the drop box located in the brick wall to the right of our front door.

Please call the office if you have any questions or if you need any assistance.



SICKNESS IN YOUR HOUSEHOLD: With a rise in COVID cases in Gwinnett County and across the state as well as flu season quickly approaching, Buford Housing Authority asks that you **please notify the office if anyone in your household becomes ill or is under quarantine.** This will protect our maintenance staff from entering a unit and becoming unnecessarily exposed to potential illness. Also, if anyone in your household is ill or under quarantine, **please limit maintenance work order requests to EMERGENCY ONLY until everyone in the household is well and without symptoms for 2 weeks.** Your actions will help protect our staff, and in turn your neighbors, from the spread of illness.

We would also like to encourage everyone to take advantage of the COVID vaccine being offered at our Community Building this month. (See the Health Department flyer in this newsletter) We appreciate you doing your part to keep us all healthy and safe. Should you have questions, please call the office.



DRYER FIRE THE DANGERS OF DRYER LINT:

Ever notice that your dryer is just taking longer than usual to dry a load of laundry? Maybe you have to run your clothes through a second time to avoid that sticky, damp feeling? This could mean that your dryer vent is all clogged up with lint.

But dryer lint can end up being much more than just a slight inconvenience if not addressed. Dryers depend on a 4-inch diameter, unrestricted, metal vent to exhaust the hot, moist, air to the outdoors. Overtime, lint from multiple loads can build up in the vent system, preventing the hot air from escaping. This trapped heat causes the pipe and other parts of the system to heat up, which combined with the presence of dry, super flammable lint, brings the real possibility of fire. Tragically, this isn't an uncommon occurrence. Dryer vents are responsible for thousands of home fires every year. That is why it's so important to be proactive in keeping your system clean and lint-free.

Clean Lint Filter Between Loads

A best practice to adopt during your laundry routine would be to clean between every load of laundry. This is an obvious first line of defense of dryer fire prevention. Also, wiping down the interior of the dryer will remove any extra lint buildup that the screen fails to catch.

Look for The Signs

Keep an eye out for changes in your dryer's performance. Taking longer to dry clothes is one of the primary indicators of a blockage. If you see any changes in your dryer's efficiency, stop immediately and check your vent and filter.

Regular Maintenance is Key

The primary cause of dryer fires is failure to clean and maintain them. Make sure to look behind the dryer, where lint tends to build up. Call a professional to come in a service your system on a regular basis. We recommend cleaning and servicing your dryer & vents every 6 months to be safe.

CHARGE SHEET CHANGES: Changes have been made to your charge sheet. Please see a copy of the new charge sheet on the next page.



These changes were attached to your August newsletter and will go into effect October 1st, 2021. It is a good time to review the entire charge sheet, so you are aware of all potential charges.

OVERNIGHT GUESTS: According to your lease, guests are limited to 14 overnight stays in a calendar year. This is ANY guest, regardless of their relationship to you. From your lease:

6. OBLIGATION OF RESIDENT

I agree:

- C. Not to provide accommodations for boarders or lodgers without the written consent of the Authority. **No one individual visitor will be allowed to stay in my apartment for more than fourteen (14) days within any 12-month period without advanced written permission from the Authority.**



If you have a guest staying at your apartment for 14 days, they cannot come back to spend the night for one year. The reason is simply this, if someone is living in the household, their income must count toward the rent AND anyone living on Public Housing property must be cleared with a criminal background check. This keeps our neighborhoods safe for all residents. Should you have questions, please call the office.



AWAY FROM YOUR APARTMENT: Did you know that you are required to let the office know if any household member is going to be away from the unit for more than 30 days? If your apartment is going to be completely vacated for more than 7 days, you must submit a notice in writing of the dates of the planned absence as well as an emergency contact name and phone number. This includes absences due to travel, illness, or the death of a family member etc.

If the office has not been notified in writing the Authority will assume the apartment has been abandoned, and may remove any personal property in the apartment, change the locks after a 30-day absence. You do not want to be evicted in this manner, so please keep the Housing Authority office informed if you plan to be away.

Housing Authority of the City of Buford, Georgia

"NOTICE TO ALL RESIDENTS" PRICE QUOTATION FOR DAMAGES

IT IS THE POLICY OF THIS HOUSING AUTHORITY TO MAINTAIN EACH APARTMENT IN A MANNER THAT CONTRIBUTES TO THE WELL-BEING OF THE RESIDENTS. BHA SECURITY DEPOSIT IS \$250.00 FOR NEW TENANTS. REPAIRS WILL BE MADE AT NO CHARGE FOR ITEMS MALFUNCTIONING, BROKEN OR WORN OUT THROUGH PROPER USE. RESIDENTS WILL BE CHARGED FOR REPAIRS CAUSED BY ABUSE, NEGLIGENCE, POOR HOUSEKEEPING, IMPROPER CARE, UNAUTHORIZED MODIFICATION OR OTHER CAUSES AT THE FOLLOWING APPROVED RATES. THE BOARD OF COMMISSIONERS MET AT THE MEETING HELD ON JANUARY 29, 2020 AND APPROVED AND ADOPTED THIS PRICE LIST WHICH IS INCORPORATED BY REFERENCE AS PART OF THE LEASE EFFECTIVE MARCH 1, 2021.

CLEANING VACATED UNIT (1 BEDROOM)-----	\$150.00	UNLOCK DOOR AFTER HOURS, EA. ADDITIONAL OCC.-----	\$30.00	KITCHEN CABINETS, HINGES, SET-----	\$10.00
CLEANING VACATED UNIT (2 BEDROOM)-----	\$200.00	DRYER VENT-----	\$20.00	KITCHEN SINK, BASKET STOPPER-----	\$ 6.00
CLEANING VACATED UNIT (3 BEDROOM)-----	\$250.00	FLOOR TILE REPLACEMENT PER SQUARE FOOT-----	\$ 6.00	BATHROOM; TISSUE HOLDER-----	\$ 7.00
CLEANING VACATED UNIT (4 BEDROOM)-----	\$300.00	REPLACE MISSING OR DAMAGED COVE BASE-PER FOOT\$-----	4.00	BATHROOM; TISSUE ROLLER ONLY-----	\$ 2.00
REMOVE DEBRIS, TRASH, GARBAGE, HAUL FURNITURE, APPLIANCES, ETC. PER LOAD-----	\$40.00	CLOSET SHELVES, REINSTALL WHEN FALLEN-----	\$40.00	BATHROOM; TOWEL BAR-----	\$15.00
TRASH VIOLATION (TRASH OR DEBRIS IN YARD OR PARKING SPACE ASSIGNED TO TENANT)-----	\$20.00	SHEETROCK REPAIR/ SQUARE FOOT PLUS LABOR-----	\$15.00	BATHROOM; MEDICINE CABINET-----	\$40.00
WINDOW SHADES, EACH-----	\$11.00	LIGHT BULB PROVIDED BY BHA-----	\$ 2.00	BATHROOM; CERAMIC TILE, PER SQUARE FOOT-----	\$40.00
WINDOW GLASS-----	ACTUAL COST	LIGHT GLOBE; INTERIOR-----	\$17.00	BATHROOM; SINK, DAMAGED OR REPLACED-----	\$135.00
WINDOW BALANCE-----	\$15.00	LIGHT FIXTURE, INTERIOR-----	\$24.00	BATHROOM; SHOWER HANDLE-----	\$16.00
WINDOW SCREEN-----	ACTUAL COST	LIGHT FIXTURE, EXTERIOR-----	\$17.00	BATHROOM; SHOWER HEAD-----	\$10.00
WINDOW LOCKS, EACH-----	\$ 3.00	LIGHT SWITCH OR OUTLET COVER, IF REPORTED-No Charge-----		BATHROOM; SHOWER CURTAIN ROD-----	\$20.00
REMOVE PAINT, STICKERS, GRAFFITI OR ANY OTHER FOREIGN DEBRIS FROM APARTMENT SURFACES, EACH INSTANCE-----	\$25.00 + LABOR	INSTALL OR REMOVE TENANT'S CEILING FAN-----	\$20.00	BATHROOM; NEW COMMODE-----	\$110.00
DOOR, STORM SCREEN-----	ACTUAL COST	DISCOVERY OF UNREPORTED BROKEN OR MISSING SWITCH PLATE, OUTLET PLATE, BROKEN OUTLET, OR OTHER SERIOUS SAFETY HAZARD, EACH OCCURRENCE-----	\$20.00	BATHROOM; COMMODE TANK LID-----	\$25.00
DOOR, STORM HANDLE ONLY-----	\$ 8.00	DRIVING VEHICLE ON LAWN, EACH OCCURRENCE-----	\$10.00	BATHROOM; COMMODE SEAT REPLACEMENT-----	\$30.00
DOOR, STORM HANDLE, KIT-----	\$17.00	PARKING IN SPACE ASSIGNED TO ANOTHER RESIDENT-----		PULLING COMMODE WHEN STOPPED UP-----	\$40.00
DOOR, STORM CLOSER KIT-----	\$20.00	REFRIGERATOR, INTERIOR SHELVES, RACKS, or TRAYS,-----		UNCLOG TOILET, SINK, OR TUB FIRST OCCURRENCE-----	No Charge
DOOR, STORM GLASS PANEL-----	ACTUAL COST	REFRIGERATOR, DOOR SEAL-----	ACTUAL COST	UNCLOG TOILET AFTER HOURS, EACH ADDITIONAL OCCURRENCE-----	\$15.00
DOOR, STORM NEW-----	\$350.00	REFRIGERATOR, DOOR HANDLE-----	ACTUAL COST	SEWER STOPPAGE OR SYSTEM DAMAGE FROM GREASE, PAPER TOWELS, WIPES, FOREIGN OBJECTS OR OTHER, INTRODUCED OR POURED INTO DRAIN--COST AND LABOR	
DOOR, SOLID EXTERIOR-----	\$200.00	REFRIGERATOR, INTERIOR SHELVES, RACKS, or TRAYS,-----	ACTUAL COST	REPLACE DISCONNECTED, REMOVED, MISSING/DAMAGED SMOKE DETECTOR, 1ST TIME-----	\$20.00
DOOR, SOLID INTERIOR-----	\$165.00	ICE TRAYS, SET-----	\$ 2.00	REPLACE DISCONNECTED, REMOVED, MISSING OR DAMAGED SMOKE DETECTOR, 2ND TIME-EVICTION	
DOOR, HOLLOW INTERIOR-----	\$60.00	CLEAN REFRIGERATOR-----	\$50.00	GARBAGE CAN-----	\$20.00
DOOR, LOUVER INTERIOR-----	\$150.00	REPLACE REFRIGERATOR FROM MISUSE-----	\$611.00 or ACTUAL COST	DISCOVERY OF UNAUTHORIZED PET, 1ST TIME-----	\$20.00
DOOR LOCKS, CHANGE AT TENANT'S REQUEST-----	\$30.00	RANGE, OVEN DOOR HANDLE-----	\$10.00	DISCOVERY OF UNAUTHORIZED PET, 2ND TIME-----	EVICTION
DOOR LOCK, EXTERIOR OR DEADBOLT (due to damage)-----	\$30.00	RANGE, OVEN DOOR-----	\$30.00	REPAIR HEAT/AIR CONDITIONER FROM TENANT-CAUSED SITUATION OR MISUSE-----	COST AND LABOR
DOOR KNOB, INTERIOR, PRIVACY OR PASSAGE-----	\$10.00	RANGE, KNOBS, EACH-----	\$ 5.00	THERMOSTAT-----	\$30.00
DOOR LOCK STRIKER-----	\$10.00	RANGE HOOD, LIGHT SHIELD/GLOBE-----	\$10.00	THERMOSTAT COVER-----	\$10.00
DOOR LOCK STRIKER PLATE-----	\$ 4.00	RANGE HOOD, NEW-----	\$200.00	UNNECESSARY OR UNFOUNDED SERVICE CALL, NO APPARENT REASON FOR MAINTENANCE SERVICE CALL-----	\$20.00
MAILBOX LOCK, NEW OR CHANGE-----	\$10.00	CLEAN RANGE-----	\$60.00	ALL OTHER CHARGES-----	COST AND LABOR
MAILBOX, INDIVIDUAL-----	\$30.00	REPLACE RANGE FROM MISUSE-----	\$367.00 or ACTUAL COST		
Duplicate KEYS FOR DOOR OR MAILBOX-----	\$ 2.00	REPLACE COUNTERTOP FROM MISUSE-----	ACTUAL COST		
UNLOCK DOOR DURING REGULAR HOURS-----	NO CHARGE	KITCHEN CABINETS, REFINISHING-----	ACTUAL COST		
UNLOCK DOOR AFTER HOURS, FIRST TIME-----	\$15.00	KITCHEN CABINETS, DOORS OR DRAWERS-----	ACTUAL COST		

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

Revised 7/29/2021

Date



INSPECTIONS: APARTMENT INSPECTIONS ARE COMING SOON! We are waiting for scheduling, and **you will only have a 10-day notice.** NOW would be a good time to review the expectations, so you are prepared. Every room of your apartment will be inspected. Please read the following suggestions that will help you get ready.

1. If you live in a handicap apartment, please pay attention to the emergency cords in the bedroom and bathroom. The cords should reach the floor and should be within reach. Please pull the cord right now so that you can check it out and if you do not hear the bell ring outside or the cord will not reach the floor, please call the office.
2. Every apartment should be clean and neat, porches free of trash and accumulation. Trash should be picked up in the yard and around the apartment. Trash cans should not be overflowing.
3. All wires and electrical cords should be up off the floor, or they will be counted as a TRIP HAZARD; these include internet, TV, and computer cables as well as lamp and appliance cords.
4. All plates on light switches and electrical outlets should be whole and unbroken. If you have missing, broken, or cracked electrical plates, please call the office now. You will be charged \$20.00 for EACH damaged plate found during inspection.
5. Any dripping plumbing, non-working plumbing, or leaking pipes especially under the sinks or hose bibs located on the exterior of the building, should be reported to the office.
6. Toilet, tub, shower, and sinks should all be operational and drain well. Bath sinks and tubs should have stoppers that hold water. Hot and cold-water handles must be in place and working. Toilets must be in place and not wobble.
7. The caulk around the tub and bathroom sink should not have damage and there should be no mold, mildew, or peeling paint anywhere in the apartment.
8. All smoke detectors should be in place and working. There is a \$20.00 charge for EACH damaged, missing, or disabled smoke detector. 2ND occurrence will result in EVICTION.
9. Blocked windows or doors - one window in every room needs to have easy access for fire escape. Do not block with furniture or other items that may prevent escape in case of fire. All windowsills should be clean and clear of clutter. Every window will be checked, and they should stay up when raised.
10. Any broken glass including picture frames, mirrors, dishware, tabletops, etc. should be removed. Broken windows should be reported to the office for repair.

11. Stoves and ovens should be clean and free of grease. All burners on the stove must light. If they do not work, please call the office. All knobs on the stove must be present.
12. Refrigerator gasket seals cannot be broken or damaged on refrigerator or freezer doors.
13. If you see roaches or know that you have them, please call the office now for treatment.
14. Access to the electrical panel, furnace, and water heater doors cannot be blocked by furniture or other items that are not easily moved.
15. Exterior door seals, weather stripping and door sweeps on exterior and storm doors must be in place without damaged. Door hardware should not be loose and should lock and/or latch properly.
16. There should be no damage to sheetrock or holes in walls.
17. All Flammable/Combustible Materials - must be properly stored. (Charcoal, lighter fluid must be stored inside the covered grill outside on the porch.)

Please call the office and schedule maintenance repairs on any of the above items ASAP!

NOTICE: This will inform you that Maintenance personnel will be going door to door during the month of **October on the 18th, 19th, 20th, 21st, & 22nd** to replace furnace filters. 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.**

2022 PHADA SCHOLARSHIP PROGRAM

Applications are available in the BHA office and must be completed and returned no later than January 14th, 2021. **NO EXCEPTIONS!** See Cristina Peralta for details.



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.

Three Scholarships Will Be Awarded

Stephen J. Bollinger Memorial Scholarship	\$7,000
Freedom & Civil Rights Scholarship*	\$5,000
Nan McKay Pathway to Achievement Scholarship	\$5,000

*Additional Essay Required



PLANTS AND PORCH DECOR: We would like to remind tenants of the regulations regarding porch plants and décor. Repeated lease violations are serious and can result in lease termination and eviction.

From your lease:

6. OBLIGATION OF RESIDENT

I agree:

LL. I understand that exterior decorating is limited to my porch only and does not include the front or back yard or walkway leading to my apartment. All outdoor furniture, potted plants, solar lights, or any other outdoor items must be located on either my front or rear patio porch. In addition, all patio items must be organized in such a way that a clear path to my doorways is maintained. Anything that impedes egress or blocks doors or screens from opening fully on exterior doors must be removed.

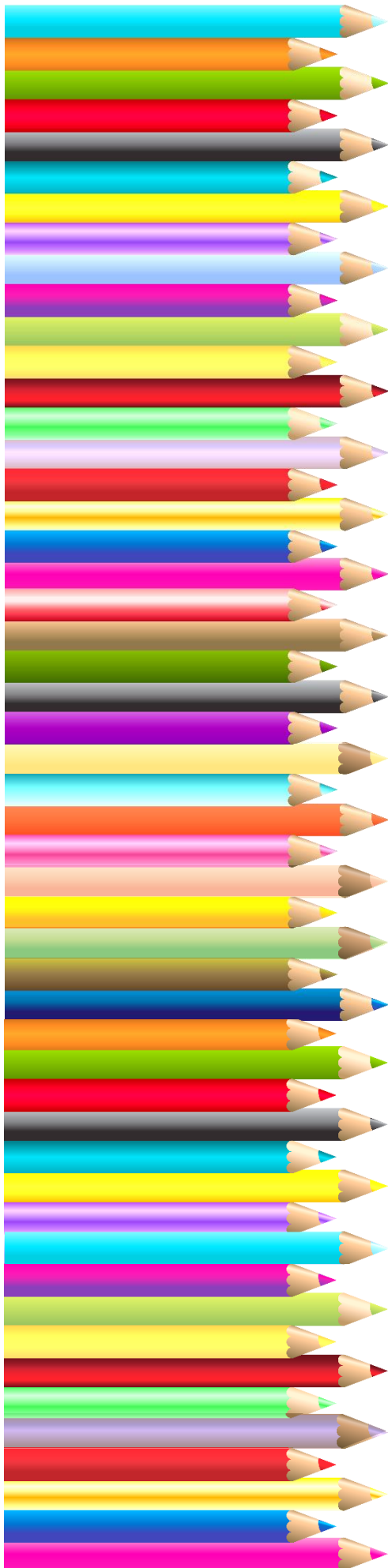


HOLIDAY DECOR: The Buford Housing Authority would like to encourage a sense of community by allowing tenants to put up holiday decorations during the holiday season. We want to remind tenants that in order to stay within the lease regulations, **all holiday decor must be confined to your porch**. Please do not

place any decorations on the grass, steps, sidewalk, or walkway as this could be a potential trip hazard. Decorations must be hung with blue painter's tape, mounting putty, or Command products to avoid any damage to apartment surfaces. **Tenants wishing to display holiday decorations must come into the office to complete and sign the Holiday**

Decoration Form. Keep in mind that the decorations must be taken down within 30 days of the approved permit. Any decorations left up after the 30 days will result in a fine. If you have any questions, please call the office.





Homework Help

Wednesdays 5:00-7:00pm

Need help on subjects such as Language arts, Math & Science? Our volunteer homework helpers can help students of ALL AGES and GRADES here at the Buford-Sugar Hill Library.

**It's a drop-in session.
No registration required.**

2100 Buford Hwy.
Buford GA 30518



GWINNETT COUNTY
PUBLIC LIBRARY

Buford Housing Authority Resident Association
is planning their annual

Children's Holiday Party

For resident children ages 1-12 years old

While the date and time has not been scheduled, we want to make sure all children are registered for gifts.

Parents please complete
the registration
information below
and drop it in the
dropbox at the office
no later than November 19th



Buford Housing Residents Only

Please cut and return the form below to the Buford Housing office by Friday, November 19th

Name of Head of Household _____

Address	Child's Name <i>(must be listed on lease)</i>	Gender <i>circle one</i>	Age 1-12 <i>years</i>
Apartment number _____		Boy Girl	
___ Church St. ___ Hall Place		Boy Girl	
___ Circle View Dr. ___ Reed Blvd.		Boy Girl	
___ East Park St. ___ South St.		Boy Girl	
___ Forest St. ___ Trail View Dr.		Boy Girl	
		Boy Girl	