

Buford Housing Authority  
“The Interview”  
December 2021, Newsletter



*Merry Christmas*



# “Interview”

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

**LAST DAY TO PAY RENT IS  
WEDNESDAY, DECEMBER 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](mailto: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](http://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.**



Buford Housing Authority  
office will be closed  
**Thursday, December 23rd**  
and  
**Friday, December 24th**

to celebrate *Christmas* with our families. We hope  
you and your family have a very safe & happy holiday!



Buford Housing Authority Resident Association  
has scheduled the gift pick-up for

**Thursday, December 11<sup>th</sup>**

Families who registered, may pick-up gifts at  
the BHA community building located at  
100 Circle View Drive

From 11:00 am to 3:00 pm

Out of an abundance of caution and  
in an effort to keep everyone safe,  
the decision was made not to have  
the annual Children's Holiday Party.

Buford Housing Authority would  
like to thank Shaun Rogers and her team  
of elves who worked tirelessly to make  
sure our resident children have the  
happiest of holidays!



MAY YOU HAVE  
THE GLADNESS OF CHRISTMAS  
WHICH IS HOPE,  
THE SPIRIT OF CHRISTMAS  
WHICH IS PEACE,  
AND THE HEART OF CHRISTMAS  
WHICH IS LOVE.



Ava V. Hendricks

# INSPECTIONS WILL BEGIN IN DECEMBER



**INSPECTIONS:** Notifications in this monthly newsletter began in June and now it's time! **APARTMENT INSPECTIONS WILL BEGIN MONDAY, DECEMBER 6<sup>TH</sup> AND CONTINUE THRU DECEMBER 30<sup>TH</sup>.** 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. 2<sup>ND</sup> 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!





“Maybe Christmas,” he thought, “doesn’t come from a store. Maybe Christmas, perhaps means a little bit more.”

## Dr. Seuss’ **How The GRINCH STOLE CHRISTMAS!**



**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.

**PET REMINDERS:** Here are a few reminders for pet owners:

When Buford Housing Authority refers to "Pets," that means that only domesticated dogs, cats, birds, and fish. Only one pet is allowed per family. This Pet Policy is not intended to cover service animals such as a Seeing Eye Dog. Pets cannot be larger than Twenty (20) pounds when fully grown.

The pet deposit is \$150.00. The Buford Housing Authority can use this money to pay for damages "beyond normal wear and tear" caused by your pet.

All pet owners agree to the following:



- I must have my dog on a leash any time it is out of my apartment on Housing Authority property. The leash must be held under control by a responsible person. My pet cannot be tethered in any way in lieu of a human. I will collect feces or other deposit left by my pet and dispose of it in a sanitary manner.
- I must accept complete responsibility for any damages to property caused by my pet. This includes other residents' property as well as all Buford Housing Authority property.
- I must accept complete responsibility for the behavior of my pet at all times. I must control my pet while it is inside my apartment with regard to noise such as barking so it doesn't disturb neighbors. I must control its behavior when in the presence of employees of the Housing Authority.
- A visiting pet in your home must be accompanied by its owner and the pet's stay is limited to the Fourteen (14) Days per year of its owner. You are responsible for the behavior of visiting pets. Pet sitting, that is taking in the pet of another person, is contrary to the terms of this Pet Policy and will not be permitted.

**Buford Housing Authority will give me a NOTICE TO VACATE and will end my lease if there are repeated or continuous problems with my pet.**





**OPEN FLAME DEVICES:** Because open flame devices constitute a serious risk to the health and safety not only to your household but also to other residents in your building, there is a ban on such items.

**From your lease:**

**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.

To clarify, the above regulations on incense, incense burners, candle etc. Just having these items in your apartment, even if they are unlit, is grounds for lease termination. If burned cigarettes, cigars, or other smoking devices are found with ashes, they will also fall under the category of an open flame device which will result in eviction which is outlined in the above paragraph. Please call the office if you have questions.

# 2022 PHADA SCHOLARSHIP PROGRAM



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. 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**

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

*\*Additional Essay Required*



**NOTICE:** This will inform you that Maintenance personnel will be going door to door during the month of **January on the 17<sup>th</sup>, 18<sup>th</sup>, 19<sup>th</sup>, 20<sup>th</sup>, & 21<sup>st</sup> 2022** 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.**



**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.



**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. **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.

We want to remind tenants that in order to stay within the lease regulations, **all décor items 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. If you have any questions, please call the office.





# DRIVE THROUGH MEAL DISTRIBUTION

Wednesdays at 11 a.m.

**Buford Branch**  
2100 Buford Hwy.  
Buford

**Five Forks Branch**  
2780 Five Forks Trickum Rd.  
Lawrenceville

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## Chef Hank with Lettum Eat is Back!

Gwinnett County Public Library, in partnership with Lettum Eat! Inc.,  
Holds free weekly drive through meal distributions at four of our branches.

**Meals are available on a first come, first served basis.**

**Limit one meal per person.**

For updates and information visit [www.gwinnettpl.org](http://www.gwinnettpl.org)

