

Buford Housing Authority

"The Interview"

July 2020, Newsletter



"Interview"

A newsletter for the Residents of the
Buford Housing Authority
Calendar of Events for July 2020

**LAST DAY TO PAY RENT IS
THURSDAY, JULY 9, 2020.**

LOBBY HOURS: Please be aware that our lobby will remain **CLOSED** until further notice. We strongly encourage tenants to utilize the **ONLINE** payment system on the payment 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 (see the picture below).



These payment options follow the current distancing regulations and reduce risk of exposing tenants and staff to COVID-19. The Lobby will remain closed until further notice. **If you need to drop off any other documentation including paystubs, tax returns, etc. please place this paperwork in the drop box.** Please call the office if you have any questions or if you need any assistance.



NEW PHONE SYSTEM: When you call the office, you will find we have a new phone system. Please listen to the entire message and you will hear prompts to register work orders and connect you to office personnel. This new system gives us 4 additional lines which provides quicker access to staff and less busy signals. In addition, after hours calls will be forwarded directly to the on-call maintenance staff member. Please remember only **emergency** work orders will be addressed after hours.

Buford Housing Authority
offices will be
CLOSED
3RD of **JULY**
IN OBSERVANCE OF
INDEPENDENCE DAY



**DON'T MISS
THIS VERY
IMPORTANT
MEETING**

You are invited to one of the resident meetings to talk about the Buford Housing Authorities plans to convert all our public housing program units to HUD Rental Assistance Demonstration (RAD) program. Both meetings will cover the same information, so it is not necessary to attend both although you are certainly welcome to do so.

The meeting information is:

Buford Community Center

2200 Buford Highway

Buford, Georgia 30518

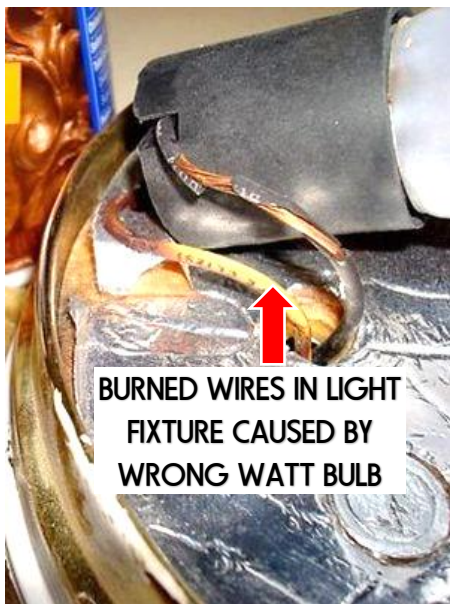
Thursday July 16, 2020

Meeting Time 10:00 am – 11:30 am

Meeting Time 1:00 pm – 2:30 pm

RAD is a voluntary program run by the U.S. Department of Housing and Urban Development (HUD). Under RAD, HUD will change the way it provides rental assistance to the property from public housing to a long-term Section 8 assistance contract. The Section 8 program would make it easier for the Buford Housing Authority to access money to make repairs and improvements to our properties both now and in the future. **These meetings are informative and will help explain how a RAD conversion might affect you. Each meeting will cover the same material, so it is not necessary to attend both.**

You should have received a 7-page letter in June giving an overview of our current plans with the RAD program and answering some of the most frequently asked questions. Additional copies of this letter are available upon request.



FIRE DANGER

WRONG BULBS CAN CAUSE FIRE: We would like to remind tenants that bulbs over 60 watts are not allowed. Here in this picture, you can see the burned wires caused by a tenant using a 100-watt bulb in a fixture rated for a 60 or less watts.

DO NOT INSTALL ANY BULBS GREATER THAT 60 WATT IN BHA FIXTURES! This creates a hazardous situation and could have caused a fire. BHA has LED bulbs that can be installed in your apartment fixtures at a cost of \$2 each. Please call the office if you have any questions.

ALL PAGES OF YOUR STATE AND FEDERAL TAX RETURNS MUST BE TURNED IN TO THE OFFICE AS PART OF THE REQUIRED DOCUMENTATION TO COMPLETE YOUR RECERTIFICATION
To include all W-2s and any 1099s.



TAXES: If you or anyone in your household files taxes you will need to bring your completed tax documents to the office along with your W-2 forms and any 1099 documents as certification of your 2019 income. State and Federal taxes are required documentation to complete your recertification. If you have any questions, please call the office.

EACH HOUSEHOLD MEMBER MUST TURN IN COPIES OF THEIR 2019 STATE AND FEDERAL TAX RETURNS TO THE OFFICE NO LATER THAN JULY 15, 2020

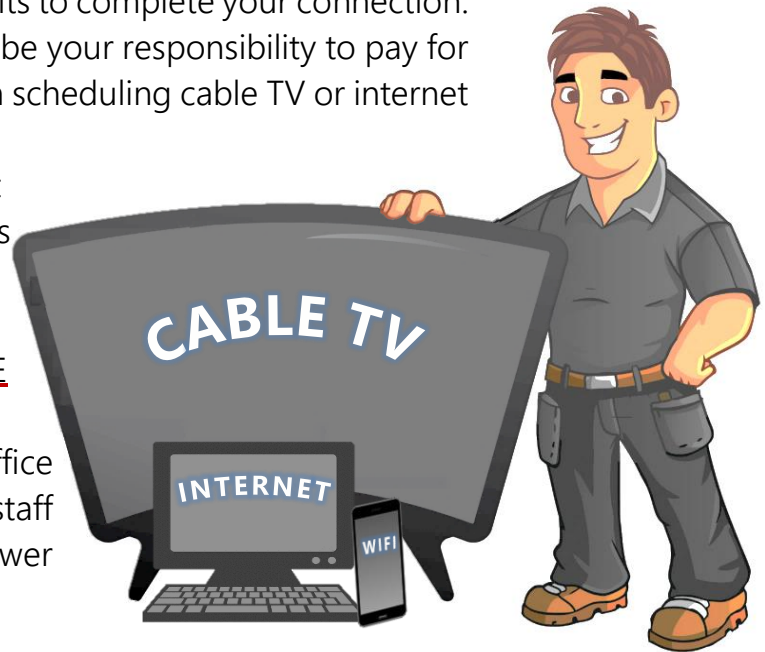
BARBECUES AND GRILLS: It's grilling season! We want our residents to enjoy all the flavors of summer with their barbecues and grills. Here are a few guidelines to keep this grilling season safe and enjoyable for everyone.



1. All grilling must be out in the yard away from buildings and sidewalks. **You must not operate grills or barbecues on any covered porch.**
2. Grills should be covered and stored on your porch or patio when not in use.
3. It is a lease violation to store flammable items *inside* your apartment. Keep all grilling supplies such as charcoal and lighter fluid inside the cooled grill on your porch when not in use.
4. Chimineas and firepits are not permitted.

CABLE TV and INTERNET: If you are planning to have cable TV or internet service installed, please phone the office ahead of time, so that we can provide you with a letter giving the installer instructions and outlining Housing Authority guidelines for cable installation. This will save you time and prevent additional visits to complete your connection. If an installer damages the apartment it will be your responsibility to pay for any repairs. Here are some guidelines when scheduling cable TV or internet cable installation:

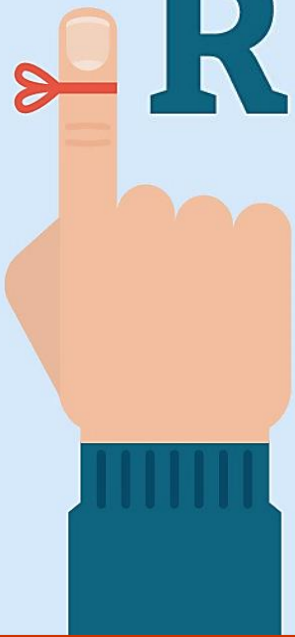
1. Call the office ahead of time and get a cable letter that provides guidelines for installation.
2. Schedule your appointment with the provider Monday thru Friday BEFORE 12:00 noon.
3. On the day of installation, call the office to have a member of maintenance staff meet the installer to instruct or answer questions that may arise.



MOVING OUT: Are you making plans to move? Our goal at Buford Housing Authority is to help tenants move up and move out. Public Housing is a steppingstone to help families become stable and find their way out of rental assistance programs. We consider tenants who move out to be a success story. When making plans to move, please remember the following lease termination procedures.

15. LEASE TERMINATION NOTICES

- G. I must give the Authority written notice of my intent to terminate the lease at least a thirty (30) day notice in writing that ends on the last day of the month. I will continue to pay rent through the entire notice period and until I vacate the premises, whichever comes later. The Authority will inspect the apartment and make a list of items to be charged to me. If I wish to be present for this inspection, I must make an appointment with the office at least one working day before the apartment is inspected. It will not be possible to conduct a termination inspection until all items are removed from my apartment. The inspection will be conducted during regular office hours. If I fail to make arrangements for a termination inspection, I accept the findings of the Authority and will pay such reasonable charges as shall be made by the Authority. Any funds due the Authority are due and payable immediately, and any credits due me for unearned rent paid or unused security deposit will be subject to offset before being refunded to me. Any refund due to me will be paid as soon as possible, but not more than thirty (30) days after the apartment has been vacated, keys returned to the Authority, the move-out inspection has been completed and any negligent damages assessed. Upon move out, if your key is not returned, you will be charged \$40.00.



REMINDER

HAS YOUR INCOME CHANGED?

ALL income and deduction changes must be reported to the Buford Housing Authority office within 10-days of the change. This includes any employment, **unemployment, child support, Social Security, SSI, help from family etc. Also, any deduction changes such as **childcare** are required be reported within 10-days as well. Please call the office if you have any questions.**

PARKING: If your development has numbered parking spaces, please make sure you park in your assigned numbered space first and a blank parking space only if necessary. DO NOT PARK IN ANOTHER APARTMENT'S SPACE. If you have guests over it is your responsibility to make sure they do not park in your neighbor's numbered space. **If your vehicle is photographed in someone else's numbered space, you can be charged a \$20 parking fine for EACH OCCURANCE.**



Your lease states:

6. OBLIGATION OF RESIDENT

- F. If I live in a development where the parking spaces are assigned, I will park only in my assigned parking space or another unmarked parking space. I will not park in the assigned parking space of another resident nor will I allow my family or guests to do so. My parking in another's assigned parking space or my family or guests doing this will be considered a serious violation of my Lease.



Summer Break: Our school children are now on summer break. Please watch out for children at play throughout the neighborhoods. Parents please make sure your children do not play around cars, in the streets or in parking lots. Trash and toys should be cleaned up from of the yards every evening. We would also like to remind tenants that **swimming pools or pools of any sort, children's swing sets, chimeneas, firepits, trampolines are not permitted on Housing Authority property.** Parents are also reminded to report changes in childcare to the office at the end of every month.

NOTICE: This will inform you that Maintenance personnel will be going door to door during the month of **August on the 3rd, 4th, 5th, 6th, & 7th** to replace furnace filters. Please be aware that during the month your furnace filters may be changed, and 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.**

Tips to Help Your Home Beat the Summer Heat

While Coronavirus has had quite an impact on our community, one of the silver linings has been spending more time with your family at home. With summer temperatures heating up, these top home cooling tips will help boost your comfort and energy savings.

1. Keep Cool Air Flowing

Be sure your air vents and returns are not blocked by couches, tables, curtains, or other obstructions. Your home's HVAC system was designed to allow for maximum air flow, and covering the vents prevents proper cooling of your rooms.



2. Consider Different Ways to Cook

Keep your home more comfortable by firing up the grill instead of heating up your oven or cooking on the stove. The longer days and beautiful evening weather make outdoor cooking a breeze. Cooking in an Instant Pot or slow cooker also cuts down on residual heat in your home from your stove or oven.



3. Manage Your Windows

Keeping your drapes, or shades closed during the peak heat of the day (mid to late-afternoon) will help keep your home cool, especially for south-facing windows.



PEST CONTROL: If you see any bugs, please call the office, and schedule a time to have your apartment sprayed. You should plan to be out of your apartment for two hours while the chemical dries. Should you have any questions, please call the office.

Cockroach Prevention Guide

Sanitation is definitely one of the most important steps to getting rid of roaches and preventing them. Most roach treatment programs will fail if this step is skipped or poorly implemented. You must eliminate what attracts roaches, including as many food sources and water sources as possible and seal off or eliminate places that roaches like to hide.



Eliminate Food Sources Inside and Near Your Home

Eliminating food sources is a constant battle in roach control. While this effort involves a great deal of work and vigilance, the results are well worth the effort.

- **Clean Kitchen Appliances.** Roaches in your kitchen are probably living off of the months or years' worth of grease and food spills under, behind, and alongside your appliances. The greatest problem spots usually include the refrigerator, stove, range hood, toaster, microwave, and underneath the kitchen sink.
 - **Empty Cabinets and clean them out.** Another common food source for Roaches is the crumbs and food spills inside kitchen cabinets.
 - **Limit food consumption to one room of the house.** Allowing food to be consumed in all areas of the home leads to crumbs and food spills that often go unnoticed and make tasty temptations for Roaches. This practice contributes to the spread of an infestation to other areas of the home other than the kitchen.
 - **Vacuum the kitchen floor thoroughly each night before bed.** Roaches come out to feed at night. If you will practice your most rigorous cleaning rituals in the kitchen just before bed each night, there will be nothing or very little left for foraging roaches to snack on.
 - **Vacuum all other non-food areas of the home every 2 to 3 days.** This practice contributes to overall sanitation and also helps to eliminate roach feces, skins, body parts, and egg sacs, all of which contain pheromones that attract other roaches to the same areas.
 - **Wipe down kitchen countertops with a disinfectant spray each night**
 - **Empty and clean pet food containers at night or place them in a plastic bag.**
 - **Store Food in Sealed Containers.** Roaches are small enough to slip into the cardboard packaging that many foods are stored in.
- **Use a trash can with a tight-fitting lid and take out the trash each night before bed.**
 - **Keep outside trash cans clean and moved away from the structure.**



Eliminate Water Sources

While it is nearly impossible to eliminate all water sources, even greatly limiting available sources will cause negative stress on a roach population. Fewer water sources to go around means that many roaches will die.

- Fix leaky faucets and pipes. Call the office for maintenance repair.
- Repair sweating pipes. Call the office for maintenance repair.
- Before bed, stop up sinks in the kitchen and bathrooms and dry them completely with a paper towel.
- Dry out the bathtub and shower completely and stop up the drain before bed.
- Place wet dish rags and sponges in an airtight plastic storage bag overnight or place them directly in the washing machine.
- Pet water dishes should be placed outside overnight or be dried completely and refilled in the morning.
- Wet toothbrushes should be dried as best they can and sealed in plastic bags.





INSPECTION: Apartment inspections have been postponed. Although we do not know when rescheduling will occur, it still might 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 for the inspection.

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 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. 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. Toilet, tub, shower, and sinks should all work and drain well. Bath sinks and tubs should have stoppers that hold water. Hot and cold-water handles must be in place and working.
6. 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.
7. All smoke detectors should be in place and working.
8. 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.
9. Any broken glass including photographs and picture frames, mirrors, tabletops, *etc.* should be removed. Broken windows should be reported to the office for repair.
10. Stoves and ovens should be clean and free of grease. All burners on the stove as well as the oven must light. If they do not work, please call the office.
11. Refrigerator gasket seals cannot be broken or damaged on refrigerator or freezer doors.
12. If you see roaches or know that you have them, please call the office now for treatment.
13. Access to the electrical panel, furnace, and water heater doors cannot be blocked by furniture or other items that are not easily moved.
14. 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.
15. There should be no damage to sheetrock or holes in walls.
16. 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!



RESIDENT ASSOCIATION YARD SALE: The Resident Association is having a community yard sale on July 17th & 18th from 8am-3pm at the BHA Community Building located at 100 Circle View Drive, Buford. Come get to know your neighbors, support a good cause, get rid of stuff around your apartment, and make some extra money. Details below.



Residents may reserve a space that is approximately 6 x 10 to sell their items. The charge is \$10 for an empty reserved space and \$15 for a space with a table. Spaces are available inside and outside the Community Building. If you would like to reserve a space to sell your household items, please fill out the form below and return it to the office along with your **CASH PAYMENT**, no-later than July 16th. **The money collected for reserved spaces will go toward purchasing gifts for our resident children's Holiday Party.** So, clear out the clutter from your



apartment and support your Resident Association. Reservations are made on a first come basis. Tenants are responsible for setting up and selling their own items. All spaces must be cleared by 4pm on sale day. Due to COVID, we strongly suggest that all sellers and shoppers wear face masks and practice social distancing as much as possible.



Tenant's name: _____

Tenant's address: _____

Phone number: _____

Tenants are responsible for setting up and selling their own items. All spaces must be cleared by 4pm on sale day. By signing below, I understand and agree that I will be charged \$20.00 if I do not have the space assigned to me cleaned by 4pm on July 17th& 18th.

Reserved space \$10 *OR* Reserved space with table \$15 **CASH ONLY**

Inside Community Building *OR* Outside Community Building

SIGNATURE