

Buford Housing Authority  
“The Interview”  
November 2021, Newsletter



# “Interview”

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

**LAST DAY TO PAY RENT IS  
FRIDAY, NOVEMBER 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.**



**CAPS EXPANSION:** In October Gov. Brian Kemp announced expansion of the state's Childcare and Parent Services program. These changes will now help families qualify for childcare assistance who were not eligible in the past.

Buford Housing Authority allows deductions for any OUT-OF-POCKET childcare expenses that the household pays. To receive this deduction the household must provide documentation (receipts or letter from childcare facility) verifying the amount paid each month by the household. If childcare is paid by any other source including other non-household parent, family member, or other source such as CAPS, the family does not qualify to receive the deduction.



Should you have questions on childcare deductions, please contact Cristina in our office [cristina@bufordhousing.com](mailto:cristina@bufordhousing.com).

**If the household starts receiving assistance with childcare such as CAPS, the household is required to provide documentation to the office within 10 days of the start of the assistance.**

If you have questions about the CAPS program regarding providers or to see if you qualify, please visit their website. [caps.dec.ga.gov](http://caps.dec.ga.gov).

IT IS NOT HAPPY PEOPLE WHO ARE  
**THANKFUL**  
IT IS THANKFUL PEOPLE WHO ARE  
**HAPPY**

**Don't forget to**  
**FALL BACK**  
Move your clocks  
**BACK one hour!**

An analog clock with a black frame and white face, showing the time as approximately 10:10. The clock is positioned in the center of the graphic. The background is a bright blue sky with white clouds. At the bottom of the graphic, there is a pile of colorful autumn leaves in shades of orange, yellow, and red.

**Saturday, November 6th**



**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.

**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.



**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.**



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.



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.



**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. 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!

# 2022 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. **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>	\$7,000
<b>Freedom &amp; Civil Rights Scholarship*</b>	\$5,000
<b>Nan McKay Pathway to Achievement Scholarship</b>	\$5,000

\*Additional Essay Required



# 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)





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 19<sup>th</sup>**

**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 <small>(must be listed on lease)</small>	Gender <small>circle one</small>	Age 1-12 <small>years</small>
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	

# To All Veterans



Whether at Home or Abroad  
Active Duty ★ Reserves ★ Retired  
All Americans Say:  
**THANK YOU!**

Veterans Day is Thursday, November 11<sup>th</sup>



*This is a reminder that the Buford Housing Authority properties are served by natural gas as provided through the Buford Housing Authority owned gas pipeline system. Natural gas is efficient and reliable and is used as an energy source for heating, water heating and sometimes cooking. Here are a few ways to ensure the safe operation of our pipeline system. If you smell natural gas (rotten egg smell) or hear a hissing sound coming from piping while on the premises, please leave the area immediately and call*

*the Buford Housing Authority office at 770-945-5212 or call 911 from a safe location. Please program the Buford Housing Authority office number into your cell phone, if possible. If you are inside a building, while exiting, do not turn on or off light switches, do not use the telephone or do anything that may create a spark.*

*Also, there should be no digging by residents or contractors on the property without first notifying the Georgia 811 Utility Protection Center (1-800-282-7411 or simply 811) as damage to the natural gas pipeline may occur.*

*If you have any questions, please contact the Buford Housing Authority Executive Director at 770-945-5212.*