



HALSTEAD HOUSING AUTHORITY

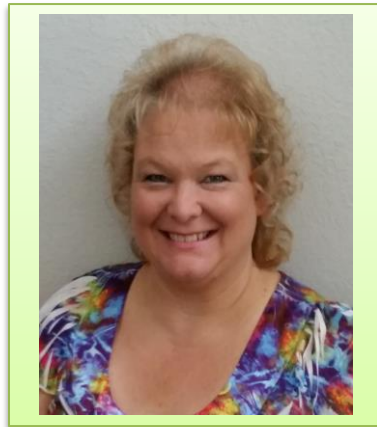
In the Neighborhood Quarterly Newsletter

3rd Quarter Edition

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Halstead Housing Authority Hires New Office Manager:



Robin Bliss, Office Manager

The Housing Authority is pleased to introduce our New Office Manager, Robin Bliss. Robin accepted the position and started working immediately on April 15th.

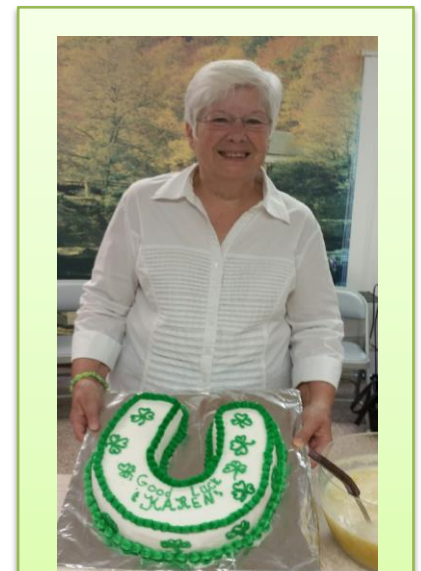
She lives just outside Bentley with her husband. She has a daughter who attends Halstead High School and a son who lives in Lawrence. Robin brings with her previous secretarial and management experience. She will be a great asset to our Housing Authority. Robin will also continue working as a bus driver for USD 440, so during the school year her office hours will be 8:30 am - 2:30 pm. When school is not in session, she will work a flexible 30 hour/week.

Please introduce yourself to her if you have not done so already.

Farewell to Karen & Thank you for a Job Well Done!

The Halstead Housing Authority celebrated Karen's retirement on Friday June 19th at 9:00am in the Cottonwood Community Room. Tenants, Board Members, and Housing Authority Staff gathered to wish Karen a happy retirement. We are grateful for Karen's 6 years of service with the housing authority. Karen was the Executive Director from 2009-2012 and the Office Manager from 2012-2015. We are especially thankful for Karen's willingness to continue on occasion as an Administrative Contractor in order to answer questions for us as we move forward.

Thank you Karen!



Karen Siebert, Retirement



Save the Date!



Important Dates to Remember!



Housekeeping Inspections

Housekeeping Inspections are scheduled at the end of July. We will be inspecting the sanitary conditions & air quality in each unit. Please note that even though it is a housekeeping inspection, we can give notices for any lease violations found.

Thank you!

Put this page on your fridge for easy reference

July

- **Fri July 3** Holiday Office Closed for Independence Day
- **Wed July 15** Board Meeting – HHA Office 3pm-4pm
- **Wed July 22** Resident Advisory Board – Community Rm. 10am-11am
- **Wed July 29** Housekeeping Inspection/Filters – Cottonwood 9am-3 pm
- **Thur July 30** Housekeeping Inspections – Meadowlark 9am-12pm
- **Fri July 31** Housekeeping Inspections – Sunflower Heights – 9am–3pm

August

- **Aug 7-9** Halstead Old Settlers Festival
- **Wed Aug 9** Tenant/Staff Meeting – Community Room 9-10 am
- **Wed Aug 19** Board Meeting – HHA Office 3-4 pm
- **Wed Aug 26** Resident Advisory Board – Community Room 10am-11am
- **TBD** Cottonwood – Bathroom Outlet Replacement

September

- **Mon Sept 7** Holiday Office Closed for Labor Day
- **Wed Sept 16** Board Meeting – HHA Office 3-4 pm
- **Wed Sept 23** Resident Advisory Board – Community Room 10-11am

Utility Analysis Underway

The Utility Analysis is now underway. After the authorizations are gathered we will figure the billing averages for all 1 Bedroom, 2 Bedroom, and 3 Bedroom units. The averages are on a 3 year rolling data base so the years we will be averaging are: 2013, 2014, and 2015. Upon completion of the analysis, tenants will be notified of a utility allowance increase or decrease and the time frame for implementation of any new rent amounts. Thank you for cooperating and promptly returning the authorizations. Your help is greatly appreciated!



Quarterly Quotes

“Those who expect to reap the blessings of freedom, must like men, undergo the fatigue of supporting it.”

-- Thomas Paine



Sunflower Heights Park & Playhouse



More to come....

The Sunflower Heights Park is underway. We had playground equipment installed in mid-April. A huge thank you goes to Larry Butler, Maintenance for putting in many hours shoveling pea gravel, installing a border, & finding, then digging, and setting in a pump for the water trough. The high school industrial arts class finished the frame of the playhouse but much more work is needed to finish. We also will be adding a grill, bench, & waste receptacle as well as spruce up the basketball court this fall.

Maintenance Updates...

Cottonwood Acres:

- 1. Cottonwood Filter Changes** will take place at the time of the housekeeping inspections.
- 2. Bathroom Outlets** The RAB requested new bathroom outlets with GFCI (Ground-Fault Circuit Interrupters). We will be scheduling replacement of these outlets. An inventory will be taken during the upcoming inspections & an order will be placed for new outlets.
- 3. Roof Replacement** Units 13-16 will get a roof replaced this summer sometime after July. Tenants residing in those units will be notified prior to replacement.

Sunflower Heights:

- 1. Roof Replacement** all buildings have had roofs replaced. Mid KS Construction completed the roofing project on June 24th.
- 2. Fascia Replacement** Starks Siding is in the process of replacing fascia on north and south sides. They hope to be finished early July.
- 3. Gutter Helmet** Advance Home Solutions is re-attaching all gutter helmet following the siding contractors.

We hope to have all work completed by mid-July. Thank you for your patience & cooperation!

Occupancy 2nd Quarter

Cottonwood Acres:

April = 100%
May = 96%
June = 92%

Meadowlark :

April = 88%
May = 100%
June = 100%

Sunflower Heights:

April = 95%
May = 95%
June = 100%



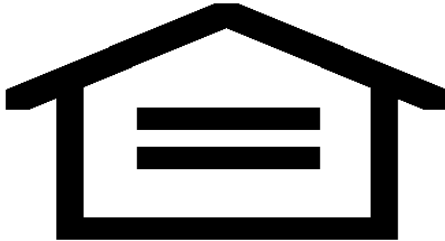
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**EQUAL HOUSING
OPPORTUNITY**

Access us on the web!

Tenants can send us messages (privately) on Facebook:

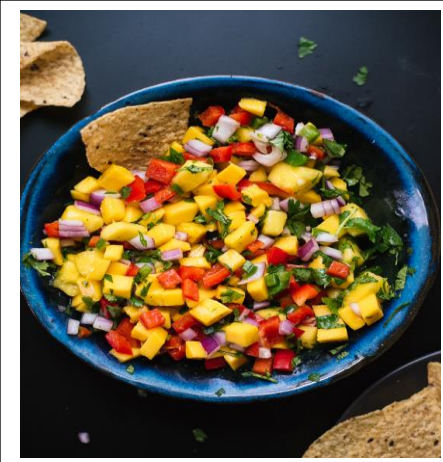
<https://www.facebook.com/HalsteadHousingAuthority>

OR

View upcoming dates/events, place maintenance requests, or get apartment tours on-line:

<https://www.halsteadhousingauthority.com>

Enjoy this Summer Recipe From the HHA Office...



Mango Salsa

Ingredients

- 3 ripe mangos, diced
- 1 medium red bell pepper, chopped
- ½ cup chopped red onion
- ¼ cup fresh cilantro leaves, chopped
- 1 jalapeño, seeded and minced
- 1 large lime, juiced (about ¼ cup lime juice)
- ⅛ to ¼ teaspoon salt, to taste
- Olive Oil – to drizzle

Instructions

In a serving bowl, combine the prepared mango, bell pepper, onion, cilantro and jalapeño. Drizzle with the juice of one lime and olive oil mix well. Season to taste with salt. For best flavor, let the salsa rest for 10 minutes or longer.

Enjoy with Fish, tacos, or chips!