



HALSTEAD HOUSING AUTHORITY

In the Neighborhood Quarterly Newsletter 4th Quarter Edition

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**EQUAL HOUSING
OPPORTUNITY**

Admission & Continued Occupancy Policy Updates Note from Director...

In September, I had the opportunity to attend training at this year's KS NAHRO conference in Manhattan KS. The training was titled: Public Housing Eligibility, Income and Rent Calculations. It was an excellent training and I learned a lot.

I always try to take what I learn in trainings to implement change in order to improve housing authority management/procedures. During this training, I discovered items that our housing authority can improve on beginning with our ACOP. ACOP is short for "Admission and Continued Occupancy Policy". The ACOP was last revised in 2013. Over the next few months, please watch for letters regarding proposed ACOP policy changes.

Tenants are encouraged to review & provide feedback to the housing authority regarding any policy revisions that affect their tenancy.



You Are Invited...

2nd Annual Halstead Housing Authority Christmas Breakfast

All tenants are invited to join HHA staff for a **FREE** Christmas Breakfast:

Wed. December 21st
8am – 10am
Cottonwood Community Rm
Come & Go...

*Breakfast Casserole, Coffee
Cake, Fruit Salad, Coffee & Juice*

Quarterly Occupancy Report:

Cottonwood Acres:

July	= 83%
August	= 87%
September	= 87%
3rd Quarter Avg.	= 86%

Meadowlark:

July	= 93%
August	= 93%
September	= 100%
3rd Quarter Avg.	= 95%

Sunflower Heights:

July	= 95%
August	= 95%
September	= 95%
3rd Quarter Avg.	= 95%

Save the Date!



Important Dates to Remember!

October

- Thur. October 6 – Filter Changes at Meadowlark & Sunflower Heights
- Wed. October 19 – Tenant Staff Meeting – Community Room (9 am)
- Wed. October 26 – Board Meeting - HHA Office (3 pm)
- TBD – Pest Control Spray – Project Wide

November

- Thur. & Fri. Nov. 24-25 HOLIDAY OFFICE CLOSED – Thanksgiving
- Wed. November 30 – HHA Board Meeting – HHA Office (3pm)
- TBD - Filter Changes at Cottonwood Acres
- TBD - GFCI Outlets to be installed

December

- Wed. Dec. 21 – Tenant Staff Christmas Breakfast – Community Rm (8am)
- Fri. Dec. 23 – HOLIDAY OFFICE CLOSED – Christmas
- Mon. Dec. 26 – HOLIDAY OFFICE CLOSED - Christmas
- HHA Board Does not meet in December

Dates not posted in newsletter will be posted on HHA Facebook page or office door

SMOKE FREE REMINDER

Smokers without exemptions should not be smoking in their units. We check for smoking by looking at filters. Any person with yellowing filters in Non-smoking units will receive 2 warnings before an eviction notice is issued.



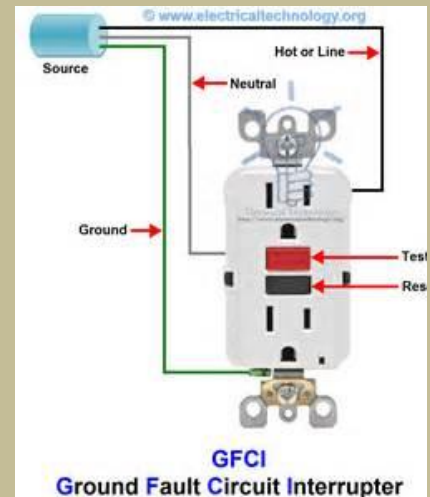
Put this page on your fridge for easy reference

GFCI OUTLETS COMING SOON

The Housing Authority will be installing GFCI outlets which will replace 1 outlet nearest the kitchen sink in each unit at Cottonwood Acres, Meadowlark, and Sunflower Heights.

We will determine a date for each complex and will notify tenants by memo.

Please contact the office with questions



Quarterly Quote

You must be the change you wish to see in the world.

Mahatma Gandhi



Utility Allowance Updates & Rent Increases

The housing authority recently completed a utility analysis for all apartment complexes. The results show the average utility expense (from the previous 12 month period) for persons or families living in 1, 2, and 3 bedroom units. The results are reviewed annually by the Housing Authority Board of Directors. If there is a substantial increase or decrease in the amount tenants pay for utilities, the housing authority must adjust the utility allowance accordingly. Below is a breakdown of all changes that will take place. ***The effective date for ALL changes will be January 1, 2016.*** Tenants affected will receive written notification of these changes and will need to sign an interim recertification with the office.

This year, Cottonwood Acres will also increase the Basic Rent Amount which helps the housing authority keep up with the ever increasing operating expenses. The rent increase will ONLY affect tenants paying flat rent & will not affect tenants paying rent based on their income.

Cottonwood Acres

Utility Allowances:

Previous Amount = \$58

New Utility Allowance = \$61

Basic Rent

Previous Amount = \$432

New Basic Rent = \$442

Meadowlark & Sunflower Utility Allowances:

1 Bedroom Units:

Previous Utility Allowance Amount = \$123

New Utility Allowance Amount = \$110

2 Bedroom Units:

No Change

3 Bedroom Units:

Previous Utility Allowance Amount = \$207

New Utility Allowance Amount = \$191

Bedbug Policy

Tenants were notified in July about a proposed bedbug policy for the Halstead Housing Authority. Whenever the housing authority adopts new policies or updates existing policies, we must allow time and opportunity for tenants to provide feedback. After 60 days, the housing authority received no response from tenants regarding the proposed policy. The board of directors will vote on the policy at the September 2016 Regular Board Meeting.

If approved, tenants will receive a copy of the policy and will be required to sign and submit the signed policy to the office. Signed policies will be placed in each tenant's file.

The housing authority hopes to keep bedbugs out of our apartments. Tenants can help us by taking the following precautions: Notify the office immediately if bedbugs are found. Avoid when possible purchasing used sofa's, couches, recliners, mattresses, etc. from unknown sources (garage sale furniture may be infested). If bedbugs are found, full cooperation with the housing authority is essential to eliminate them permanently.

Halstead Housing Authority

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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>



Cornflake Christmas Wreath Cookies

Makes 18 Cookies

112 Calories each

Ingredients

- ½ c. Butter
- 5 c. Cornflakes
- 1 ½ tsp green food coloring
- 1 tsp vanilla
- Red Hot Candies (to decorate)

Directions

1. Measure Cornflakes into large bowl
2. Melt Butter in saucepan over low heat.
3. Add marshmallows and cook until marshmallows melt stirring constantly.
4. Remove From heat, stir in food coloring, & vanilla, then pour over cornflakes.
5. Quickly drop by spoonful onto wax paper, grease hands & form into wreaths.
6. Decorate with Red Hots & ENJOY!