

HOUSING HOTLINE

Clarksville Housing Authority
605 Lucas Street
Clarksville, AR 72830

Shelly Wood, Executive Director

NOVEMBER

2024



Check out our website:
cha-ar.com

Phone (479) 754-3564
Fax (479) 754-3963

Office CLOSED:

Nov. 5th – At 2:30pm for employees to vote

Nov. 11th – Veteran's Day

Nov. 27th – At 3pm for end of month processing

Nov. 28th-29th – Thanksgiving

Daylight Savings Time Ends – Daylight Savings Time ends November 3rd at 2:00am, so be sure to set your clocks back one hour before bed.

Election Day – The office will close at 2:30pm on Tuesday, November 5th to allow all employees the opportunity to vote. Regular office hours will resume on Wednesday, November 6th.

Smoke Alarms/Carbon Monoxide Detectors – New smoke alarms and carbon monoxide detectors must be installed before the end of the year. This is a new requirement. Maintenance will be in your units with electricians to begin installation starting Nov. 4th throughout the month. Please be sure to remove an abundance of clutter to allow access for where maintenance needs to be to install these new alarms. **Consider this your Notice of Entry.**

Food Distribution – Come by the office in November during normal business hours to pick up a bag of food to help with your Thanksgiving meal! Limit one bag per household. Bags are limited. First come, first serve. There is a recipe on page 3 for how to make 2 ingredient brownies using the ingredients in the food bags.

Going Away – If you will be away from your unit overnight, please inform the office, especially if there is a chance for freezing weather. Do not turn off the heat in your unit when you leave. Do leave cabinet doors open to allow heat in those areas.

Public Hearing – A public hearing will be held on Thursday, January 16, 2025 at 10:00am in the Foy Howard Community Center located at 605 Lucas Street (at the main office) to specifically discuss:

- 2025 Annual Plan/Agency Plan
- 5-Year Agency Plan
- Modernizations/Improvements

This is every tenant's opportunity to express cares/concerns about your unit, the area you live, and common areas such as playgrounds and community centers.

No Assigned Parking – There are NO assigned parking spaces. Tenants are required to have a blue CHA parking permit on vehicles. Parking permits may be picked up at the office with proof of registration. Also, non-working vehicles may be towed at owner's expense. No vehicle maintenance may be done on CHA property.

Visitation Policy – With the holidays upon us, it is a good time to review the Visitation Policy.

Residents are allowed overnight guests up to 14 days unless authorized by CHA. Residents who fail to notify CHA of additions to the household or who permit persons to join the household without undergoing the eligibility screening process are in violation of the lease. Persons added without CHA approval are considered unauthorized occupants and the entire household will be subject to eviction.

All vehicles without parking permits are subject to be towed. Temporary parking permits are issued for overnight guests so register at the CHA office during our regular business hours.

Please be respectful of those around you while entertaining guests. Remember guests are subject to follow the housing authority rules and regulations in the same manner as residents.

Quiet hours are from 10:00 p.m. to 6:00 a.m. Anyone at your unit after 10 p.m. is considered an overnight guest.

If your guests smoke, make sure they are 25 feet from all CHA buildings and cigarette butts are properly disposed.

Heaters – If you have not yet turned on your heater, please do so to make sure that it is working properly. If you have any issues, please call the office so a work order can be placed. Remember, space heaters are fire hazards and are not allowed. If more heat is needed, you may turn up the thermostat or use an extra quilt or blanket.

Under Sink Storage – Be mindful when storing items under the kitchen and bathroom sinks so the area is not over filled. When that area does become over filled, the plumbing can get knocked loose and cause damage because it is not always easily noticeable at first. Tenants will be responsible for damage that occurs due to over storage under the sink.

Non-Emergency After Hours Calls – For any true emergency maintenance work order, call the numbers on the card you were given at the time of your lease signing. If you do not get an answer, then call the CPD and they will contact the Director. Do not contact other office personnel for work orders or emergency maintenance issues after business hours. For any non-maintenance issue, call the Clarksville Police Department. Wellness checks should be called into the police department, not Housing Authority maintenance personnel.

What Is An Emergency Work Order? – Work orders that fall under the emergency category are smoke alarms beeping, carbon monoxide detectors going off, plumbing/water issues, electrical, or HVAC/heating issues. This is not an extensive list. Use your best judgment. If you don't know, it is best to call and ask. Maintenance can determine if it is an emergency or if it can wait until regular business hours.

From Maintenance – Be mindful of these items:

- **Disconnect all garden hoses** from outside water faucets before the first heavy frost/freeze. Any tenant whose frozen garden hose causes damage will be responsible for the cost of repair.
- **Do not leave your water hose hooked up or laying in the yard** because lawn care providers may not see your hose when mowing. If they run over the hose, you will be responsible for costs incurred to repair.
- **Do not bag leaves expecting maintenance to remove them.** Lawn care will mulch the leaves when they mow; however, they will not remove bags.
- **Any trash and debris found in your yard is your responsibility to clean, regardless of how it got in your yard.** Yards must be kept tidy without trash, toys, etc. laying around. If you see glass and can dispose of it **safely**, please do. If you cannot **safely** dispose of it, report it to the office and a work order will be placed.
- **Showers and bathtubs are the tenant's responsibility to keep clean.** Maintenance is NOT responsible for cleaning showers. Prevention is the best method. One way to prevent mildew buildup is to run the vent in the bathroom while you shower and even for a little while after to help dry up the moisture that remains. Try cleaning your shower while you are using the shower. Lysol with Peroxide is a good cleaner to prevent mildew buildup.
- **Heat lamps in storage units need turned on.** If the heat lamp does not work, please call the office so a work order can be placed.
- **Keep storage room doors closed.** This will help retain the heat from the heat lamp to keep pipes from bursting in freezing temperatures.
- **If you have any blocked egress, it needs to be unblocked.** This means anything blocking any windows should be moved. You may have something up to the windowsill, but not over it.
- **Tenants should NOT plant trees or hedges around their units.** Small flowers and/or plants inside the flowerbeds are okay. Trees and hedges are not allowed. Nothing should be planted around HVAC equipment. If maintenance sees this, it will be cut down. If damages occur due to something a tenant has planted, the tenant could get a fine.



EVENTS THIS MONTH

All tenant events will be held at the Foy Howard Community Center.

Recipe Swap – Many tenants have requested a chance to swap recipes with neighbors. Bring your favorite recipes on Tuesday, November 12th from 10-11am. Share your favorites and get a new favorite recipe to test.

Board Games & Puzzles – If you love to do puzzles or play board games, this event is for you! There will be a variety of games and puzzles for all ages on Thursday, November 14th from 10-11am.

Craft Day – On Monday, November 18th from 10-11am join us for some crafting fun! We will be working on holiday themed crafts.

Painting – Get your Michelangelo on, on Tuesday, November 26th from 2-3pm! If you are a master artist or a paint-by-numbers kind of painter, join us for a little painting fun.

Friendsgiving – Lunch will be served on Thursday, November 21st from 12-1pm. There will not be a guest speaker for November. Just come enjoy a free meal and the company of your neighbors. This is a non-traditional Thanksgiving meal.

RECIPES

2x4 Soup

Ingredients:

- 2lbs Ground Beef
- 2 Cans Rotel (your choice of heat)
- 2 Cans Pinto Beans
- 2 Cans Campbells Minestrone Soup (red & white can)

Instructions:

1. Brown and drain ground beef.
2. Drain and rinse pinto beans.
3. Put all ingredients in a pot on medium heat.
4. Stir occasionally.

Notes: Add a little beef or vegetable broth if you want it a little soupier. Easily double or half this recipe for however large/small you need. This easily freezes for meal prepping.

Crack Green Beans

Ingredients:

- 34oz Green Beans
- 2/3 cup brown sugar
- 4tbs butter
- 6tsp soy sauce
- 2tsp onion powder
- 2tsp garlic powder
- 10 slices bacon

Instructions:

1. Cook bacon & set aside.
2. Melt butter in skillet.
3. Add brown sugar, soy sauce, garlic & onion powder.
4. Cook until it starts to bubble.
5. Add drained green beans & cook until warm & sauce thickens.
6. Add crumbled bacon before serving.

Two-Ingredient Brownies

Ingredients:

- 1 Can of Cola
- 1 Box Brownie Mix

Instructions:

1. Preheat oven to 350°.
2. Mix both ingredients well in a bowl.
3. Pour batter into a baking dish.
4. Bake for 30-40 minutes. Check if brownies are done by sticking a knife in the middle. If it comes out clean, brownies are done baking.

LET OUR
hearts
BE FULL OF BOTH
THANKS AND
giving

NOVEMBER



2024



| SUN | MON | TUES | WED | THURS | FRI | SAT |
|--|--------------------------|---|---|--|-----|-----|
| <p>Thanksgiving is often a time of reflection. What are you thankful for this year? Maybe it has been a difficult year with many challenges. Maybe this year has been a chance for new beginnings and opportunities. Whatever the case is for you, know that we at the Clarksville Housing Authority are thankful for you.</p> | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | | <u>Office Closed at 2:30pm</u> | | <u>LATE FEES</u> | | |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| | <u>Office Closed</u> | <u>DELINQUENT LETTERS</u> Recipe Swap 10-11am | | <u>Eviction Letters</u> Board Games & Puzzles 10-11am | | |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| | Crafting 10-11am | | | Tenant Meal 12-1pm | | |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| | | Painting 2-3pm | <u>Office Closed at 3pm to foot traffic</u> | <p> Closed Thursday & Friday HAPPY THANKSGIVING Have a wonderful holiday! </p> | | |