HOUSING HOTLINE

NOVEMBER 2026

Clarksville Housing Authority
605 Lucas Street
Clarksville, AR 72830
Shelly Wood, Executive Director

Check out our website:
cha-ar.com

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

Office CLOSED:

Nov. 11th – Veteran's Day
Nov. 26th-27th – Thanksgiving
Nov. 30th – (Lobby) for end of month processing

Annual Inspections – Annual Inspections will be November 2-6th. Every unit will be inspected. There is no set time for when maintenance will arrive. You do not have to be present. If there are any work orders generated from the Annual Inspections, maintenance will be in to complete those. **Consider this your notice of entry.**

Daylight Savings Time Ends – Daylight Savings Time ends November 1st at 2:00am, so be sure to set your clocks back one hour before bed.

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.

Holiday Cleaning Supplies – CHA is giving away cleaning baskets in November. These baskets will have a variety of cleaning supplies to help you get ready for the holidays and to keep your home tidy. There is a limited amount of baskets available, so these are first come, first serve. You must be present to pick up your basket. Baskets will be available starting November 18th after the Friendsgiving event and given away until all are gone.

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. Non-working vehicles may be towed at owner's expense. No vehicle maintenance may be done on CHA property.

Visitation Policy – Residents are allowed overnight guests up to 14 days per calendar year, unless authorized by CHA. Overnight guests must be registered at the office. Residents who fail to notify CHA of additions to the household or who permit people to join the household without undergoing the eligibility screening process are in violation of the lease. People 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 being towed. Temporary parking permits are issued for overnight guests so register at the CHA office during regular business hours.
Please be respectful of those around you while entertaining guests. Remember guests are subject to CHA rules and regulations in the same manner as residents. **Quiet hours are from 10pm to 6am. Anyone at your unit after 10pm 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.

Friendsgiving – Lunch will be served on Wednesday, November 18th from 12-1pm. Enjoy a free meal and the company of your neighbors. This event will be held at the Foy Howard Community Center at 605 Lucas Street. Various soups & chili will be served. RSVP by Friday, November 13th at 4pm.

HVAC Replacements – Some units will be getting new HVACs. Those units had a notice on their front door. Consider this your **Notice of Entry.** If you have questions, call the office at 479-754-3564.

Sign & Return – If you have not already done so, please sign and return the last page of last month's newsletter to the office. Thank you.

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, turn up the thermostat or use an extra blanket.

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. The Executive Director is no longer available for after-hours maintenance calls. 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, electrical, or HVAC 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.

Trash Disposal – Please be mindful of trash in your area. If trash falls out of your vehicle, pick it up and dispose of it properly. All trash should be placed in bags and tied before being placed in your trashcan. Trashcans should be pulled to the curb on Monday night and pulled back to your unit on Tuesday. Please be mindful of common areas, such as playgrounds. Trash should not be left on the ground. Additionally, food and food scraps should never be thrown outside as a way of disposal.

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, plumbing can get knocked loose and cause damage since it is not always easily noticeable at first. Tenants will be responsible for damage that occurs due to over-storage under the sink.

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.** Lawncare will mulch the leaves when they mow but will not remove bags.
- **Any trash and debris found in your yard is your responsibility to clean, regardless of how it gets 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 to test that they are functioning.** Maintenance will be by to test these when they install outdoor faucet covers. **Consider this your Notice of Entry.**
- **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.

Copycat Texas Roadhouse Cinnamon Butter

Ingredients:
½ cup salted butter, softened
¼ cup powdered sugar
1 tablespoon honey
½ teaspoon vanilla extract
1 teaspoon ground cinnamon

Instructions:
Place all ingredients in a large mixing bowl and mis together with electric mixer until well combined.
Use immediately or store in airtight container in refrigerator until ready to use.

Slow Cooker Chicken and Stuffing

Ingredients:
3-4 boneless, skinless chicken breast
1 can (10oz) cream of chicken soup
⅓ cup milk
1 box (6 oz) stuffing mix
1 ⅔ cups chicken broth

Instructions:
1. Place chicken breasts into slow cooker.
2. In bowl whisk cream of chicken soup and milk.
3. Spread over chicken.
4. Add stuffing mix and broth to bowl and mix.
5. Pour stuffing and broth mixture over chicken.
6. Cover and cook on low for 6 hours.

Sweet Pumpkin Dip

Ingredients:
1 can (15oz) pumpkin puree
2 pkgs softened cream cheese
2 cups sifted powered sugar
1 tsp ground cinnamon
1 tsp ground ginger

Instructions:
1. Beat cream cheese and pumpkin in a large bowl until smooth.
2. Add sugar, cinnamon, and ginger.
3. Mix thoroughly.
4. Cover and refrigerate for 1 hour.
5. Enjoy with vanilla wafers, graham crackers, animal cookies, etc.

Canned New Potato Recipe

Ingredients:
3 tbs unsalted butter
1 tsp garlic powder
1 tsp parsley flakes
1 can new potatoes (15oz)
1 tsp lemon juice
3 tbs parmesan cheese
Chives for garnish, optional
1 tsp onion powder
1 tsp paprika
Pinch cayenne pepper
Salt and Pepper
½ cup water

Instructions:
1. Open can of potatoes and drain.
2. In medium saucepan over medium heat, melt butter.
3. Add onion powder, garlic powder, paprika, parsley, and cayenne. Stir into butter well.
4. Add potatoes all at once and mix well so potatoes become coated with butter.
5. Pour water and lemon juice in pan.
6. Allow liquid to come to a boil stirring frequently.
7. Add salt & pepper to taste and remove from heat.
8. Sprinkle with parmesan cheese. Garnish with chives, if desired. Serve.

Apple Pie Cinnamon Roll Casserole

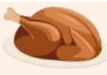
Ingredients:
1 can cinnamon rolls
1 can apple pie filling
½ cup flour
¼ cup heavy cream
4 tbs melted butter
½ cup brown sugar

Instructions:
1. Cut cinnamon rolls into small pieces
2. Pour heavy cream into pie dish and add cinnamon rolls on top.
3. Add apple pie filling.
4. In separate bowl, mis melted butter, flour, & brown sugar together until it's dry and crumbly. Add to top of apple pie filling.
5. Bake at 350° for 25-30 min. Watch the last 5min to be sure it doesn't burn.
6. Add icing from cinnamon roll can over top. Enjoy!



NOVEMBER 2026



SUN	MON	TUES	WED	THURS	FRI	SAT
1 Daylight Savings Ends 	2 RENT DUE	3	4	5	6 DELINQUENT LETTERS	7
8	9	10 LATE FEES ADDED	11 OFFICE CLOSED 	12	13 RSVP By 4pm	14
15	16 EVICTION LETTERS	17	18	19	20	21
22	23	24	25 Pest Control & Inspections	26  CLOSED FOR THANKSGIVING HOLIDAY 	27	28
29	30 Lobby Closed for End of Month Processing	"Gratitude is the inward feeling of kindess received. Thankfulness in the natural impulse to express that feeling. Thanksgiving is the following of that impulse." - Henry Van Dyke				

ANNUAL INSPECTIONS

HAPPY THANKSGIVING