

Housing Hotline

Clarksville Housing Authority
605 Lucas Street
Clarksville, AR 72830

Shelly Wood, Executive Director



Check out our website:
cha-ar.com

November 2023

Phone (479) 754-3564

Fax (479) 754-3963

Office CLOSED:

Nov. 10th – In observance of Veterans Day
Nov. 23rd-24th – In observance of Thanksgiving
Nov. 30th – At 3pm for end of month processing

Public Hearing – A public hearing will be held on Thursday, January 18, 2024 at 10:00am in the Foy Howard Community Center located at 605 Lucas Street (at the main office) to specifically discuss:

- 2024 Annual Plan/Agency Plan
- 5-Year Agency Plan

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

Daylight Savings Time Ends – Daylight Savings Time ends November 5th at 2:00am, so be sure to set your clocks back one hour before bed.

Window Units – If you have a window unit from CHA in your apartment, maintenance will be by to remove those from Wed., Nov. 1st – Fri., Nov. 3rd.

Food Distribution – Come by the office between Wed., Nov. 1st – Fri., Nov. 3rd 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.

Recipes – On page three, you will find four simple recipes that are easy to make and can incorporate well into your Thanksgiving meal!

Presto-X – When Presto-X arrives at your unit for monthly pest control, be prompt to open the door and allow entry. Monthly pest control is the last Wednesday of each month unless otherwise informed.

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.

From the Executive Director:

It has come to my attention that many of you are out of compliance with your lease agreement concerning recertifications. If you show up to your appointment without the required documentation, paperwork not filled out or anything preventing us from completing your recertification, you will sign your paperwork with Flat Rent. You will no longer be accommodated in noncompliance.

Shelly Wood, Executive Director

Flat Rent Rates – The new flat rent rates are:

Studio & 0 Bedroom:	\$612.00
1 Bedroom:	\$628.00
2 Bedroom:	\$825.00
3 Bedroom:	\$1,050.00

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.

Bingo – Ask and you shall receive! CHA will host Bingo on Tuesday, November 14th from 2-3pm. Snacks will be provided.

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.

Space Heaters – 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 – There has been a significant increase in non-emergency maintenance calls made after hours and on weekends. 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 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.

Buyer Beware of Bedbugs – Please BE PICKY when someone gives you used furniture, clothing, or bedding. Also, be EXTRA careful when RENTING furniture. If someone is giving you a used mattress...slow down, examine the seams of the mattress. If you are not sure, then ask someone else to look. Do not take upholstered furniture/bedding into your home without checking for bed bugs. If you are not sure, call the office during regular working hours and maintenance can examine BEFORE you put the furniture inside.

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.
- **Porches are the tenant's responsibility to keep clean.** Each tenant must sweep the floor and ceiling of their porches to remove any cobwebs and debris that may become piled up.
- **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.

Easy Pumpkin Bread

Ingredients:

- 1 Box Spice Cake Mix
- 1 Can of Pumpkin Puree

Directions:

1. Preheat oven to 350°.
2. Mix ingredients in a bowl.
3. Pour mixture into a cake pan, muffin tins, loaf pan, etc. – Your choice.
4. Bake about 25-30 minutes or until toothpick comes out clean when inserted.

Optional:

Make it your own by adding nuts, raisins, chocolate chips, white chocolate chips, etc. to the mix OR try adding icing, glaze, or whipped cream to top it. (Try a muffin tin, walnuts, and no topping!)

Two Ingredient Brownies

Ingredients:

- 1 Box Brownie Mix
- 1 Can of Soda (any soda works)

Directions:

1. Preheat oven to 350°.
2. Mix ingredients in a bowl.
3. Pour mixture into pan.
4. Bake about 25-30 minutes or until toothpick comes out clean when inserted.

Green Bean Casserole

Ingredients:

- 2 (15oz) cans cut green beans, drained.
- 1 (10.5oz) can cream of mushroom soup
- ¾ cup milk
- 1 (2.8oz) can French fried onions

Directions:

1. Preheat oven to 350°F.
2. Mix green beans, soup, milk, and onions in medium casserole dish.
3. Bake in preheated oven until heated through about bubbly, about 25 minutes.
4. Sprinkle remaining onion over top and return to oven for 5 minutes.

Easy No-Knead Rolls

Ingredients:

- 2 cups water – lukewarm
- 2 teaspoons dry yeast
- ¼ cup sugar
- 2 tablespoons unsalted butter
- 2 eggs
- 1 teaspoon salt
- 6 cups all-purpose flour
- 1 egg & 1 tbsp water (Mix & set aside)

Directions:

1. Combine water, sugar, & yeast. Let sit at room temp for about 5 minutes.
2. Add eggs, salt, & butter to yeast mix. Whisk to combine.
3. In small portions, add flour to wet mix.
4. Stir to combine until a dough ball forms.
5. Divide dough into 20 equal pieces. Roll into round shapes and place next to each other in a shallow baking dish.
6. Cover with a towel & let rise for 30 min.
7. Brush top with egg & water mix.
8. Bake at 375° in preheated oven for 35 minutes or until top is golden brown.

Honey Butter Skillet Corn

Ingredients:


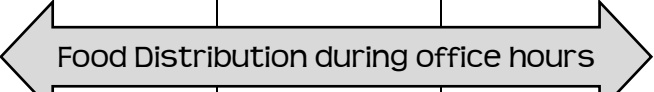


- 2 tablespoons butter
- 2 tablespoons honey
- 1 bag (16oz) frozen corn
- 2 oz cream cheese cut into chunks.
- ¼ teaspoon salt
- ¼ teaspoon black pepper

Directions:

1. In a skillet, over medium-high heat, melt butter and honey.
2. Once melted add frozen corn & cook for 5-8 minutes, stirring occasionally, until cooked through.
3. Add cream cheese, salt, and pepper. Stir together and let cook 3-5 minutes. Stir occasionally.

Serve immediately. Leftovers will keep well, covered in the fridge.

November 2023

SUN	MON	TUES	WED	THURS	FRI	SAT
			1 Rent Due	2	3	4
			 			
5 Daylight Savings Time Ends	6	7 Delinquent Letters	8	9 Late Fees Added	10 CLOSED To Observe Veterans Day	11 
12	13	14 Bingo 2-3pm	15 Eviction Letters	16	17	18
19	20	21	22			25
26	27	28	29 Presto-X & Inspections 	30 Office Closed at 3pm to foot traffic	