

Buford Housing Authority
“The Interview”
November 2020, Newsletter



“Interview”

A newsletter for the Residents of the
Buford Housing Authority
Calendar of Events for November 2020

**LAST DAY TO PAY RENT IS
MONDAY, November 9, 2020.**

LOBBY HOURS: Please be aware that our lobby will remain **CLOSED** until further notice. We strongly encourage tenants to utilize the **ONLINE** payment system on the payment portal located on our website (www.bufordhousing.com). The other option for rent payment is US Mail or placing payment in the drop box located in the brick wall to the right of our front door (see the picture below).



These payment options follow the current distancing regulations and reduce risk of exposing tenants and staff to COVID-19. The Lobby will remain closed until further notice. **If you need to drop off any documentation including paystubs, please place this paperwork in the drop box.** Please call the office if you have any questions or if you need any assistance.





Due to COVID-19 Buford Housing Authority Resident Association has elected NOT to have a Children's Holiday party this year. However, we would still like to assist our families with holiday gifts for their children. Interested families should complete the information below and return it to the BHA office no later than Friday, November 13th. **Buford Housing Resident Families ONLY** Ages 1-12 years old

Please cut and return the form below to the Buford Housing office by Friday, November 15th

Name of Head of Household _____

Address	Child's Name <i>(must be listed on lease)</i>	Gender <i>circle one</i>	Age 1-12 <i>years</i>
Apartment number _____	_____	Boy Girl	_____
___ Church St. ___ Hall Place	_____	Boy Girl	_____
___ Circle View Dr. ___ Reed Blvd.	_____	Boy Girl	_____
___ East Park St. ___ South St.	_____	Boy Girl	_____
___ Forest St. ___ Trail View Dr.	_____	Boy Girl	_____
		Boy Girl	



PORCH AND YARD DECOR: There have been changes in the lease to clarify regulations regarding porch plants and décor. Repeated lease violations can result in lease termination and eviction. From your lease:

6. OBLIGATION OF RESIDENT

I agree:

LL. I understand that exterior decorating is limited to my porch only and does not include the front or back yard or walkway leading to my apartment. All outdoor furniture, potted plants, solar lights, or any other outdoor items must be located on either my front or rear patio porch. In addition, all patio items must be organized in such a way that a clear path to my doorways is maintained. Anything that impedes egress or blocks doors or screens from opening fully on exterior doors must be removed.



HOLIDAY DECOR: The Buford Housing Authority would like to encourage a sense of community by allowing tenants to put up holiday decorations during the holidays. We want to remind tenants that in order to stay within the lease regulations, **all holiday decor must be confined to your porch**. Please do not place any decorations on the grass, sidewalk, or walkway as this could be a potential hazard. Decorations must be hung with blue painter's tape, mounting putty, or Command products to avoid any damage to the apartment building. **Tenants wishing to display holiday decorations must come into the office to complete and sign the Holiday Decoration Form.** Keep in mind



that the decorations must be taken down within 30 days of the approved permit. Any decorations left up after the 30 days will result in a fine. If you have any questions, please call the office.

OUTDOOR FAUCET COVER: Our maintenance staff has been installing faucet covers for the outdoor spigots on every building. Please do not tamper with these covers. They have been installed to keep the spigot from freezing this winter. Should you need to use the outdoor spigot please call the office.



DRIPPING FAUCETS: During periods of very cold weather when the temperature is expected to be below freezing, you are required to let the water in your kitchen sink, bathroom sink and bathtub drip or run a tiny stream of water. The Housing Authority pays for your water and this action should generally prevent your pipes from freezing. We also require that you leave the cabinet doors open in your kitchen and bathroom which will help prevent the pipes from freezing. If your water pipes freeze, you will have no water until they thaw and there is nothing that Maintenance can do speed up the thawing of frozen water pipes in the walls.

From your lease:

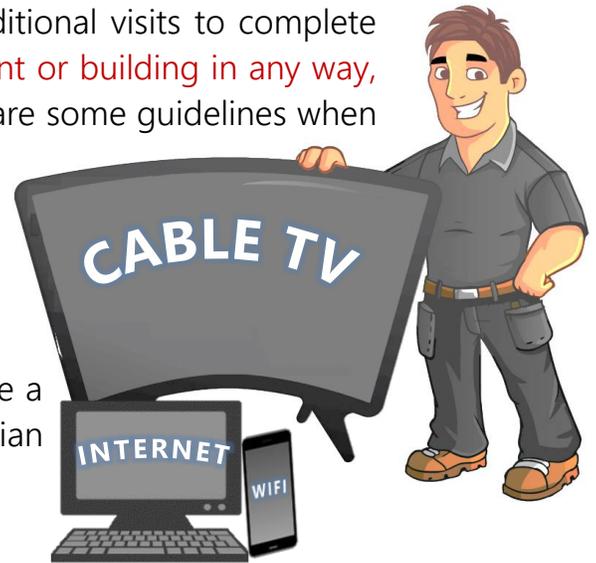
4. UTILITIES

B. I agree to maintain heat to the apartment sufficient to prevent freezing of piped water. If for any reason, I am unable to maintain sufficient heat, I will immediately notify the Authority. During periods of very cold weather, I shall allow faucets in my kitchen and bathroom to drip or run slowly and I will open the cabinet doors under my sinks to allow heated air from my apartment to enter the cabinets as these actions may

prevent the freezing of water in the pipes associated with my apartment. I will be charged for any damages resulting from my failure to maintain sufficient heat or to notify the Authority. I will take action to conserve energy including keeping lights off during the day and keeping windows closed during the winter. I will not permit anyone to use electricity, gas and/or water except for my family or housing authority staff. I agree not to utilize water for recreation purposes. I agree to report all minor water leaks to the Authority office within three (3) working days and will immediately report any major leaks.

CABLE TV and INTERNET: If you are planning to have cable TV or internet service installed or repairs made, please phone the office ahead of time, so that we can provide you with a letter giving the technician instructions and outlining Housing Authority guidelines for cable installation. This will save you time and prevent additional visits to complete your connection. **If an installer damages the apartment or building in any way, it will be your responsibility to pay for repairs.** Here are some guidelines when scheduling cable TV or internet cable installation:

1. Call the office ahead of time and get a cable letter that provides guidelines for installation.
2. Schedule your appointment with the provider Monday thru Friday BEFORE 12:00 noon.
3. On the day of installation, call the office to have a member of maintenance staff meet the technician to instruct or answer questions that may arise.



DAMAGED APPLIANCES: We had to charge this former tenant a great deal for these damaged appliances and fixtures. Please make note and take care of the items in your apartment. These charges are listed on your charge sheet.



The amount of grease buildup on this stove can cause a fire. There was too much damage to this appliance, it was impossible to salvage and we had to dispose of it. Replace range from misuse: \$350.00



The damage to the lining in this refrigerator is so extensive, the cost to repair the broken parts was more than a brand-new unit. Replace refrigerator from misuse: \$400.00

FULL-TIME STUDENT: In order to qualify for a full-time student deduction, we require documentation of the hours that **COLLEGE AND WORKING HIGH SCHOOL STUDENTS** are taking each semester. This documentation can be brought into the office, faxed to 770-945-0216, or it can be emailed to the office email at bufordhousing@bufordhousing.com. The current semester transcript must contain a contact name and phone number where the Housing Authority office personnel can call to verify and authenticate the hours reported. **It is the tenant's responsibility to provide this documentation to the office. We will not ask for this information over and over. The deduction will simply be removed; any income the student earns will count toward the household rent; and community service hours will be required for tenants 18 years and older.**



2021 PHADA SCHOLARSHIP PROGRAM

Scholarships for high school seniors living in public or assisted housing at a PHADA member agency.



Applications are available in the BHA office and must be completed and returned no later than January 14th, 2021. See Cristina Peralta for details.

Three Scholarships Will Be Awarded

Stephen J. Bollinger Memorial Scholarship	\$7,000
Freedom & Civil Rights Scholarship*	\$5,000
Nan McKay Pathway to Achievement Scholarship	\$5,000

PHADA'S SCHOLARSHIP PROGRAM

In order to encourage academic excellence and community responsibility among high school students, PHADA has implemented a scholarship program for graduating seniors who are preparing to enter college. PHADA will award three (3) scholarships to deserving youth currently residing in a PHADA member agency.

NOTICE: This will inform you that Maintenance personnel will be going door to door on one of the following days **November 30th, December 1st, 2nd, 3rd, or 4th** to replace furnace filters. Please be aware staff may be in your unit on any of these days to change your furnace filter, and this is your **NOTICE** that Maintenance personnel will be coming into your apartment. **Please make sure your maintenance closet is not blocked with furniture or other personal belongings.**



CODE OF CONDUCT: When you signed your lease, you agreed to abide by the Authority's Code of Conduct.

What is a Code of Conduct?

A code of conduct is a set of rules outlining the norms, rules, and responsibilities of, and or proper practices for, an individual.

It would be a good idea to review BHA's CODE OF CONDUCT from your lease.

20. CODE OF CONDUCT

- A. I agree to conduct myself and cause others who are on the premises with my consent to conduct themselves in a manner that will not disturb my neighbor's peaceful enjoyment of their accommodations and will be conducive to maintaining the neighborhood in a decent, safe and sanitary condition.
- B. I agree that I will not allow any person or guest in the dwelling unit or on the premises leased by me to partake in any illegal activity.
- C. I agree to report to the local officials, and then to the authority all illegal activity or activities known to or observed by me occurring in the common areas of the Authority's premises or my dwelling unit, or in any other dwelling unit of the Authority's property, as soon as I become aware of such activity.
- D. I agree not to use loud, profane, abusive, or threatening language when speaking to, or in the presence of, Housing Authority staff.
- E. I agree not to allow any individual that has been barred or banned from the Authority's property, or evicted from an Authority dwelling unit for cause other than non-payment, to be on any property for which I have responsibility.
- F. I agree that any repeated violations of this Code of Conduct section will be considered serious violations of the terms and conditions of this Lease.

Examples of violations of the CODE OF CONDUCT:

Doing anything that disturbs the peace of the neighborhood. Noise (especially after dark), noisy pets, music, or guests, not cleaning up after your pet, trash in your yard or parking space, children causing disturbances, improper driving, smoking, disruptive guests, etc.

Have you or anyone in your household witnessed or are you aware of any illegal activity occurring on the Authority premises? Did you know you are to report to the local officials, and then to the Authority all illegal activity, as soon as you become aware of such activity on the Authority property?

Working together, we can keep our neighborhoods in a decent, safe and sanitary condition.



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Meal Distribution**

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Comidas Gratis**

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WEDNESDAYS

BUFORD BRANCH

2100 BUFORD HWY

BUFORD GA 30518

Comidas Listas Para Llevar!

Comenzando 1 de septiembre a las 11 am

LOS MIÉRCOLES

BIBLIOTECA DE BUFORD

2100 BUFORD HWY

BUFORD GA 30518

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To All Veterans



Whether at Home or Abroad

Active Duty ★ Reserves ★ Retired

All Americans Say:

We know our freedom is not free.

THANK YOU for your sacrifice and service!

Veterans Day is Wednesday, November 11th



NATURAL GAS: This is a reminder that the Buford Housing Authority properties are served by natural gas as provided through the Buford Housing Authority owned gas pipeline system. Natural gas is efficient and reliable and is used as an energy source for heating, water heating and sometimes cooking. Here are a few ways to ensure the safe operation of our pipeline system. If you smell natural gas (rotten egg smell) or hear a hissing sound coming from piping while on the premises, please leave the area immediately and call the Buford Housing Authority office at 770-945-5212 or call 911 from a safe location. Please program the Buford Housing Authority office number into

your cell phone, if possible. If you are inside a building, while exiting, do not turn on or off light switches, do not use the telephone or do anything that may create a spark.

Also, there should be no digging by residents or contractors on the property without first notifying the Georgia 811 Utility Protection Center (1-800-282-7411 or simply 811) as damage to the natural gas pipeline may occur.

If you have any questions, please contact the Buford Housing Authority Maintenance Supervisor, David Johnson at 770-945-5212