

Buford Housing Authority

“The Interview”

June 2021, Newsletter

Happy
Father's
Day

June 20th



“Interview”

A newsletter for the Residents of the
Buford Housing Authority
Calendar of Events for June 2021

**LAST DAY TO PAY RENT IS
TUESDAY, JUNE 8, 2021**

LOBBY CLOSED: Please be aware our lobby will remain **CLOSED** until further notice. Do not come to the office and expect to be admitted into the lobby. It is best to call and speak with BHA staff to resolve any issue or send an email to bufordhousing@bufordhousing.com.

The Lobby will remain closed until further notice. If you need to drop off any documentation including paystubs, tax returns, etc. please place your documents in an envelope with the head of household's name written on the front. This envelope can then be placed in the drop box. Please check to make sure your envelope has dropped down and cleared the shaft before you leave.

NEW If you have an account set up on our website www.bufordhousing.com, you can securely download documents into your portal and an email notification will be sent to BHA staff. Your documents will then be placed in your file. This is the easiest and safest way to provide requested documents such as paystubs, tax returns, etc.

We strongly encourage tenants to utilize the **ONLINE** payment system on the tenant 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 picture below). These payment options follow the current distancing regulations and reduce risk of exposing tenants and staff to COVID-19.

Please call the office if you have any questions or if you need any assistance.



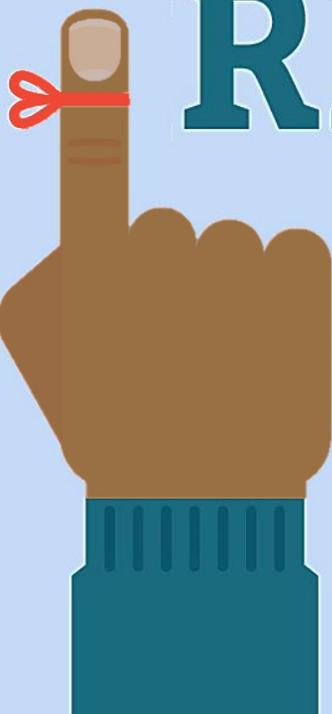


NATURAL GAS: This is a reminder that the Buford Housing Authority properties are served by natural gas as provided through the Buford Housing Authority owned gas pipeline system. Natural gas is efficient and reliable and is used as an energy source for heating, water heating and sometimes

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 Executive Director at 770-945-5212.



REMINDER

HAS YOUR INCOME CHANGED?

ALL income and deduction changes must be reported to the Buford Housing Authority office within 10-days of the change. This includes any employment, **unemployment**, child support, Social Security, SSI, help from family etc. Also, any deduction changes such as **childcare** are required be reported within 10-days as well. Please call the office if you have any questions.



INSPECTIONS: APARTMENT INSPECTIONS ARE COMING SOON! We are waiting for scheduling, and **you will only have a 10-day notice.** NOW would be a good time to review the expectations, so you are prepared. Every room of your apartment will be inspected. Please read the following suggestions that will help you get ready.

1. If you live in a handicap apartment, please pay attention to the emergency cords in the bedroom and bathroom. The cords should reach the floor and should be within reach. Please pull the cord right now so that you can check it out and if you do not hear the bell ring outside or the cord will not reach the floor, please call the office.
2. Every apartment should be clean and neat, porches free of trash and accumulation. Trash should be picked up in the yard and around the apartment. Trash cans should not be overflowing.
3. All wires and electrical cords should be up off the floor or they will be counted as a TRIP HAZARD; these include internet, TV, and computer cables as well as lamp and appliance cords.
4. All plates on light switches and electrical outlets should be whole and unbroken. If you have missing, broken, or cracked electrical plates, please call the office now. You will be charged \$20.00 for EACH damaged plate found during inspection.
5. Any dripping plumbing, non-working plumbing, or leaking pipes especially under the sinks or hose bibs located on the exterior of the building, should be reported to the office.
6. Toilet, tub, shower, and sinks should all be operational and drain well. Bath sinks and tubs should have stoppers that hold water. Hot and cold-water handles must be in place and working. Toilets must be in place and not wobble.

7. The caulk around the tub and bathroom sink should not have damage and there should be no mold, mildew, or peeling paint anywhere in the apartment.
8. All smoke detectors should be in place and working. There is a \$20.00 charge for EACH damaged, missing, or disabled smoke detector. 2ND occurrence will result in EVICTION.
9. Blocked windows or doors - one window in every room needs to have easy access for fire escape. Do not block with furniture or other items that may prevent escape in case of fire. All windowsills should be clean and clear of clutter. Every window will be checked, and they should stay up when raised.
10. Any broken glass including picture frames, mirrors, dishware, tabletops, etc. should be removed. Broken windows should be reported to the office for repair.
11. Stoves and ovens should be clean and free of grease. All burners on the stove must light. If they do not work, please call the office. All knobs on the stove must be present.
12. Refrigerator gasket seals cannot be broken or damaged on refrigerator or freezer doors.
13. If you see roaches or know that you have them, please call the office now for treatment.
14. Access to the electrical panel, furnace, and water heater doors cannot be blocked by furniture or other items that are not easily moved.
15. Exterior door seals, weather stripping and door sweeps on exterior and storm doors must be in place without damaged. Door hardware should not be loose and should lock and/or latch properly.
16. There should be no damage to sheetrock or holes in walls.
17. All Flammable/Combustible Materials - must be properly stored. (Charcoal, lighter fluid must be stored inside the covered grill outside on the porch.)

Please call the office and schedule maintenance repairs on any of the above items ASAP!

CONGRATULATIONS: Buford Housing Authority would like to congratulate ALL 2021 graduates! Whether they turned their tassel in preschool, kindergarten, middle school, high school, or college, we would like to extend our heartfelt congratulations on all their accomplishments. We wish them continued success as they take their next steps toward a bright future!



SIDEWALK CHALK: To you it may be art, but to HUD it is graffiti.

Please do not allow children to draw on any walls or sidewalks. If you have areas where children have drawn on the buildings or sidewalk it is your responsibility to clean it up or you may be charged for damages. It is best not to have sidewalk chalk at all in your apartment, so no one is tempted.

SUMMER BREAK: Our school children start their summer break this month. Please watch out for children at play throughout the neighborhoods. Parents, please make sure your children do not play around cars, in the streets, or in parking lots. Trash and toys should be cleaned up from of the yards every evening.

We would also like to remind tenants that **swimming pools or pools of any sort, children's swing sets, chimeneas, firepits, and trampolines are not permitted** on Housing Authority property.

Parents are also reminded to report changes in childcare to the office at the end of every month.



PARKING: If your development has numbered parking spaces, please make sure you park in your assigned numbered space first and a blank parking space only if necessary. **DO NOT PARK IN ANOTHER APARTMENT'S SPACE.** If you have guests over it is your responsibility to make sure they do not park in your neighbor's numbered space.



If your vehicle or your guest's vehicle is photographed in someone else's numbered space, you can be charged a \$20 parking fine for EACH OCCURANCE.

Your lease states:

6. OBLIGATION OF RESIDENT

F. If I live in a development where the parking spaces are assigned, I will park only in my assigned parking space or another unmarked parking space. I will not park in the assigned parking space of another resident nor will I allow my family or guests to do so. My parking in another's assigned parking space or my family or guests doing this will be considered a serious violation of my Lease.



MOVING OUT: Are you making plans to move? Our goal at Buford Housing Authority is to help tenants move up and move out. Public Housing is a steppingstone to help families become stable and find their way out of rental assistance programs. We consider tenants who move out to be a success story. When making plans to move, please remember the following lease termination procedures.

15. LEASE TERMINATION NOTICES



G. I must give the Authority written notice of my intent to terminate the lease at least a thirty (30) day notice in writing that ends on the last day of the month. I will continue to pay rent through the entire notice period and until I vacate the premises, whichever comes later. The Authority will inspect the apartment and make a list of items to be charged to me. If I wish to be present for this inspection, I must make an appointment with the office at least one working day before the apartment is inspected. It will not be possible to conduct a termination inspection until all items are removed from my apartment. The inspection will be conducted during regular office hours. If I fail to make arrangements for a termination inspection, I accept the findings of the Authority and will pay such reasonable charges as shall be made by the Authority. Any funds due the Authority are due and payable immediately, and any credits due me for unearned rent paid or unused security deposit will be subject to offset before being refunded to me. Any refund due to me will be paid as soon as possible, but not more than thirty (30) days after the apartment has been vacated, keys returned to the Authority, the move-out inspection has been completed and any negligent damages assessed. Upon move out, if your key is not returned, you will be charged \$40.00.

NOTICE: This will inform you that Maintenance personnel will be going door to door during the month of **July on the 19th, 20th, 21st, 22nd, & 23rd** to replace furnace filters. Maintenance will be going into each room to check every vent. 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.**

WELCOME NEW BHA STAFF

NEW MAINTENANCE STAFF: We are very excited to introduce our new maintenance staff members, Fred Redwine and Mike Brown.



Fred Redwine is our new Maintenance Mechanic who has 15-years of experience in apartment and commercial maintenance. He has 2 diplomas, one in forest soils engineering, and a second in HVAC and refrigeration. He is EPA universal certified, and NATE certified as well as certifications in flex gas pipeline and heavy equipment. Fred is high spirited, outgoing, loves to smile, and he has an unmistakable, infectious laugh.

Mike Brown is our new Maintenance Laborer. Mike is enthusiastic about being an apprentice and learning more about HVAC and the maintenance field. Mike has 10 years' experience in demolition, 15 years' experience in landscaping, and 5 years' experience in roofing. Mike is friendly and eager to learn and broaden his skill set. He is a welcomed reliable set of hands to get the job done.



We are so glad to have these two outstanding new additions to our team and appreciate the valuable skills they bring to the maintenance department!

FREE COVID-19 Vaccines

We accept walk-ups.

Friday, June 11
10am – 4pm

**Buford Housing Authority Community Building
100A Circle View Drive
Buford, GA 30518**

**Use the link or QR code to pre-register.
Pfizer will be administered and
requires 2 doses.
For 12+ years old.**

**To register visit:
<https://rb.gy/rtruzw>**



COUNTY HEALTH
DEPARTMENTS

CORE
Community Organized Relief Effort

**RESIDENT ASSOCIATION
YARD SALE:**

The Resident Association is having a community yard sale on July 2nd & 3rd from 8am-3pm at the BHA Community Building located at 100 Circle View Drive, Buford. Come get to know your neighbors, support a good cause, get rid of stuff around your apartment, and make some extra money.



Residents may reserve a space that is approximately 6 x 10 to sell their items. The charge is \$15 to reserve a space. Spaces are available inside and outside the Community Building. If you would like to reserve a space to sell your household items, please fill out the form below, place it in an envelope along with your **CASH PAYMENT**, and put it in the DROP BOX at the office no later than June 25th. **The money collected for reserved spaces will go toward purchasing gifts for our resident children's Holiday Party.**

So, clear out the clutter from your apartment and support your Resident Association. Reservations are made on a first come basis. Tenants are responsible for setting up and selling their own items. All spaces must be cleared by 4pm on sale day. *Due to COVID, there is a limit of 20 sellers and shoppers combined that can be inside of the Community Building at one time.*



Tenant's name: _____

Tenant's address: _____

Phone number: _____

Tenants are responsible for setting up and selling their own items. All spaces must be cleared by 4pm on sale day. By signing below, I understand and agree that I will be charged \$20.00 if I do not have the space assigned to me cleaned by 4pm on July 2nd & 3rd.

Reserved space *OR* Reserved space with table **\$15 CASH ONLY**

Inside Community Building *OR* Outside Community Building

SIGNATURE