

# Watervliet Housing Authority

Executive Director, Matthew J. Ethier  
2400 2nd Avenue, Watervliet, NY  
(518) 273-4717 or office@watervliethousing.org

The WHA Staff would like to wish you all a Happy Spring!



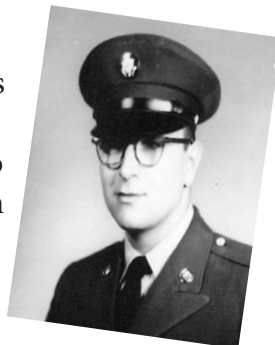
## APRIL NEWSLETTER

### THIS MONTH..

- » **The Office will have a 1/2 day:** April 14th for Good Friday
- » **Rent is due Friday, April 7th.** Any payments afterwards will include a \$20 late charge. Please be sure to check that you're paying the correct rent through the Tenant Portal.
- » **Green Island Inspections:** Green Island inspections will be held April 28th for all 13 apartments. Please remove all items off your stove so we can check your burners.



Memorial Day is next month, be sure to tune into WVLT's Veteran Presentation



Don't Forget  
Mother's & Father's Day  
are Coming!

Every year we use WVLT to recognize our parents. You can submit your photo to the office so we can air it on WVLT. Get your photo in early. Typically we don't get much help to put this program together, so we need your photos in early.



Resident survey? If we have your email address and a work order was completed at your apartment, you would have received an electronic survey. Fill it out and let us know how we did.





## 2017 CHW Scholarship Fund

For students living in affordable housing, the Cannon Heyman & Weiss Scholarship Fund will be awarding successful, qualified applicants. They will offer financial aid for full- and part-time study at approved colleges, junior colleges, technical schools, and other post-secondary institutions leading to a degree, diploma, or certificate. Graduate studies are not included. This year's awards are expected as follows: **\$10,000 • \$5,000 • \$2,000**

For more information visit [www.chwattys.com](http://www.chwattys.com).

Deadline for application is **April 15, 2017**.

## Attention High School Seniors Heading to College

Are you a high school senior graduating and attending college this fall? Do you need a laptop? If you said yes to both of these questions, help is on the way. We have purchased laptops that we want to donate to graduating high school seniors living in Watervliet Housing or on Section 8. We know that college isn't cheap no matter how much aid you may get, so we're trying to make it easier for our college-bound students. It is FREE as long as you attend one full year of college.

Our office is constantly seeking financial assistance from various organizations and we wanted to share our success with you. Call the office now for more details.

**Head Start** is looking for people to sign up their children who will be 4 years old on/or before Dec 1, 2017 for the 2017-2018 school year. To register your child, you may contact Tasha Pringle at 463-3175 ext. 105.

## Will your child be ready for Kindergarten?

Every child learns and grows at their own pace, but have you ever wondered what your child may need to know as they enter their first year of school? Below is a list of skills you may want to help your child develop before you send them off to their first day of Kindergarten. Teaching these skills to your child will give them the solid foundation and the confidence they need to be successful at school.

- Recognition of upper and lower case letters.
- Recognition of numbers 1-20.
- Counting in sequence 1-20.
- Ability to sing the alphabet.
- Ability to write first and last name.
- Ability to identify the Title of a book.
- Scans and moves finger from left to right across sentences in children's books.
- Recognition of several colors.
- Recognition of several shapes.
- Begins to write sight words (Stop, Cat, Dog).
- Can dress self.
- Begins organizational skills (put papers in folder etc.).
- Can express self in words when upset instead of crying.
- Can resolve conflicts with peers using words.
- Knows phone number and address.

---

**Tune into WVLT Channel 17 for useful information including Housing Policies & Events, City of Watervliet Events, and much more!**



## Hanratta Security

The alarm on the front door will ring if it is open for 15 minutes

or longer, so anyone holding the door open for longer than 15 minutes will hear the alarm. The alarm will turn off when the door is shut.

If there are any concerns/questions, please contact the office.



## Attention Tenants:

Now that the warm weather is here, many children will be playing outside. Please keep an eye

on your children and make sure that they are not hanging off the trees around the complexes. If there is any damages to the trees, you will be responsible.

## Don't Block the Halls

In the past we've noticed several tenants having their hallways full of personal belongings, blocking an entrance way. All tenants should please be aware that blocking an apartment entrance way is a serious fire code violation. Please be sure emergency personnel can easily gain access to both of your entry doors. Remember, in the event of an emergency, time is of the essence.

## Attention All Hanratta Tenants

The emergency pull cords located in your apartments are not directly connected to the Fire Department. When pulled, the cords sets off an audio and visual alarm to notify neighboring tenants that you need help. If you hear or see these alarms call 911 immediately. The responding emergency personnel will follow the alarm to the apartment of the tenant in need of assistance.



## Community Service

The Watervliet Housing Authority complies with the HUD regulation that every tenant (unless exempt) need to complete 8 hours of community service per month.

Contact the Office if you have any questions.

## Hanratta Mail Delivery

We have noticed recently residents have been swarming around the mail carriers while they are attempting to deliver mail to each mailbox in the lobby. Mail carriers have complained about this behavior in the past. We are requesting you use courtesy, stay clear of the area, and allow the mail carriers to finish their job and deliver mail before you attempt to retrieve it from your mailbox. We appreciate your cooperation in this matter.

## Don't forget!

Don't forget you must have a working smoke detector in your apartment. There must be one on every level and in each bedroom. Report any problems to the office immediately. If it is found disconnected or missing, you could receive a 30 day notice to vacate.



## Clotheslines

Clotheslines are the responsibility of the tenant. Children have been known to pull on these lines, which can cause them to break. To prevent children from playing with your clothesline, get some rope and attach rings or hooks to each end. When you are done, unhook the line and take it home until the next time you do laundry.

## Report Repairs

Report anything that needs to be repaired immediately. Waiting can make the problem worse and result in more costly repairs. **DO NOT TELL A MAINTENANCE MAN, REPORT ALL PROBLEMS DIRECTLY TO THE OFFICE.** We have a message service at night to record work orders. If you called in a work order, tell your children so they aren't surprised when the maintenance men come to do the repairs.

## Water beds

Water beds are allowed only if you have tenants insurance that will cover any damage that may be done by the water bed to Watervliet Housing Authority property. The policy should be brought to the office so a copy can be placed in your file.

## Let's Play Ball ...

At the park that is. Baseball is not to be played in the courtyards. Please report anyone who is violating this rule. The next window broken could be yours and you will be responsible for the repair.



## Education Opportunity Center Info

The school directs students and families to the EOC in Troy at 145 Congress Street (273-1900). The EOC is linked to the GED program at HVCC ([www.hvcc.edu/eoc](http://www.hvcc.edu/eoc)). Questions are also answered at 629-HVCC

## Spring Clean Up

Spring is here and when the snow melts everything looks dirty. Please help by raking and picking up papers. By raking and cleaning up, the spring flowers bloom more easily. Let's all help make a good impression. If you need rakes call the office. Remember it's your home, so keep it clean!





## Spring Cleaning

The time to clean windows is here. If you are a senior and you need help, call the Office and ask for a referral. If you need your windows cleaned and don't know how to remove them, call the office and someone will be glad to show you. It beats paying for a damaged window. Also if you install an air conditioner you **MUST** put a 2x4 under the unit to protect the storm window.

## Shopping Carts

Shopping carts cause a problem. Yes, they are offensive to look at around the site, but even more important is the potential harm that they could cause to children playing on the property. All carts should be returned to Price Chopper. Anyone violating this policy will be charged the time and cost to get rid of the cart.



## Live-In's

There is no way to say it but it's simply **FRAUD**. Having someone stay at your apartment and not reporting it is fraud. Many think that "THEY" don't live there because they get mail at some other place, or they still say they live with their "mom", when in fact they haven't seen their mom in months. Staying in the apartment for more than 3 days and not reporting it is living there.



## Satellite Dishes

A law allows residents to install satellite dishes on patios, balconies, or inside their apartments. It still bans them from installing satellite dishes in common areas outside their apartment. The law also allows owners and managers to continue to impose reasonable restrictions on residents' installation of satellite dishes. Owners and managers may continue to ask residents for refundable damage deposits of several hundred dollars, or require residents to purchase liability insurance to cover potential damage - such as drilling into fire walls, or personal injury when installing the dishes. Watervliet Housing requires dishes to **NOT** be installed in the front of any building. It cannot be visible from the street. You must submit a \$100 deposit for its installation. It also cannot violate fire and safety codes. *Source Professional Apartment Management, Oct 2001.*

## Please don't waste energy!

It's getting warmer so naturally everyone wants to open their windows, so please remember to turn down your thermostats and radiators. We all pay for the waste, one way or another.

**Remember:** Reduce, Reuse, Recycle!

**STREET PARKING:** The Housing Authority does not regulate street parking and neither does the tenant. **NO** tenant has a reserved space, especially in front of your apartment. Be considerate and understanding.

## 911 System

If you need to call the Police or Fire Department for help, call 911. **DO NOT CALL THE OLD NUMBER 270-3833.** Only call the 270-3833

number for general information when you can wait to get a return call back. You will need to leave a message and someone will get back to you as soon as possible.

## Health Care Proxy What is it and why should we have one?

That's simple. It makes sure your wishes are carried out in the event of a major illness. It's like a will. Don't wait till the last minute. If you ever need one, your health care provider can help you, or you can always pick one up at the office or go to our website and click on forms. For more information you can visit the website at <http://www.health.state.ny.us/nysdoh/hospital/healthcareproxy/about.htm>.

**Many Housing Authorities are choosing to become Smoke-Free. Here are the 5 Leading Reasons why:**

- 1. Protect the Health and Safety of Residents and Staff:** Secondhand smoke exposure can cause heart disease, cancer, chronic obstructive pulmonary disease, and other lung diseases. It triggers asthma attacks, and it exacerbates existing heart, lung, and respiratory conditions.
- 2. Cost Savings:** Smoke-Free policies in subsidized housing would save approximately \$521 M per year, including \$341 M in secondhand smoke-related expenditures, \$108 M in renovation expenses, and \$72 M in smoking-attributable fire losses.
- 3. Movement of Secondhand Smoke between Units Cannot Be Controlled**
- 4. Residents Prefer Smoke-Free Housing**
- 5. Smoke-Free Policies are Legal**



**If you need a trash can, call us!**

If you need anything notarized, please see Matt at the WHA Office.



# Tip Sheet on Mold

It is our goal to maintain the highest quality living environment for our residents. To help achieve this goal, it is important to work together to minimize the potential for conditions that could lead to the growth of naturally occurring mold.

## TIPS FOR RESIDENTS:

Residents can help minimize mold growth in their apartment homes by taking the following actions:

- Open windows. Proper ventilation is essential.
- In damp or rainy weather conditions, keep windows and doors closed.
- If possible, maintain a temperature of between 50 and 80 degrees Fahrenheit within your apartment at all times.
- Clean and dust your apartment on a regular basis as required by your lease. Regular vacuuming, mopping, and use of environmentally safe household cleaners is important to remove household dirt and debris that contribute to mold growth.
- Periodically clean and dry the walls and floors around the sink, bathtub, shower, toilets, windows and patio doors using a common household disinfecting cleaner.
- On a regular basis, wipe down and dry areas where moisture sometimes accumulates, like countertops, windows, or windowsills.
- Use the pre-installed bathroom fan or alternative ventilation when bathing or showering and allow the fan to run until all excess moisture has vented from the bathroom.
- Use the exhaust fans in your kitchen when cooking and allow the fan to run until all excess moisture has vented from the kitchen.
- Use care when watering houseplants. If spills occur, dry up excess water immediately.
- Thoroughly dry any spill on carpeting.
- Do not overfill closets or storage areas. Ventilation is important in these spaces.
- Do not allow damp or moist stacks of clothes or other materials to lie in piles for an extended period of time.
- Immediately report in writing to the management any failure or malfunction with your heating system. As your lease provides, do not block or cover any of the heating, ventilation or air conditioning ducts in your apartments.
- Immediately report in writing to the management any evidence of mold growth that cannot be removed by simply applying a common household cleaner and wiping the area. Also report any area of mold that reappears despite regular cleaning.
- Immediately report in writing to the management any inoperable windows or doors.
- Immediately report in writing to the management any musty odors that you notice in your apartment.



## Pet Policy Reminder



As all tenants should be aware, the Watervliet Housing Authority has a pet policy that all tenants are asked to abide by. This policy

clearly states the rules which the tenant must follow in order to be a pet owner.

In the recent months, we have found many of our residents are clearly not following the policy. We are finding multiple pets, non-registered pets, and we are finding a large number of cats being allowed to roam in and out of apartments. This is not fair to the tenants who are following the rules and have to deal with the mess an outdoor cat makes.

We realize that sometimes a cat can get out of an apartment accidentally but it is not OK to let them out even for a little while. Please be aware that any cats that we find outside roaming the property will be caught and taken to the animal shelter as a stray.

Also, our computer system now keeps track of your pet's shots and if the dog licence expires. You will receive two notices before they expire. After the second notice you will receive a notice to vacate. It is important that your pet has the proper shots and care all in accordance with the WHA pet policy.

If you have a pet and do not have a signed, updated pet policy on record at the office, and do not have a security deposit for your pet you could be at risk for a 30 notice to vacate. **Is this worth losing your apartment over?**

# Moving Out?

## Important Information for when you leave the WHA

- 1. GIVE PROPER NOTICE TO VACATE.** Resident must give proper notice to vacate, as required in the lease.
- 2. PAY ALL RENT DUE.** Resident must pay all rent and other charges due to Owner by move-out.
- 3. LEAVE APARTMENT WITH NO DAMAGE.** The apartment must have no damage beyond ordinary wear and tear. Ordinary wear is any kind of damage or deterioration to the apartment, fixtures, appliances, etc. that naturally occurs over the life of the item, but was not caused by unreasonable use and treatment by the occupants.
- 4. CLEAN APARTMENT.** Resident must thoroughly clean the apartment before move-out.
- 5. FILL IN HOLES IN WALLS**  
Resident must fill in all nail holes and other holes in walls.
- 6. REMOVE ALL DEBRIS AND DISCARD.** Resident must remove all garbage and debris from the apartment and discard it.
- 7. REMOVE ALL BELONGINGS.**  
Resident must remove all belongings from apartment.
- 8. SCHEDULE AND COMPLETE PRE-MOVE-OUT INSPECTION WITH WHA OFFICE.**
- 9. RETURN KEYS.**
- 10. LEAVE FORWARDING ADDRESS.**  
Resident must leave management a forwarding address for the return of Resident's security deposit.

