The Housing Authority of the County of Greene

News Letter

October 2026



Large Item Disposal

Residents **may not place large items out for trash pickup**, including but not limited to:

- Beds
- Furniture
- The trash company will NOT accept electronics/appliances

Large items may only be placed out after:

1. You **personally contact the trash company** and receive approval for pickup
2. You **notify the Housing Authority** that the trash company has approved the pickup

Trash Company Contact Information:

Mountain State Waste

(866) 679-2776

Hours: Open 8:30 am – Closes at 4:30 PM/Closed Saturday & Sunday

Abuse of Utilities

If it is 64° or below, please make sure to have all of your main exterior doors & windows closed. Colder weather means you will be turning your furnace on & like your mother always said, "We are not heating the outside".

Visitor Policy

Please remember that residents must submit a visitor form to the HA office prior to an adult (18+) spending the night. Adults can only spend 14 calendar nights, per calendar year. You can find visitor forms on the HA website or here at the HA office.

Smoke & CO2 Detectors

It is important to remember to test your smoke and CO2 detectors weekly. If the alarm is chirping or not testing properly, contact the maintenance department immediately. Detectors must stay where they have been placed by the HA. It is a lease violation to remove, cover up, or damage, these life saving devices. You will receive a fine and a lease violation, up to an eviction after multiple offenses.

Reporting Income:

Residents must report a change in income family composition within 10 days of that change. A Change Form and Employer Form need completed and turned into this GCHA office. You can find those forms online on the GCHA website or at the HA office. Failure to report changes in a timely manner is a lease violation.

File Signing:

If you have not done so already, all adults in the household must come to the HA office to sign Rexam paperwork. Anytime there is a recalculation of your rent, there will be a packet of paperwork in your file that must be signed by all adults in the household.

Parking Permits Required

- **All vehicles parked in resident parking must have a valid parking permit**
- To obtain a permit, residents must provide:
  - **Current vehicle registration**
  - **Proof of insurance**
  - Both documents **must list the resident's name**



Visitor Parking

- Visitor parking passes are **temporary only** and are **not intended for long-term use.**
- Vehicles used for an extended period must have proof that the resident is **listed as a driver on the vehicle's insurance.**
- Visitors **must park in designated "Visitor Parking" spaces.**
- Vehicles parked in resident parking **without a permit**, including overnight parking **without a visitor pass, may be towed.**
- Residents **must notify the office** if they obtain a new vehicle or dispose of a vehicle.
- **No vehicle maintenance is permitted on Housing Authority property**, including:
  - Oil changes, Tire changes, Mechanical repairs

The following vehicles are not permitted on Housing Authority property:

***Unregistered vehicles** *** Uninsured vehicles** ***Inoperable or broken-down vehicles**

SMOKING POLICY REMINDERS

Smoking is strictly prohibited inside all HUD-subsidized buildings, including apartments.

Residents must smoke **25 feet or more away from any building** or in designated smoking areas.

Woodside Manor residents must smoke near the "Smoking Shack". Smoking at the front of the building is not permitted.

Failure to comply with the smoking policy may result in lease violations

BED BUG & PEST REPORTING

Residents must report bed bugs immediately upon seeing them.

Extermination services will be scheduled at no cost to the resident once reported.

Failure to report bed bugs or roaches in a timely manner will result in lease violations.

Prompt reporting helps prevent the spread of pests and protects the entire community.



102 School Drive
Waynesburg, Pa 15370
724-627-6523
Fax: 724-627-6522
www.greenecountyha.com

Maintenance Work Orders:
724-627-6523 EXT 8
Emergency: After hours, holidays, or weekends for:
Gas leak, major water leak, no electric, loss of heat call:
724-350-1286

Outdoor Maintenance During Cold

Residents are responsible for maintaining the sidewalks in front of their units. This includes salting and shoveling snow on the main side walk and leading up to your unit's exterior door(s). This responsibility is shared with your neighbors. Please use the same guidelines you would use to determine where your responsibility to mow would be during the summer months. Shoveling/salting must be done as soon as possible after snow fall, or an icy rain that could create a hazard for people passing through on that sidewalk. Failure to properly maintain your sidewalks during the winter months could result in lease violations.

Christmas/Seasonal Decorations

Please familiarize yourself with the Christmas decorations policy in your *Resident Handbook*. Please refrain from using tape to hang decorations. Turn off/unplug Christmas lights, trees, décor, etc. when you leave your unit. Lights and decorations are not to be placed on building exteriors, roofs, porch posts or handrails, gutters, etc. Up to two small outdoor blow-up ornaments are permitted. Turn off for nighttime and when away from unit. Must not create tripping hazards with extension cords.

PET POLICY REMINDERS

- **With the colder months and snow days upon us, now would be a good time to remind residents that you still have to pick up pet waste, even in the snow.**
- Residents must **always carry disposal bags** when walking pets.
- **Dispose of pet waste immediately & properly**, as required by your lease.
- Pets must **be walked & go potty in your OWN yard.**
- You **cannot take your pet into another unit** at any time.
- Pets must be **on a leash at all times** when outside of your unit.
- Pets **may not be left unattended** outdoors.
- Residents must **always be in full control of their pets.**
- **Pets must be contained in a crate while maintenance staff are completing inspections and work orders.**

REMINDER that dog owners must apply for a 2027 dog license starting January 1st and provide it to the housing authority office.

Please do not wait to make a Work Order!

During the cold season there may be a chance that your heat will stop working. REPORT this to maintenance AS SOON AS POSSIBLE by making a work order during normal business hours or via the Emergency # after hours, holiday, or weekends.

Air Conditioning Units Please make sure to remove any air conditioning unit from your windows by November 1st.

Please store units appropriately, making sure not to block any window, door, emergency pull cord, or breaker box.

Next summer starting June 1st you will be automatically billed for the amount of A/C units you had in the previous summer. If you will not have your air conditioner in your window on June 1st or have changed the amount of A/C's you are putting in, you must call the office to report that so you are not charged for the A/C(s). The Housing Authority DOES NOT pro-rate A/C fees. ***Example: If you put your air conditioner in on June 14th you will still be charged the entire months air conditioning fee.***