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# WELCOME

Following is a list of points, which may help you in becoming a successful resident of your community. Further clarification may be found in your lease and the Admissions and Continued Occupancy Policy (ACOP). Always feel free to call the office at any time with any questions you may have.

## ABSENCE FROM YOUR APARTMENT

If you and/or your family are to be away from home for more than three days, notify the Authority office before you go, leaving a telephone number where you can be contacted or the name, address, and telephone number of a friend to be notified in case of an emergency.

## ADAPTABLE FEATURE-THOMPSON GARDENS

Residents living in Apt. #105, #109, #145 & #148...Thompson Gardens  
Your kitchen is equipped with an adaptable work surface as required under the 'Uniform Federal Accessibility Standards' (UFAS). In accordance with UFAS the Housing Authority is required to provide at least one 30" section of counter space in your kitchen to allow for an accessible work surface. If you would like the Authority to provide you with this feature, please contact the maintenance department at (724) 627-6523, extension 5. Once your request is received, we will arrange with you to have this work completed. All that is required in order to make an accessible work surface is for our maintenance department to remove your base cabinets. This will provide you with a clear floor space for you to use as a forward approach to the counter.

## ADDING SOMEONE TO YOUR LEASE

If you wish to add someone to your lease, you will need to request to do so in writing and have that person fill out an application as if they were applying for housing on their own.

**ADDRESS:** – Our mailing address is:

Housing Authority  
of the County of Greene  
102 School Drive  
Waynesburg, PA 15370



## **AIR CONDITIONERS**

A window AC unit should not exceed 6,000 BTU's. Residents who own their own AC unit will be responsible to see that the unit has been properly maintained (inspected, cleaned, and in good condition) prior to being installed. If the unit does not meet the above criteria, it should not be installed. All window units must have the appropriate installation kit (side wings/closure, w/insulation if necessary) to provide a tight fit. When installing a unit, make sure the unit is tilted outward for proper drainage. Windows cannot be altered, otherwise the resident will be responsible for the replacement of the window.

Windows that have an AC unit installed must also be secured (lock or prop to prevent entry and/or to prevent the unit from accidentally falling out of the window-please see the maintenance department for assistance.

A monthly charge per AC unit will be assessed during the months of June throughout October. See 'Schedule of Resident Charges'. This charge will be due with your monthly rent payment. AC units not in use (not using, broken, etc.) must be removed from the window. If you are in doubt, or have questions, you should contact the Maintenance Department prior to purchasing or installing any AC unit.

## **ALCOHOLIC BEVERAGES**

Alcoholic beverages ARE NOT permitted in the common areas of the building. (Common areas include community buildings, laundry rooms, hallways, patio areas, etc.) Residents will be subject to a lease violation and could be evicted from the premises for the abuse of alcohol that threatens the health, safety, or right to peaceful enjoyment of the Landlord's property if found to be in violation.

## **ALTERATIONS**

Prior written consent from the Housing Authority must be obtained before you make repairs, alterations, or install equipment in your unit or the common areas.

Please note that the installation of a satellite dish is an alteration to your apartment, therefore you must receive prior approval from the office.

**See page 23 - SATELLITE DISH**

## **ANIMALS / BIRDS / WILD ANIMALS / STRAY ANIMALS**

The feeding of Birds, Stray Animals Cats, Dogs, etc, and/or Wild Animals is strictly prohibited.

## **ANNUAL/INTERM RECERTIFICATIONS**

The total household income and composition of each family must be recertified by the Housing Authority on an annual basis. You will receive a notice from this office when your recertification date is nearing.

Throughout the year, you are required to notify the Housing Authority within ten (10) days of any change in family income or family composition, you are also required to provide verification of the change. If needed, the Housing Authority will complete a rent change and you will be notified of your new monthly rent. *See attachment 'Important Notice to all Residents'.*

## **APARTMENT MAINTENANCE**

**The Housing Authority will perform all maintenance on your apartment.**

You must report at once to the office any damage or the need for repairs. Unreported and intentional damages may be cause for eviction.

Residents shall be held accountable for damages and the cost associated with repair/replacement for any damage to their apartment, the common areas and the grounds if another person caused the damage. The resident will also be responsible to take the appropriate legal action against the person(s) who caused the damage if seeking reimbursement. The resident will be required to pay for the damages prior to obtaining a receipt from the Housing Authority for the cost associated with repair/replacement.

## **APPLIANCE MONTHLY SURCHARGES**

There is an additional charge for the following appliances: Air Conditioners, Freezers, Dishwashers and Extra Refrigerators. *See enclosed "Schedule of Resident Charges".*

## **ARCHERY BOWS / CROSSBOWS**

Archery Bows / Crossbows are **NOT PERMITTED** to be used on Authority property.

## **CARBON MONOXIDE ALARM**

The Housing Authority has provided a First Alert (CO) Carbon Monoxide Alarm in

your apartment as an added protection to our tenants.

PLEASE READ THE FOLLOWING CAREFULLY:

**You ARE NOT PERMITTED TO:**

- ✚ Move it to another Location in your apartment
- ✚ Unplug the CO Detector

**IF THE ALARM SIGNAL SOUNDS:**

- ✚ Press the Test/Silence button
- ✚ Call the Maintenance Department \*\*
- ✚ Immediately move to fresh air.

\*\* To call the Maintenance Department dial 724-627-6523 ext. 5 during normal working hours Monday – Friday 8:00 AM – 4:00 PM OR 1 877-821-0575 after hours, weekends and holidays.

**TEST YOUR CO DETECTOR:**

- ✚ Test weekly. Press the Test / Silence button until alarm sounds. During testing, you will hear a loud alarm sequence – 4 beeps – pause.

**REGULAR MAINTENANCE:**

- ✚ Vacuum the CO Detector cover at least once a month, using the soft brush attachment. Never use water, cleaners or solvents, since they may damage the unit. Test the alarm again after vacuuming.

**PROBLEMS:**

- ✚ If you experience problems with your CO detector, contact the maintenance department.

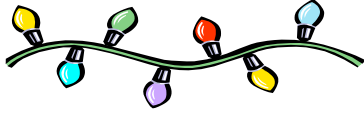
If you have any questions regarding the CO detector, its operation, etc. please feel free to contact the Maintenance Department at 724-627-6523 ext . 5 with your questions/concerns.

Please be aware that if your CO Detector is moved, missing or unplugged you will be subject to a lease violation and will be fined in accordance with the Schedule of Tenant Charges.

**CARPETING**

Carpeting can not be glued or nailed to the floor. Doors are NOT PERMITTED to be cut

off to allow for carpeting.



## **CHRISTMAS DECORATIONS**

**Apartment Doors:** Do not use nails or tape on doors or frames. Instead, use removable hangers such as suction cups w/hooks or a hanging product called "Command". These items are available at Wal-mart, hardware stores, grocery stores and drugstores.

Only battery operated Christmas lights/hangings are permitted on or around your apartment door.

**Building Hallway:** No decorations on the handrails, walls, ceilings, lights, or vents.

**Miscellaneous:** Always be aware of safety precautions. Do not allow lights to burn unattended. Frayed electrical cords, overloading outlets, dry Christmas trees, etc. are all potential hazards and should be avoided. No lights or decorations are to be placed on the building exterior, roofs or from the porch posts, gutters, etc.

All Christmas decorations need to be removed no later than January 31<sup>st</sup>.

If you have any questions regarding decorations, please feel free to contact the office.

## **COMMUNITY ROOM**

A Community Room may be used for private functions and certain activities. Prior approval must be received before planning or scheduling events. Please contact the office.

## **COMPLAINTS**

All complaints filed against another resident pertaining to lease violations must be presented to the office in writing on the prescribed form or in similar format.



## **CRIMINAL/DRUG RELATED ACTIVITY “ONE STRIKE YOU’RE OUT POLICY”**

In 1997, the Housing Authority Board of Directors adopted a “One Strike You’re Out Policy” in its public housing communities. Residents who commit a crime, whether drug-related or not, will face the possibility of eviction.

Residents are urged to report any drug related activity to the **Drug Task Force Hotline at (724) 627-5391**

Copies of the “**One Strike You’re Out Policy**” are available in the office.

## **CURFEW / QUIET TIME**

To allow your neighbors as well as yourself peaceful enjoyment of residing in the community, the Housing has a 10:00 PM Curfew / Quiet time. Outdoor activities need to be completed, children need to be in, radios and televisions need to be at a respectable volume.

## **DIRT BIKES, ATV’S, ETC.**

Residents are not permitted to operate dirt bikes, ATV’s, etc. on Housing Authority property.

## **DOORS**

Hanging clothes racks, shoe racks and mirrors cause damage to doors and are Not Permitted.

## **DOORMATS, ETC.**

Doormats are not permitted in the hallways at Woodside Manor.



## **EMERGENCY CORD**

This information pertains to Thompson Gardens and Woodside Manor Residents. An emergency cord in your apartment may be pulled **IN CASE OF EMERGENCY**.

This will call our contracted answering service, which will in turn summon an ambulance to your apartment automatically.

**PLEASE DO NOT ACTIVATE THIS UNLESS  
YOU HAVE AN ACTUAL EMERGENCY.**

**IN THE EVENT YOUR ALARM IS ACTIVATED BY ACCIDENT,  
YOU WILL NEED TO CALL 724-852-2384 IMMEDIATELY,  
GIVING YOUR NAME AND APARTMENT NUMBER, TO  
CANCEL THE AMBULANCE BEING DISPATCHED TO  
YOUR APARTMENT.**

PLEASE MAKE NOTE OF THIS TELEPHONE NUMBER BY YOUR TELEPHONE.

IF YOU WISH TO TELEPHONE FOR AN AMBULANCE INSTEAD OF USING THE PULL CORD, YOU MAY CALL 911.



# ENERGY CONSERVATION GUIDE

## **THE METER IS RUNNING!**

HELP CONSERVE ENERGY!!

### **Resident's Energy Conservation Guide**

Due to the high cost of utility bills we ask that all residents help conserve energy....all year long.

#### **AIR CONDITIONING / HEAT / FANS**

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- ❖ Set your thermostat on you air conditioner to the highest/lowest setting, which is reasonably comfortable. **Keep your apartment doors and windows closed when your furnace or A/C unit is in use.**
- ❖ Turn off your air conditioning unit when you expect to be out of your apartment for an extended period of time.
- ❖ Clean or replace you air conditioner's filter before it becomes overloaded with dust or lint—once a month is recommended for a standard filter.
- ❖ Fans are cost effective and energy saving devices. Use them to circulate conditioned air.
- ❖ Remember to turn all fans off when leaving your apartment.
- ❖ Use your bathroom exhaust fan (with door closed) for short periods to reduce heat and moisture while bathing or showering. Allow the fan to run at least 10 minutes after showering.

#### **THE KITCHEN**

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- ❖ Use your kitchen vent fan while cooking during the summer. Turn it off as soon as you are through cooking.
- ❖ Many times, pre-heating your oven is unnecessary and wastes energy.
- ❖ Turn your range off immediately after each use.
- ❖ Use only the amount of water required to make steam when cooking.
- ❖ Remember that your frost-free refrigerator uses more energy; open and close the refrigerator and freezer doors only when necessary. Keep seals clean and have them replaced if the seals are broken. Know what you want before you open the refrigerator door.

#### **IN GENERAL**

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- ❖ Summer's high humidity makes our bodies hold more heat. Schedule moisture-making activities (such as washing clothes or dishes) for the coolest part of the day.
- ❖ Keep your draperies closed to block direct sunlight. This will help keep your apartment cooler.
- ❖ Turn television sets off when not watching. TV's consume electricity and create heat, which will cause your apartment to be hotter and your air conditioner to work harder and run longer.
- ❖ Don't let the water run while shaving or when washing dishes. Use sink-stoppers and dishpans.
- ❖ Use the energy settings on your computer to turn off monitors after 20 minutes of non-use.

## **ENERGY CONSERVATION GUIDE..... continued**

### **THE LAUNDRY**

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- ❖ Washing only full loads can reduce energy consumption.
- ❖ Never overload the dryer. Overloading will require longer cycles.
- ❖ Switch from hot to cold wash cycles to conserve energy whenever possible.
- ❖ Separate drying loads into heavy and lightweight items. This will prevent under-drying or over-drying.
- ❖ Dry your clothes in consecutive loads. This will save the energy used to bring the dryer up to drying temperature.
- ❖ Clean the lint filter on the dryer after each use to maximize drying efficiency.

### ***'THANK YOU' FOR YOUR HELP***

### **ENTRY DOOR SYSTEM**

**For Woodside Manor...** In order to have a secure building the entrance doors are locked. Each resident will be issued one Entry Fob/Card. You must use your entry Fob / Card to gain access to the building. The present system uses your existing telephone line for communication, which allows for duplex communication between visitors and residents. All residents will have a 3-digit code (normally the resident's apartment # is used). The visitor will enter a resident code at the entrance panel, which causes the resident's phone to annunciate that a visitor is present. The resident can use his or her own phone to establish communication with the visitor. If the resident desires the visitor to enter, they can dial '9' which causes the entrance door to open. If entry is not desired, then simply hanging up can refuse access. If a resident does not have the basic telephone service, they will be required to purchase a telephone that will then be tied into a separate panel. In doing so they will have the same use of the entry system as someone who currently has basic telephone service but they will not be able to make local or long distance calls.

You will have 24 hour access to the front entrance door. The side entrances (pink & blue hallway exit doors) are on an 18-hour access with hours of operation from 6:00 a.m. until 12:00 midnight. These exist doors will be off limits for normal traffic during the hours of 12:00 a.m. until 6:00 a.m. This is being done as a courtesy for the residents living adjacent to the exit doors. Between these hours you must use the front entrance door for access into the building.

At all times please prevent the side doors from slamming shut and never leave any door propped open. Residents living in apt's. #113 thru #123 & #201 thru #212 will not have key fob access to the back door until future work (sidewalks, etc.) is completed. Key fobs should be placed on a separate key ring then attached to your personal key chain...this should be done in order to prevent breakage.

## **EXTERMINATION SERVICES**

If your home should become infested with roaches or termites, do not hesitate to request extermination service through the Authority office. We realize that it is not always the fault of the Resident that such insects appear. If this Authority gains knowledge that a Resident has failed to report infestation, a charge will be assessed to your account with this Authority in accordance with the rate schedule of the Authority exterminator to gain control of the situation.

### **WHAT DO I DO IF I HAVE ROACHES?**

**DON'T SPRAY!** All of the commercial sprays contain a *“flushing agent”* which tends to flush roaches from their hiding spots. And while you may kill some of the roaches, there is a definite danger you will scatter the ones you DON'T KILL to other areas. So if you do this inside your house, you may find that the roaches will pop up in other areas where they were not seen before. Also, don't use those little bombs you can buy in the store. They are PURE flushing agents.

The first thing to do if you have roaches is to contact maintenance at (724) 627-6523, extension 27. Call them immediately. They will set out glue-boards or traps as we refer to them. The traps will be placed under your sink, or beside the refrigerator or where you have seen a lot of activity. When left there for an appropriate period of time our exterminator can get a pretty accurate insect history from them. The exterminator will then bait your apartment accordingly. The bait he uses is a paste that is placed where roaches are likely to find it.

Trapping alone will not eliminate roach populations, but must be used in conjunction with our exterminator's treatment for maximum effectiveness. Trapping can reveal the hiding places and the severity of infestation and help monitor the effectiveness of control measures and detect population increases, which may require added treatments. Since traps are placed where roaches are likely to travel to and from feeding and hiding areas, it is best to place these traps against walls and in corners where both ends are unobstructed. You may need to reposition the traps if no roaches are caught after two to three nights.

### **BAIT, HOW DOES IT WORK?**

The most effective control nowadays, is NOT from spraying, as we used to do in the “Olden Days,” but from baiting. Baiting for roaches is almost 100% effective. It is non-invasive which means it doesn't smell, and won't disturb your normal routine. Roaches are “thigmotactic” – they like dark, damp places, where they can feel the “roof and the floor.” Therefore, the placement of bait needs to be in cracks and crevices where the roaches will find them easily. Roaches are also coprophagous, which means they eat each other's excrement. In fact, new little roaches do this soon after birth, and must do it to survive. When the bait poisons and kills a roach, that roach, and his excrement, become poison for other roaches that, in turn, become poison for still more roaches.

### **BEFORE THE EXTERMINATOR ARRIVES.**

Before the exterminator arrives, it will be necessary for you to empty out and clean the inside of your kitchen cabinets, and any other area where you have a problem. Vacuuming out all debris from inside the cabinets is most effective. You do this to eliminate as much of the alternative food sources the roaches are used to getting. If your cabinets are squeaky clean, the roaches will only have the bait to eat. This will result in the bait acting much faster. The cleaner, the

better.

### **HOW DID I GET THEM?**

Roaches enter buildings in infested boxes, grocery bags, beverage cartons, furniture, dried pet foods, etc. Cardboard boxes become perfect egg and roach breeding grounds. It only takes one German roach egg, which may contain up to 50 or more new little roaches. Roaches usually seek dark, warm, shelters near moisture and food, such as in kitchens and bathrooms. Only when populations become large and food scarce, do they appear in bedrooms and other less likely places.

They prefer to rest in cracks around, under or inside cupboards and cabinets; behind window or doorframes, loose baseboards or molding strips; in bathrooms, in radio and TV cabinets; and in motor compartments of refrigerators, washing machines and other appliances. It is important to know where roaches are hiding in your home because these are the locations that must be cleaned and treated. You could even bring in roaches when purchasing something at a yard sale or thrift store. If you do, use a strong light to inspect the item carefully, leave it outside, overnight, if possible. You should always be careful about what you bring into your apartment, if you are, your chances of bringing in roaches will be reduced.

### **FOLLOW-UP TREATMENTS?**

In a word, yes. But it depends on your individual problem as to, how much or many you might need. Usually, for future treatments, it will not be necessary for you to clean out cabinets and the like. The exterminator will advise us if you need to pay more attention to your housekeeping habits.

However, we do recommend ongoing cleaning to remove debris from counter tops, floors, etc. Take out your garbage on a regular basis. Store food in plastic containers, and eliminate boxes where we know roaches hide. An over-all population reduction usually takes several months.

### **SANITATION.**

Proper sanitation effectively limits the roach populations. Do not leave unwashed dishes, kitchen utensils and uncovered food out overnight. Clean up all spilled liquids. Areas beneath and behind cabinets, furniture, sinks, stoves and refrigerators should be cleaned often, as should cupboards, pantry shelves and storage bins where particles of food frequently accumulate. Kitchen waste and excess refuse should be kept in roach proof containers and disposed of as frequently as possible. Dry pet food should be stored in tight containers and if pets are fed indoors, left-over foods should not be allowed to remain in the feeding dish overnight.

### **PROGNOSIS.**

Usually, you can get rid of your roach problem fairly quickly, but there are factors that may first have to be overcome. First, if you live in a row house or are attached to another apartment, it will depend on your neighbors. Naturally, the ultimate success depends a great deal on the cooperation the exterminator gets from you and the other occupants. If there is not complete co-operation, there will not be complete success. In multi-family dwellings this is even more important and EVERY apartment must co-operate fully.

That is why we do our best to inspect and/or treat apartments on either side of another that has a roach problem. We also do from time to time a preventative treatment on roach free apartments. Though it is true that they prosper in clutter, filth and grime, roaches at times infest even the most sanitary and well-organized homes and buildings. Never feel intimidated if you should see an outbreak of roaches in your apartment, and Never put off calling our office to report sightings.

## **FIRE PITS / BURN BARRELS / BONFIRES**

Fires of any type are NOT PERMITTED. They are considered a hazard. They can be harmful to residents health. They also pose a definite risk of damage to the property.

## **FIRE PLACES / PELLET STOVES / TENANT SUPPLIED PORTABLE HEATERS**

Electric Fire Places, Pellet Stoves, and Tenant supplies Portable heaters are NOT PERMITTED. They are considered a hazard and pose a definite risk of damage to the property.

## **FLAMMABLE MATERIALS**

The Resident shall not use or keep flammable materials, gasoline, acids or explosives in their apartment, building hallways or storage areas. Motorcycles, motorbikes, etc. are never to be kept in a resident's apartment.

## **FLOWERBED / FLOWER GARDEN / TREES / SHRUBS**

Residents ARE NOT permitted to plant trees or shrubs of any kind on Housing Authority property. Flowerbeds shall not exceed 18 inches in width from the apartment buildings. Residents are encouraged to place a border around their flowerbeds for protection. Residents will be required to properly maintain their flower beds during the summer/fall months...remember to weed regularly and clear away debris at the end of the season. When adding garden plants in your flowerbed, the same rules above apply. Gardens shall be limited to specific types of plantings (no corn or plants that may vine out into the yard area). Check with the main office for details at your location. Flowerbeds will need to be removed when you move out and the landscape returned to the condition it was in when you moved in. The Housing Authority cannot permit residents to leave flowerbeds / gardens when they vacate the apartment.

## **FURNACE ROOMS**

Furnace rooms ARE NOT TO BE USED AS CLOSETS. (Wayne Village Apt. #111 thru #120) Do not store any item within 18" of the furnace. This would be hazardous as combustible materials could catch fire if stored too close to the furnace.

## **GAS STOVE**

If you notice an odor of gas, open the windows at once. Then examine your gas stove to make sure that all valves are shut off and that the pilot light has not gone out. **DO NOT STRIKE A MATCH UNTIL THE ODOR OF GAS HAS DISAPPEARED.** If the odor continues, notify the Maintenance Department at once. When you clean the gas stove, take particular care not to disturb the automatic part of the oven temperature control apparatus. If your burners smoke, notify the Maintenance Office. You will not be charged for the adjustment of a gas stove burner but you must keep your stove clean. Never use the oven or top burners of

your range (gas or electric) to heat your apartment.



## **GRANDCHILDREN / MINORS**

Remind children that there is a difference between playing at their house and playing at grandma's, grandpa's house. Please let children know that they are not permitted to play on the patios, sidewalks or parking areas. Children should always be supervised and respectful of the other tenants' quiet peaceful enjoyment of the community.

Thompson Gardens, Woodside Manor. When grandchildren and/or minors come to visit, you are expected to supervise them and be by their side when they are outside of your apartment. Bikes, skateboards, roller blades, and toys are not permitted in the common areas, hallways or on the sidewalks.

## **GROUNDS**

It is important to keep your community clean, decent and presentable. The exterior area of your apartment and yard will be checked on regular basis. If it is necessary for the maintenance staff to clean trash or papers from your yard, remove items such as furniture, appliances, tires, mattresses etc. you will be charged in accordance with the Schedule of Resident Charges.

## **GUESTS and/or VISITORS**

The Lease states that no persons other than those listed on the actual Lease are permitted to live in your apartment. This includes parents, spouses, boyfriends, girlfriends, children etc. **IF YOU HAVE SOMEONE LIVING WITH YOU THAT IS NOT ON YOUR LEASE, YOU WILL BE SENT AN EVICTION NOTICE.** A guest or visitor pass is available for up to a two week period during the calendar year. If you wish to add someone to your Lease, contact the office. **IN ADDITION, PERSONS THAT HAVE BEEN EVICTED FROM HOUSING ARE NOT PERMITTED TO STAY WITH YOU.**

## **HOT WATER HEATERS**

**DO NOT** store any items within 18" of a hot water heater. (Wayne Village Apt. 111 thru #120 and apartments located at Woodside Manor). This would be hazardous as combustible materials could catch fire if stored too close to a hot water heater.

# HOUSEKEEPING STANDARDS

In an effort to improve the livability and conditions of the apartments owned and managed by the Housing Authority of the County of Greene (HACG), uniform standards for resident housekeeping have been developed for all Resident families.

1. **HACG Responsibility:** The standards that follow will be applied fairly and uniformly to all Residents. HACG will inspect each unit at least annually, to determine compliance with the standards. Upon completion of an inspection, HACG will notify Resident in writing if he/she fails to comply with the standards. HACG will advise Resident of the specific correction(s) required to establish compliance, and indicate that training is available. Within a reasonable period of time, HACG will schedule a second inspection. Failure of a second inspection will constitute a violation of the lease terms.

Training will be available at no cost to any Resident requesting or needing assistance in complying with the Housekeeping Standards.

2. **Resident Responsibility:** Resident is required to abide by the standards set forth below. Failure to abide by the Housekeeping Standards that result in the creation of, or maintenance of, a threat to health or safety is a violation of the lease terms and can result in eviction.

## Housekeeping Standards - Inside the Apartment

### General:

- ❖ Walls: should be clean, free of dirt, grease, holes, cobwebs, and fingerprints
- ❖ Floors: should be clean, clear, dry and free of hazard
- ❖ Ceilings: should be clean and free of cobwebs
- ❖ Windows: should be clean and not nailed shut. Shades or blinds should be intact. Storm windows should be utilized and doors and windows appropriately closed during heating season(s).
- ❖ Woodwork: should be clean, free of dust, gouges, or scratches
- ❖ Doors: should be clean, free of grease and fingerprints. Doorstops should be present. Locks should work.
- ❖ Heating units: should be dusted and access uncluttered
- ❖ Trash: shall be disposed of properly and not left in the unit
- ❖ Entire unit should be free of rodent or insect infestation.
- ❖ Washer and dryer hook-ups should be inspected by the Resident on a regular basis. Any evidence of leakage must be reported to the Maintenance Department.

### Kitchen:

- ❖ Stove and oven: should be clean and free of food and grease. Lift-up stove top should be clean underneath and free of food and grease.
- ❖ Refrigerator: should be clean. Freezer door should close properly and freezer have not more than one inch of ice.
- ❖ Cabinets: should be clean and neat. Cabinet surfaces and countertop should be free of grease and spilled food. Cabinets should not be overloaded. Storage under the sink should
  - ❖ be limited to small or lightweight items to permit access for repairs.

- ❖ Exhaust Fan: should be free of grease and dust
- ❖
- ❖ Sink: should be clean, free of grease and garbage. Dirty dishes should be washed and put away in a timely manner.
- ❖ Food storage areas: should be neat and clean without spilled food.
- ❖ Trash/garbage: should be stored in a covered container until removed to the disposal area.

### **Bathroom:**

- ❖ Toilet and tank: should be clean and odor free
- ❖ Tub and shower: should be clean and free of mildew and mold. Where applicable, shower curtains should be in place, and of adequate length.
- ❖ Lavatory: should be clean
- ❖ Exhaust fans: should be free of dust
- ❖ Floor should be clean and dry

### **Storage Areas:**

- ❖ Linen closets, other closets and storage areas: should be neat and clean and free of hazards.

## **Housekeeping Standards - Outside the Apartment**

**The following standards apply to areas that are for the exclusive use of Resident:**

- **Yards:** should be free of debris, trash, pet waste, excessive children's toys and excessive outdoor lawn furniture and equipment
  - **Grass:** Grass cutting, trimming, and raking shall be properly maintained by the Resident for the area assigned for their exclusive use
  - **Porches:** (front and rear): should be clean and free of hazards. Any items stored on the porch shall not impede access to the unit.
  - **Steps:** (front and rear): should be clean and free of hazards including snow and ice accumulation.
  - **Sidewalks:** should be clean and free of hazards including snow and ice accumulation.
  - **Storm doors:** should be clean, with glass or screens intact.
  - **Parking lot:** should be free of abandoned cars. Car repairs are not permitted on Authority property.
  - **Hallways:** should be clean and free of hazards.
  - **Stairwells:** should be clean and uncluttered.
  - **Laundry Areas:** should be clean and neat. Remove lint from dryers after use.
  - **Utility Room:** should be free of debris, motor vehicle parts, and flammable materials.
  - **Exterior Walls:** should be clean and free of graffiti.
3. Resident agrees not to store gasoline or any flammable or explosive substances in or near the dwelling unit, and,
  4. Residents agree to immediately and personally report to the Landlord all unsafe conditions which are known to, or observed by, the Resident.
  5. Additional locks shall not be placed upon any doors or windows without the approval of the Housing Authority.
  6. Resident is responsible for securing utility service in his/her name at Grandview Drive apartments and Woodside Manor apartments. Failure to do so is a breach of lease terms.

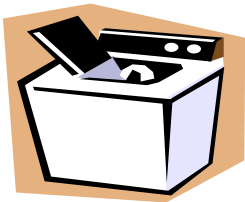




## **KEYS**

Depending on your location, you will be issued 2 apartment keys, 1 key fob/card and 1 mailbox key.

If you require additional keys, you will be charged a fee in accordance with the Schedule of Resident Charges in effect at that time.



## **LAUNDRY ROOM CARD**

### **For Thompson Gardens and Woodside Manor**

**MONEY CARD SYSTEM:** A Money Card “Smart Card” System is used instead of coins. The Smart Card works like this: The resident is given a Smart Card that has a miniature computer chip embedded on the front. The Smart Card is then inserted into a value transfer machine (VTM) located in each laundry room. The resident can put a \$5, \$10 or a \$20 bill into the VTM and it will write a corresponding value onto the computer chip. The smart card can then be used in the machines and the amount deducted for use of that machine.

## **LAUNDRY ROOM RULES**

Laundry rules are posted - please abide by them.

It is strictly prohibited for any Resident to use the laundry facilities for friends and/or relatives. A Community Action homemaker may use the laundry rooms if they are cleaning or laundering for a resident.



## **LAWNS, PORCHES, OUTDOOR FURNITURE, STORAGE UNITS, ETC.**

Only typical lawn furniture is permitted on the exterior of your apartment. The placement of excessive lawn furniture and ornaments on the grounds is NOT permitted. Call if you have any questions and before you make any purchases.

Yards should be free of excessive toys, trash and debris. Porches, sidewalks and the building exterior walls, etc should be clean, free of graffiti and free of hazards. Any items stored on your porch area shall not impede access to the unit.

At our family sites, you will be expected to cut grass and weed, keep the sidewalks clear of ice and snow, and keep the grounds neat and attractive. If you are unable to do this for yourself, you must make arrangement to have this done for you.

Handmade/Makeshift outdoor storage sheds are NOT PERMITTED. However, Outdoor Rubbermaid storage sheds and similar ones are allowed. Please check with the Maintenance Department prior to purchasing one to assure that you get one that is permissible, as there is also a limit on the size permitted.

It is important to keep your community clean, decent and presentable. The exterior area of your apartment and yard will be checked on regular basis. If it is necessary for the maintenance staff to clean trash or papers from your yard, remove items such as furniture, appliances, tires, mattresses etc. you will be charged in accordance with the current Schedule of Resident Charges

## **MAILING ADDRESS**

You are required to provide to the Housing Authority a valid mailing address.

## MAINTENANCE CALLS



### **EMERGENCY MAINTENANCE CALLS - ONLY TO BE USED AFTER HOURS, HOLIDAYS AND WEEKENDS.**

If you have an emergency such as a: GAS LEAK, LOSS OF HEAT, MAJOR WATER LEAK, NO ELECTRIC.....

Call this number (**using a touch tone phone**):

**BEEPER # 1-877-821-0575**

After dialing this number....A recording will ask you to enter your numeric message after the tone. Enter your telephone number...then hang up. A member of the maintenance staff will call you back....

If you do not hear from maintenance within 15 minutes...call the beeper number again until you receive a call back from maintenance.



### **EMERGENCY MAINTENANCE CALLS - DURING BUSINESS HOURS:**

If you have an emergency such as a: GAS LEAK, LOSS OF HEAT, MAJOR WATER LEAK, NO ELECTRIC.....during regular office hours call (724) 627-6523 ext. 5 if you get the voice mail, leave a message. Then hang up and call the main office so you can report the emergency to a live person. The main office will then notify the maintenance staff of the emergency.

### **ROUTINE MAINTENANCE CALLS:**

**724-627-6523 ext. 5**

This number is for calls to maintenance that are not deemed an emergency and will be handled during regular working hours, Monday – Friday.

**When calling, leave your name, apartment # , phone number and detailed message.**

## **MOVING OUT - TERMINATING YOUR LEASE**

The Lease may be terminated with a thirty (30) day notice to the Authority office. This notice must be a written one in the form of a completed Intention To Vacate Notice. See Attachment “*Intent to Vacate Notice, Part I & Part II*”.

## **OFFICE HOURS**

Office hours are 8:00 a.m. to 4:00 p.m., Monday through Friday.

## **OVERNIGHT GUESTS**

See Attachment “**Visitor Form**”.

## **OXYGEN, USE OF**

Tenants requiring oxygen must place the required sign on their apartment door indicating oxygen is in use. At no time should any tenant or their visitors smoke in an apartment where oxygen is present.

## **PAINTING POLICY**

Interior walls and woodwork may be painted every fourth year by the Resident. Paint will be provided by the Authority at no cost to you. Only a specific color of paint can be used in the apartments, therefore it is imperative that you first check with the authority office prior to purchase of any paint product. Any shelf or wall-covering (contact paper, wall-tex, wall paper, etc) of any kind is strictly prohibited.

Only pre-pasted wall border is permitted, wall border must never be applied with glue, only the pre-pasted border can be used. The resident will be responsible to remove all/any wall border.



## **PARKING RULES**

You are required to provide the office with the Make, Model, License Number, Current Registration, and Insurance Information of your vehicle. You will then be issued a vehicle permit sticker. Please attach it to the left rear bumper of your vehicle. Cars, trucks and motorcycles, properly licensed, shall be kept or parked in the parking spaces provided. Recreational vehicles, snowmobiles or trailers are not permitted in the Authority parking areas.

At no time shall any car, truck, or other motorized vehicle be permitted to cross curbs or sidewalks or be kept or parked on lawns of leased premises or any other areas owned by the Authority. Bicycles are not to be operated on sidewalks or over lawns and shall be used exclusively in the street in accordance with local laws.

Disabled vehicles of any kind are not permitted on Authority property. All vehicles must be in working order, must be properly registered, and must display current licenses or they may be towed at the owner's expense. Vehicles may not be washed on Authority property. No major repairs to vehicles may be performed on Authority property. Permission to perform minor vehicle repairs must receive prior written approval from the Authority office.

In some areas, only one parking space is provided for each apartment. Any Resident who does not have a vehicle is still entitled to one (1) parking space, provided they share this space with another family who may have two (2) vehicles. This can be done only by obtaining written permission. Any resident having more than one (1) vehicle must use the method above (written permission for use of a shared parking space) or use an extra space if available. Visitors must use the individual resident's parking space or park in an extra parking space when available. Visitors must not park in a place as to obstruct anyone entering or exiting the parking area. Please notify your visitors of this rule.



## **PETS**

If you are thinking about getting a pet, the first step is to obtain a copy of the Pet Policy.

You may find a copy of the Pet Policy Attached to this Handbook. "Attachment E" or you can obtain a copy in the Housing Authority office.

General Rules:

Pre-Registration is required prior to bringing a pet into your apartment.

Assistance animals are permitted once verified and approved.

There is a weight limit/size on pets.

Pets must have all the required shots and be neutered or spayed.

Dogs must have a valid license and the license renewed each year.

A Pet Deposit is required.

Pets must be kept on a leash or in an approved pet carrier when you take them from your apartment.

No dangerous or intimidating pets, i.e., Pitbull, Rottweiler, Doberman Pinscher, Chow, etc.

No visiting pets or pet sitting

Clean up after your pet and dispose of pet waste properly.

## **PLAYGROUNDS**

Parents should take a few minutes to go over the playground rules with their children. Parents will be held responsible for their children and guests actions. In the event of a dispute, both parties will be suspended from use of the playground.

USE OF THE PLAYGROUND IS PERMITTED DURING DAYLIGHT HOURS ONLY

USE OF PLAYGROUND EQUIPMENT IS AT YOUR OWN RISK

PLAY AREA RESERVED FOR RESIDENTS ONLY

NO JUMPING OFF SLIDING BOARD

NO GLASS OR BOTTLES IN PLAY AREA

DO NOT USE EQUIPMENT WHEN WET

NO RUNNING, PUSHING OR SHOVING

DO NOT USE PLAY EQUIPMENT IMPROPERLY

NO BARE FEET, WEAR PROPER FOOTWEAR

ADULT SUPERVISION REQUIRED FOR USE

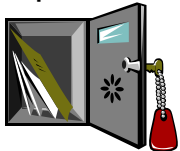
PLAY CAREFULLY

## **PLUMBING PROBLEMS**

If water is leaking in your bathroom or kitchen, turn off the water at the valve (under the sinks or at the back base of the toilet) so it will stop running and notify the Maintenance Department immediately.

## **POLICE PROTECTION**

Since this project is subject to the laws of the Community, you are entitled to full rights of protection from the police department.



## **POST OFFICE BOX**

If you have a post office box, please inform the office so we have a correct address for you.



## **POWER OUTAGE**

A power outage should FIRST be reported to West Penn Power at: **1 888 544-4877**

Then report the outage to the Housing Authority Maintenance Staff

**See Maintenance Calls - Page 18**

## **REASONABLE ACCOMMODATIONS**

**The Housing Authority of the county of Greene, in accordance with Section 504 of the National Rehabilitation Act of 1973, hereby notifies all applicants, Residents, participants and employees that the Authority has adopted a Policy of nondiscrimination in all policies, procedures, program facilities and housing facilities to accommodate handicapped individuals and their families in accordance with the law.**

**Furthermore, the Housing Authority of the County of Greene has adopted a reasonable accommodations procedure. To meet the principles of reasonable accommodations, the Housing Authority will:**

**Work with qualified individuals with handicaps to develop accommodations, administrative as well as structural, that will "...afford the handicapped person equal opportunity to use and enjoy the dwelling unit, including public and common use areas"; or provide "the qualified individual with handicaps an opportunity to participate in, or benefit from the housing, aid, benefit, or service that is...equal to that afforded others."**

**"...give primary consideration to the requests of the individual with handicaps."**

**In addition "...furnish appropriate auxiliary aids where necessary to afford an individual with handicaps an equal opportunity to participate in, and enjoy the benefits of, a program or activity receiving Federal financial assistance."**

**By this Notice, the Housing Authority of the County of Greene is informing all applicants, Residents, participants and employees of their right to request reasonable accommodations in accordance with Section 504 of the National Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.**

**If you have any questions regarding this Policy, Section 504 of the National Rehabilitation Act of 1973, or the American with Disabilities Act of 1990, or if you believe that you have a need for reasonable accommodations, contact the 504 Coordinator at 724-627-6523 (voice) or 7-1-1.**

## **RENT DUE DATE**

Rent is due and collectible on the first (1<sup>st</sup>) day of each month and is delinquent if not paid by the close of business on the tenth (10<sup>th</sup>) calendar day of each month. (close of business is 4:00 p.m.) If the Housing Authority does not receive the rent in the Housing Authority office by the close of business on the tenth (10<sup>th</sup>) calendar day of the month, an \$11.00 administrative fee will be charged. Thereafter \$1.00 per day will be added to the delinquent account for each day the account remains delinquent up to and including the last day of the delinquent month.

Your rent payments must reach the Authority office on or before your due date each month. Be sure to mail your payment in plenty of time to reach the office by the due date.

## **RENTER'S INSURANCE**

The Housing Authorities insurance does not cover your belongings/personal property, you as a housing renter may wish to obtain renter's insurance.

**RENT PAYMENT POLICY-----See Attachment, "Rent Payment Policy".**

## **ROOF AND AWNINGS**

Residents are "**NOT PERMITTED**" on the roofs or awnings under any circumstances.

## **SAND BOXES**

Sand Boxes are "**NOT PERMITTED**".

## **SATELLITE DISH**

SEE ATTACHED





## **SMOKE DETECTORS**

It is required that test your smoke alarm weekly to assure proper operation. The smoke alarm has a low battery monitoring system, which will "chirp" at 30-40 second intervals for a minimum of 7 days when the battery needs replacement. You must replace the 9 volt battery (carbon-zinc or alkaline) when your smoke detector begins to "chirp." Use only the specified type of battery. Use of a different type of battery may cause a malfunction of your smoke alarm. Replacement of smoke alarm batteries is your responsibility and must be maintained. **BE SURE TO TEST YOUR SMOKE DETECTOR AFTER YOU REPLACE THE BATTERY!** If you need assistance in maintaining your smoke detector, please call the Maintenance Department at 724-627-6523 extension 5.

**RESIDENTS WHO HAVE DISCONNECTED OR FAILED TO REPLACE BATTERIES OR HAVE INOPERATIVE SMOKE DETECTORS FOR ANY REASON WILL BE IN VIOLATION OF THEIR LEASE AGREEMENT AND WILL BE CHARGED A LEASE VIOLATION FEE. THIS MAY ALSO BE SUFFICIENT CAUSE FOR EVICTION.**



## **SMOKING**

All Housing Authority Sites - Wayne Village, Thompson Gardens, Grandview Apartments and Woodside Manor...**SMOKING IS PROHIBITED** in all Apartments & Common areas...Community Rooms, Laundry Rooms, Lobbies, Hallways and Stairwells. Residents & guests who smoke must be at least 25 feet from any Housing Authority owned buildings.

## **SWIMMING POOLS**

Swimming pools are **"NOT PERMITTED"**. Swimming pools jeopardize the safety of your children as well as the children who live in your community.

There is only one exception to the above rule. Small inflatable Tot Pools with less than three inches of water are permitted, with permission from the Authority and instructions that they cannot be left unattended and they must be emptied after each use and put away. A Tot Pool can be no larger than 36 inches in length and 36 inches in width.

## **SWING SETS**

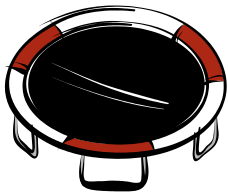
Swing Sets----- are **"NOT PERMITTED"**.



**TELEPHONE NUMBER...724-627-6523**

**FAX NUMBER.....724-627-6522**

**EMAIL.....gcha@windstream.net**



### **TRAMPOLINES**

Trampolines are ***“NOT PERMITTED”*** due to safety and liability issues.

### **TRANSFERS**

A family/individual may be transferred to another apartment as per the Authority Admission and Occupancy Policy.



## TRASH DISPOSAL

IMPORTANT: ALL TRASH MUST BE BAGGED IN REGULAR GARBAGE BAGS AND SECURELY FASTENED.

Residents will be responsible for the purchase of the appropriate number of trashcans with lids - except in locations that have garbage pits, these trashcans are provided by the Housing Authority.

*ALL SITES* - NO LOOSE garbage is permitted. No furniture, television sets, electronic equipment, appliances, air-conditioners, carpeting, or other large items, etc..

*ALL SITES* - Do not place bags of garbage in any of the trash containers in the common areas (laundry room, community room and patio).

*ALL SITES* - Vehicles shall not block the dumpster areas or garbage pits at anytime.

- WEST ELM STREET.....Curbside Pick-up
- WALNUT ALLEY.....Curbside Pick-up
- WEST LOCUST STREET.....Curbside Pick-up
- LIBERTY.....Trash Pit
- WOODLAND AVENUE.....Dumpster
- WAYNE VILLAGE Apts. 101 - 152.....Back Door Pick-up
- WAYNE VILLAGE Apts. 153 - 160.....Front Door Pick-up
- THOMPSON GARDENS.....Trash Pit
- GRANDVIEW APARTMENTS.....Curbside Pick-up
- WOODSIDE MANOR..... Dumpster

*Liberty Avenue...*Residents will be responsible for placing their trashcan in the garbage area the night before collection day and the return of their trashcans promptly after pick up to their apartment. You will be responsible for the supplied trashcans if they are damaged or missing.

**YOU ARE REQUIRED TO RETURN YOUR TRASH CANS** to your apartment with in a reasonable amount of time following your trash being picked up. If they are not returned, the maintenance staff will return them and you will be charged in accordance with the tenant charges.

Check with the office for your collection day and other details concerning your particular area.



## UTILITIES

The Housing Authority either supplies all utilities for electricity, natural gas, water & sewer service or provides the appropriate utility allowance for those utilities. Supplied utilities or utility allowances are for normal usage's, such as; heating, cooking, electric lighting, water heating, water, sewage with a specific amount of ccf's for gas, kwh's for electric and gallon's for water/sewer services.

### UTILITIES-CONTACT INFORMATION

- ❖ WEST PENN POWER.....1-800-255-3443
- ❖ COLUMBIA GAS .....1-888-460-4332
- ❖ EQUITABLE GAS .....1-800-654-6335
- ❖ FRANKLIN TWP. SEWAGE.....724-627-9728
- ❖ S.P.W.A (water).....724-627-7445

### TELEPHONE/CABLE SERVICE

- ❖ WINDSTREAM .....1-800-347-1991
- ❖ COMCAST .....1-800-266-2278
- ❖ ATLANTIC BROADBAND..1-888-536-9600

Whether utilities are included with your monthly rent payment or you receive a utility allowance you **MUST NOT** leave exterior doors and/or windows open during the heating/cooling season.....even if you have a storm door on your apartment. **ALSO, DURING THE HEATING SEASON, NOVEMBER – APRIL YOU MUST KEEP YOUR THERMOSTAT SET AT A MINIMUM OF 64° DEGREES. CONTACT THE MAINTENANCE DEPARTMENT IMMEDIATELY IF YOUR HEAT IS NOT WORKING PROPERLY.**

## WATER BEDS

The installation or use of water beds will not be permitted or allowed in any units owned or operated by the Authority with the exception of softside waterbeds containing tubes.

## WEAPONS / BB GUNS / PELLET GUNS

Any type of firearms including BB Guns and Pellet Guns are **NOT PERMITTED** to be used on Authority property.

## WINDOW BLINDS AND CURTAINS

Window roller blinds and mini blinds are permitted and must be kept in good condition. Window curtains and valances must be kept in good condition. At NO TIME should blankets, sheets, etc. be used as window coverings.

## CONCLUSION

*The rules and regulations compiled in this Handbook are referred to in your Lease and by such reference are part of your Lease. Additional rules, regulations, and updates may be published from time to time as the occasion requires.*

*Such changes will be in the form of Addenda and will become a part of this Handbook.*

*A clear understanding of your privileges and responsibilities in connection with your home in this community is covered by the provisions of your Lease. Your signed Lease is a mutual agreement between you and this Housing Authority.*

*It binds each to obligations which must be met and respected. Violation of the terms of the Lease may be cause to terminate your tenancy.*

*We hope that you will comply with the rules and regulations and thus make your community a pleasant one for you, your neighbors, and the Housing Authority.*

*We look forward to our association with you. If you have need of any information, experience any problems, or have any additional questions, please contact the office.*

*Sincerely,*

*Leslie DeFrancesco  
Executive Director*

## CERTIFICATION

This will certify that all Residents listed on the Residential Dwelling Lease Agreement of

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have read and been given an opportunity to question, understand, and agree to all Terms and Conditions of Residency with the Housing Authority of the County of Greene, hereafter known as Resident Handbook and all Addenda there to.

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Head of Household

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Date

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Spouse or Other Adult

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Date

---

Other Adult

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Date

---

Other Adult

---

Date

---

Housing Authority Representative

---

Date