



Newsletter

SOUTH PITTSBURG HOUSING AUTHORITY

From the Desk of the Executive Director

This has truly been a very difficult year for all of us. I pray that each of you and your family has been safe and healthy during this truly unprecedented time. As you will have noticed already, many of you are now able to enjoy the long-awaited screen/storm doors on both the front and back entry doors to your units. This has helped the curb appeal of the apartments greatly. We have also in this last year replaced the roofs in over 30 building throughout the development. We are constantly looking for ways to better our developments. Please understand that the money that the SPHA receives spends is to the benefit of our residents.

Please keep in mind that your lease states that you are NOT allowed to have visitors stay overnight more than 14 days in a calendar year and you are to notify the office if you plan to have long term visitors. This is goes for both Public Housing and Chester Powell residents. If you violate this policy, you will be given a lease violation. Also, please keep your yards and porches clean and free of clutter. It is an eye sore to many of your neighbors to see cluttered porches. Please know that we run curbs and pick up any of your big items that you set it out on the street. We will come by and dispose of that so you will not have to. I want you all to understand that it is super hard to make your developments look good, if you all cannot keep the clutter down, garbage disposed of properly, and porches clean. Jessica, as well as another Maintenance employee are doing inspections in apartments to make sure that you are complying with your lease. They are verifying that there is no damage that has been done to the apartments, that the smoke detectors are working properly, that all of your windows and exits are not blocked and that you are keeping up with your house keeping. There is a maintenance charge list that you will be charged if the SPHA has to fix or correct an issue caused by the resident. Lastly, please make sure that you do not have any vehicles that are sitting abandoned on the property. If they

are not moving, have not moved, or are in disrepair, the SPHA will be placing tow notices on those vehicles. This is also a lease violation to leave abandoned or inoperable vehicles on the property. We have very limited parking for all of our tenants, so please be mindful of that. Also, in regards to parking, **DO NOT park any vehicles on your grass for any reason.** This is a lease violation, as well as a maintenance charge to your account if we see this.

Remember as of January 1, 2018 all SPHA Properties, land, units, common areas, roads and sidewalks will be included in the Tobacco-Free Policy. Tobacco will be considered cigarettes, cigars, pipes, electronic nicotine delivery systems (ENDS), chewing tobacco, dip and electronic cigarettes (e-cigarettes). You are responsible for anyone who enters or lives in your apartment, so please keep this in mind and do not allow anyone who lives or visits use any of these products. The policy states that 1st violation is a written violation. The 2nd is a \$100.00 charge to your account for cleaning. The 3rd violation will be the eviction process.

Thank you for your continued efforts

Things You Need to Know

It has been brought to the S.P.H.A maintenance staff's attention that there has been some issues with proper garbage disposal with the new cans. We have noticed that a lot of you still have trash in your old cans. The South Pittsburg Housing Authority has two dumpster locations. One is located in Hemlock and the other dumpster is located on North Elm. You may use these dumpsters to dispose of any excess trash. Please keep in mind that the maintenance staff will still be running curbs on Fridays. This is to pick up any of your big items for example **furniture, appliances, etc** that you set out.

We **DO NOT** pick up household trash. You may contact the office to schedule a curb pickup if need be. If any of the South

to keep our developments a safe, friendly, family environment where children can grow prosperous and we can continue to provide safe, decent and sanitary housing for all of YOU!!!!

Reminders

- 1). If you have any broken outlets or light switches let us know immediately.
- 2). Please get in a habit of checking smoke detectors to verify they're working properly.
- 3). If you have a seal that is broken on your refrigerator, please let us know.
- 4). Make sure you ARE NOT blocking exits or windows with furniture/garbage, etc. All egresses can NEVER be blocked!!
- 5). If you are having to replace any light bulbs, if you are able, replace those with 8.5 watt LED bulbs, as they will be very cost efficient for you on your electric bills.
- 6). Keep yards, porches and curbs free of any clutter!
- 7). No landscape planting allowed- unless planted by the SPHA- this is a policy!

Pittsburg Housing Authority staff has to pick up debris or trash out of your yard, you will be charged \$20 per visit.

We have noticed a lot of clutter on the porches. Please keep in mind that only patio furniture may be left on your porch. Items such as bikes, grills, etc **MUST** go around back and neatly arranged.

The maintenance staff will also be checking appliances for negligence and charges may follow.

Emergency call outs have changed. We will only be coming out for the smell of gas, appliances, and sewer. Tenant lockouts afterhours will still be charged.

Thank you,
Malcolm McCain
Maintenance Supervisor

Important Things to Remember

Rent- Although HUD has issued a hold on all evictions for nonpayment your rent is still due. If you owe more than one month's rental payment please make sure you contact the office to setup a payment arrangement. Keep in mind you may still be evicted for noncompliance of your lease.

Recertification- When you receive a letter stating your date to be in the office please write it down and remember it. You will need your income information and any changes that has happened over the year such as increase in family, loss of job, etc. Failing to show up for your recertification can terminate your lease. Please keep in mind this is only once a year unless you have an income change.

Income – Keep in mind as stated in your lease YOU MUST REPORT your job within 10 days or retro rent can/will be added to your account. If you have been without a job in the past year or more and just started working you may qualify for the mandatory earned income disallowance program. Please call or come by the office for more information in regards to the program.

Community Service- Community service is required by HUD stated in our policy and also in your lease. You MUST complete 8 hours each month if you are not working or not working more than 20 hours a week. We are keeping a list at the office and if you have not completed your full 96 hours in the 12 month period your lease will not be renewed at the time of your recert. We have received a report from HUD stating if you're in the TANF program you DO NOT have to do community service. Please bring proof such as documentation stating how much you receive in food stamps or your card.

Housekeeping- There have been several complaints in regards to housekeeping. Please keep in mind that this is a violation of your lease. Housekeeping also consist of the outside as far as front and back yards as well as your porch. Remember only patio furniture may be allowed to be placed on your porch. Keep in mind that you will be fined if poor housekeeping and trash doesn't get picked up.

Bug spray- Your unit gets sprayed on the same Monday of every month unless you are having pest issues then our maintenance will complete a work order. Week #1 consist of Hamilton, Holly, and Senior apts #2 Hemlock #3 Prospect-3rd -Pine- & N Mag #4 OJR- N Elm, and scattered sites. The ONLY reason your apt will not get sprayed is if you have a signed doctor's note in your file.

Pets- Keep in mind that if you have not paid a pet deposit as stated in the lease and the charge listing papers that you received in March 2016 that you will be given a warning and charged a fee. This fee is to cover any damage done to our unit if you decide to move out. Also the tenants who have paid their deposit please bring the following to the office all shot records, flea treatments and a small picture of the animal in the household to be placed in your file.

Please keep in mind that your pet can and will get evicted if you choose not to follow the pet policy or if your pet tries to attack another tenant or a SPHA employee. Remember you must pick up after your pet as stated in the pet policy. You will also need to remember that it is your pet not your neighbor's so keep your pet in your yard. We are also noticing a lot of animals being tied to the porch or tied to something in the yard again this is a violation that can and will lead to your pet being evicted.

Smoke Detectors- Please remember your safe and health is very important to us. With that being said make sure to NEVER unplug your smoke detector and always notify the office if you have an issue with the detector or if you have any broken outlets or switches.

Please never hesitate to call the office with major or minor work orders rather it be changing a lightbulb, the seal on your refrigerator, to the water heater being out. If you are have trouble locking, unlocking or letting your windows up and down please contact the office so a work order can be put in. Our maintenance men will get the job done as soon as possible.

We're noticing a lot of unauthorized visitors in the housing units. Please keep in mind that as stated in your lease you may only have overnight guest up to 14 days in a calendar year. Before allowing your guest to stay you must notify the office for safety precautions. This is for both Public Housing and Chester Powell residents!!!!!!

Remember ALL SPHA properties are smoke free. This includes land, units, common areas, roads, and sidewalks. If you are caught smoking on the property the first violation will result in signing the violation and a tobacco free lease addendum 2nd will be a \$100 fee 3rd your lease will be terminated.

We have noticed a lot of broken down vehicles parked on the property please keep in mind that this is a lease violation and the vehicle will be towed.

***There has been a few issues about who can collect belongings out of the unit after deaths here lately. The South Pittsburg Housing Authority is asking that if you have a living will or a notarized form stating who you would like to retrieve items out of your unit we ask that you bring it to the office. The SPHA would like to make this an easier process for any family member who is listed. Please turn this information into the office as soon as you are able.**

Parking is being an issue in some areas. Please keep in mind that if your area has limited parking please do not allow your guest to take up another person's parking spot. As stated in your lease you are allotted 1 parking spot. I have had a few complaints of tenants having multiple cars and parking in other tenants places.

Keep in mind that the landscaping policy has not changed. You may ONLY have potted plants located on your porch. Please remember that installing items inside or outside of your apartment without the HA consent is a lease violation in which the SPHA can and will terminate if you fail to comply.

Jessica Kelley
PHM

Natural Gas Awareness

Everyone in our community is further without local gas departments, but some may not realize that natural gas utilities receive their gas from natural gas pipeline systems. The purpose of these underground energy portals is to safely transport this vital fuel to heat homes and power business and vital service institutions. The transportation of natural gas through these pipelines is one of the safest methods for transporting energy, although accidents can occur. One of the ways accidents occur is when someone digs in the vicinity of a gas pipe and cuts the line. The Tennessee One-Call system is an organization to prevent these types of accidents. Dialing 811 and providing information to the operator will ensure that local utilities, including gas utilities, will mark their lines. Another way accidents occur is when leaks from pipelines, appliances or other gas-related equipment occur. Natural gas is colorless, odorless fuel that is lighter than air. Because it is odorless, a harmless odorant, usually smelling like rotten eggs is added to the gas so that the presence of gas may be detected. Leaks may be detected by noticing the following:

Smelling gas (odorant) near a meter or pipeline, sometimes after excavation work

A hissing or roaring sound caused by escaping gas

Dead or discolored vegetation in an otherwise green environment

Blowing dirt, grass or leaves

Steady bubbling in a wet, flooded areas or there water environments

A fire in or near an appliance or gas pipe

Unusual notice at an appliance

Unusual behavior of the flame at an appliance burner

In the event of a detected gas leak, the following should take place:

Leave the vicinity immediately (without making calls or operating light switches)

Evacuate others in the vicinity

Turn off and abandon cars and/or equipment in the vicinity

Do not start a car or other equipment in the vicinity

Do not operate any electrical or electronic equipment in the vicinity

Do not light a match or use another source of ignition

Do not smoke

Warn others to stay away from the area

Stay away from open flames

Wait for maintenance, emergency or utility personnel to put out flames

To report a leak, call (423) 837-6500 or (423) 847-7760 or 911

In keeping the public safe from the potential hazards of natural gas, such as fire or explosions caused by leaks R & R Corrosion is required to perform an annual corrosion control survey. The distribution piping that is made of steel requires a survey to ensure that the pipe is not rusting or being damaged by the soil. A leak survey is also performed by Lisco Inc. to find leaks in piping and related gas equipment. Additionally, the maintenance staff performs periodic sniff tests to ensure that odorant can be detected in the gas. The maintenance staff also makes checks for gas leaks and monitors each gas meter. The agency that oversees all natural gas safety related activity for our distribution is the Tennessee Regulatory Authority.