

MONTGOMERY COUNTY HOUSING AUTHORITY

FEBRUARY 2015



FROM THE CEO

Newsletter

Main Office:
216 Shelbyville Road
Hillsboro, IL 62049

Mailing Address:
P.O. Box 591
Hillsboro, IL 62049

Phone:
217-532-3672

Toll Free:
1-877-532-3672

Fax: 217-532-3625

Office Hours:
Monday-Friday
8:00 a.m. - 4:30 p.m.
Closed for Lunch
12:00 p.m. - 1:00 p.m.

Website:
www.montgomeryhousing.org



The new year has gotten off to a very busy start for all of us at Montgomery County Housing Authority.

The maintenance staff has started the annual preventative maintenance inspections, and as always are busy with work orders.

UPCS inspections will begin this month. See the maintenance section for more details.

The flu season has arrived in full force. We have had several routine work orders requested, and when the maintenance staff goes in the unit they find the resident or a family member is in the unit sick. Please don't call in W/O when someone in the household is sick. If you are sick, and have an inspection schedule, or

preventative maintenance, or an appointment at the office, please call and reschedule.

This is for the protection of others and your protection as well ☺ thank you for your cooperation.

Attached to this issue is the (HUD REAC INSPECTION).

REAC = Real Estate Assessment Center

Please Read ☺

Also attached to this issue of the newsletter, you will find information regarding an educational assistance grant sponsored by the Illinois Association of Housing Authorities. ♥

Stay safe & warm, and have a great month!

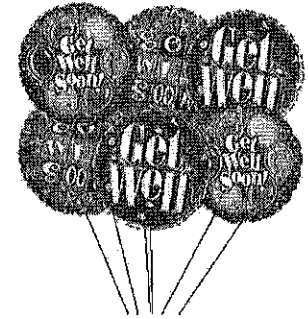
Kelly A. Moroney,
Chief Executive Officer

MONTGOMERY COUNTY HOUSING AUTHORITY
FEBRUARY 2015

OFFICE CALENDAR, RESIDENT & DEVELOPMENT NEWS



FEBRUARY
Office
Hours



Carol P.

This office will be
CLOSED on the
following dates &
times in: February



Thursday
February 12, 2015
Lincoln's Birthday



Monday
February 16, 2015
President's Day

Thursday
February 26, 2015
3:00pm-4:30pm
Staff Meeting

TS

Heather & Nia M.

Long

Christina S.
JoAnn G.

KT

Ruby D.

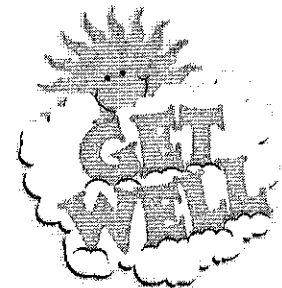
Coffeen

Dakota O.

Stewart's

Jenny N.

We hope it will make
your day brighter
knowing we are
thinking of you!



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MONTGOMERY COUNTY HOUSING AUTHORITY

FEBRUARY 2015

MAINTENANCE NEWS

Scheduling Repairs



It is important to note that the maintenance staff are not to enter your unit to provide service without a work order from the office. This is for your protection and theirs, and also enables the management to schedule repairs more efficiently. Your request for service must come through the office. Please call 532-3672 or 1-877-532-3672

Tips to keep your pipes from freezing

1. Let all water faucets drip at a slow drip.
 2. Don't cover the main water shut-off in the utility room.
 3. Open cabinets doors where pipes are. This allow heat to get to the pipes.
- Thank you for your cooperation.☺

Weathering

Winter

Storms

Along with plunging temps, winter can bring some of our state's most severe storms.

- When severe weather is predicted, be sure your cell phone is fully charged and have emergency telephone numbers ready.
- Keep a battery-powered radio and flashlights, with a supply of fresh batteries.
- Store drinking water, canned food that doesn't require cooking and a non-electric can opener- don't forget pet food also.



Preventative Maintenance Notice

The Preventative Maintenance schedule for FEBRUARY is as follows:

KIRK TERENCE
300-400 units

UPCS Inspection Notice

The Uniform Physical Condition Standard (UPCS) inspection schedule for FEBRUARY is as follows:

The inspector will be conducting annual UPCS inspections at the following:

KIRK TERENCE



Kim Micklevitz,
Maintenance Department

MONTGOMERY COUNTY HOUSING AUTHORITY
FEBRUARY 2015

MCHA Program News

Pet Policy & Satellite TV Dish Policy

We feel this is a good time of the year for review of the pet policy, and the satellite TV dish policy as well. Both policies are attached to this issue of the newsletter. Please review through all the information as not abiding by these policies could be grounds for lease termination.



Smoke & Carbon Monoxide Detectors

Disabling or removing your smoke/carbon monoxide detectors not only violates your lease and local fire safety laws, it puts something more valuable in jeopardy-your life and your family's lives!

Smoke & Carbon Monoxide detectors save lives!

DO NOT DISCONNECT OR DISABLE THEM!

If your smoke or carbon monoxide detector is not working properly, contact MCHA below immediately

217-532-3672 ext 229

MONTGOMERY COUNTY HOUSING AUTHORITY
FEBRUARY 2015

OFFICE CONTACT INFORMATION

Website:
www.montgomeryhousing.org

Main Office Physical Address:
216 Shelbyville Road
Hillsboro, IL. 62049

Office Mailing Address:
P.O. Box 591
Hillsboro, IL. 62049

Phone:
(217) 532-3672

Toll Free:
1(877) 532-3672
(For residents outside of
the Hillsboro calling
area)

Fax:
(217) 532-3625

**FOR AFTER HOURS
MAINTENANCE
EMERGENCIES ONLY!**

(217) 556-3162
Remember: If you need
anything during office
hours, call the office.
Not the emergency
phone.

**Office Telephone
Extensions:**

Front Desk:	221
Work Orders:	221
Maintenance:	221
Inspector (Tami):	223
Public Housing: (Kelly H.)	225
CFO/COO (Lisa):	228
Applications: (Sally McCoy.)	229
Section 8 & Tax Credit (Tammy):	230
Bookkeeper: (Belva)	235

Office Email Addresses:

Chief Executive Officer:
kelly@montgomeryhousing.org

**Chief Financial & Operating
Officer:**
lisa@montgomeryhousing.org
Applications/Work Order Clerk:
applications@montgomeryhousing.org

Bookkeeper:
bookkeeper@
montgomeryhousing.org

Public Housing:
phleasing@
montgomeryhousing.org

**Section 8/Tax Credit
Properties:**
section8@
montgomeryhousing.org

Maintenance:
maintenance@
montgomeryhousing.org

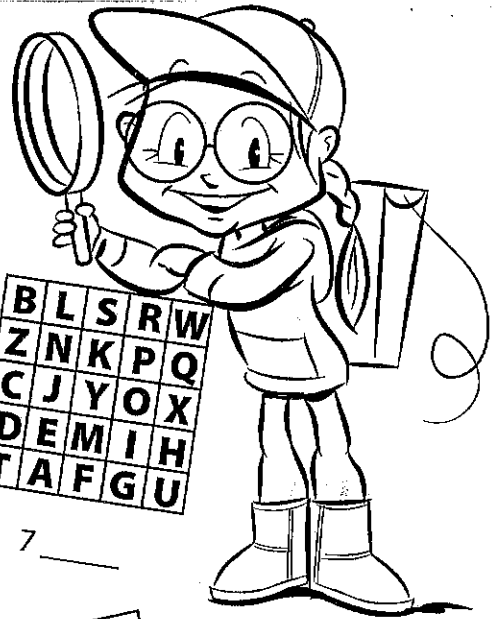
Inspector:
inspector@
montgomeryhousing.org

Puzzle/Kid's Page . . .

February is National Children's Dental Health Month

Eye Spy!

Find the one letter of the alphabet that is missing in each grid and write it on the line underneath. Then transfer those letters to the correct line at the bottom of the page and decode Flossy's message!



N	O	P	S	T
X	M	R	W	Z
L	K	G	V	Y
C	J	I	U	F
Q	B	H	E	D

12 _____

N	Q	E	Y	T
L	K	O	C	Z
D	F	V	J	P
B	U	M	W	I
S	G	A	H	X

9 _____

P	Y	O	L	T
V	K	X	Q	M
G	R	N	W	I
E	J	F	H	C
Z	B	A	U	D

4 _____

B	L	S	R	W
Z	N	K	P	Q
C	J	Y	O	X
D	E	M	I	H
T	A	F	G	U

7 _____

S	L	D	I	T
J	G	K	F	H
M	O	X	R	P
Q	B	W	N	Z
A	Y	V	C	U

6 _____

H	T	P	O	W
U	K	X	R	S
N	V	Q	Y	L
C	A	B	J	Z
G	M	I	D	E

1 _____

K	H	V	Z	P
G	W	R	S	T
J	F	E	N	C
I	D	X	Q	U
Y	A	B	M	L

3 _____

H	S	L	O	T
D	K	P	F	Q
X	J	N	I	A
G	C	V	W	B
Z	U	M	Y	R

8 _____

D	I	A	O	Q
E	J	F	V	T
B	X	R	Z	W
C	M	H	U	S
P	N	G	L	K

10 _____

U	H	O	E	M
J	K	B	D	X
N	V	Y	L	W
I	T	F	P	C
G	Z	A	R	Q

5 _____

I	N	J	C	S
F	E	G	P	W
R	Q	V	Y	Z
K	T	H	B	X
L	M	O	U	A

11 _____

J	G	D	X	E
A	T	F	R	M
H	K	S	Z	O
U	N	C	P	I
L	W	Q	V	B

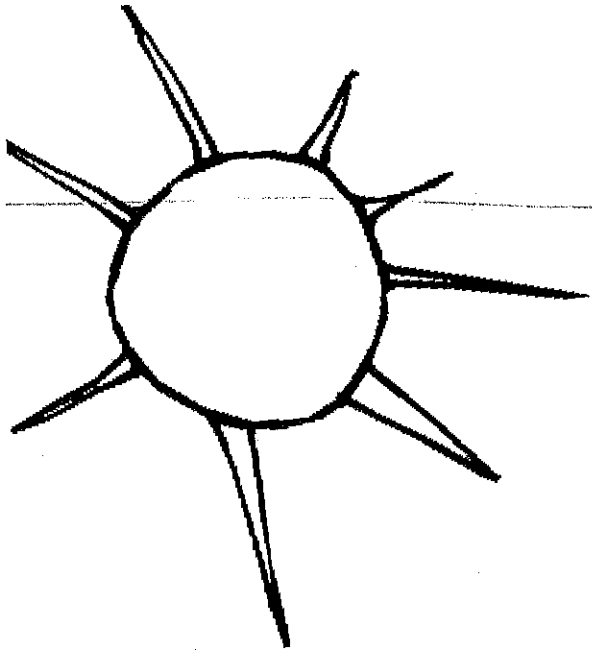
13 _____

E	B	K	N	O
M	F	H	P	T
R	A	Q	G	Y
D	S	J	C	W
U	Z	X	V	I

2 _____

1 2 3 4 5 6 7 8 9 10 11 12 13 !

PUZZLE/KID'S PAGE . . .



Groundhog Day Marks the Middle of Winter

Do you know where Groundhog Day comes from? Groundhog Day is on the second of the month, and is a well known marker for the middle of winter. The traditional hype over the Groundhog and his shadow is actually a carryover from Europe where the Germans traditionally marked the day by observing the hibernating behavior of the bears and badgers as indications of what the last half of winter had in store. German immigrants carried that tradition with them when they settled here in the states. Let's hope for a cloudy day; if the Groundhog doesn't see his shadow, spring is probably right around the corner.

(Reprinted from RIHA January, 2007 Newsletter)





Montgomery County Housing Authority
PO Box 591 - 216 Shelbyville Road
Hillsboro, IL 62049

Phone: (217) 532-3672 or Toll Free (877) 532-3672 Fax: (217) 532-3625

❖ Liberty Sub-Division ❖ Freedom Place Homes ❖ Freedom Place II Homes

SATELLITE DISH POLICY

Residents are allowed to have a satellite TV dish installed, provided the installation is performed in compliance with the following:

Notice: Maintenance will need at least a two-day notice prior to meeting with the satellite installer.

Number: Only one dish is allowed per apartment and only one apartment may be connected to each satellite dish.

Location of Dish: Dish is to be installed no more than 24" from the building and in front of the tenant's home who requested the satellite dish installation. Not every apartment will be able to have a dish. If there are trees or other obstacles blocking the field of sight to the satellite, you will not be able to have a dish installed.

Size: The Satellite TV dish may be no larger than 24" in diameter.

Installation: Upon request, someone from the maintenance department will meet with the satellite installer to agree on a location. It is the responsibility of the installer to call Julie to have the location checked for any utilities buried in the area, before installing a mounting post for the dish. **(Note): No other mounting system will be approved (That means no dishes on MCHA BUILDINGS, CLOTHES LINES POST, TV TOWERS ETC.)**

Improper installation: Residents will be required to remove any satellite TV dish or dishes not properly installed per MCHA standards. Any repairs needing made to MCHA property because of improper installation will be charged to the tenant.

Good Repair: Residents must maintain the satellite TV dish in good repair or remove the dish at the request of Montgomery County Housing Authority.

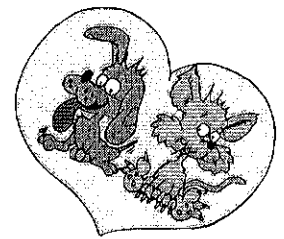
Time Periods: To resolve problems, residents will have no more than 24 hours to either make the necessary installation corrections and repairs or remove the satellite TV dish. Failure to either correct the problems or remove the dish will result in MCHA removing the dish and taking the appropriate lease violation action.

This policy is established to help provide residents access to satellite TV while insuring proper installation.

DO NOT LET THE SATELLITE INSTALLER START WITHOUT SOMEONE FROM THE MAINTENCE DEPARTMENT BEING PRESENT. IF YOU DO, YOU WILL BE CHARGED FOR ANY REPAIRS MADE BECAUSE OF IMPROPER INSTALLATION.

ATTACHMENT C

PET POLICY



This Statement of Pet Policy is established for the Montgomery County Housing Authority (MCHA) on November 15, 2000.

Per the requirements of 24 CFR Part 5.35 and 24 CFR Part 960, "a resident of a dwelling unit in public housing may own one (1) or more common household pets or have one (1) or more common household pets present in the dwelling unit of such resident, subject to the reasonable requirements of the public housing agency, if the resident maintains each pet responsibly and in accordance with applicable state and local public health, animal control and animal anti-cruelty laws and regulations and with the following policies". However, approved pet permit must be obtained PRIOR to bringing a pet on Authority property.

1.0 Application for Pet Permit

Prior to housing any pet on the premises, the resident shall apply to MCHA for a pet permit, which shall be accompanied by the following:

- 1.1 A current license issued by the appropriate authority, if applicable; and
- 1.2 Evidence that the pet has been spayed or neutered, as applicable; and
- 1.3 Evidence that the pet has received current rabies and distemper inoculations or boosters, as applicable, and
- 1.4 Evidence of payment of a \$200 refundable pet deposit for each dog or cat. Pet deposits are not required for birds, fish aquariums, hamsters, guinea pigs and gerbils. This refundable pet deposit must be paid in addition to MCHA's standard security deposit; and
- 1.5 Current picture of dog or cat, taken by MCHA; and
- 1.6 Residents must identify an alternate custodian for pets in the event of resident illness or other absence from the dwelling unit. This identification of an alternate custodian must occur to the Housing Authority issuing a pet registration permit and must be kept current. Custodian must state in writing to MCHA that they are willing to be the pet caregiver. MCHA must have custodian's name, address and phone number.

2.0 All residents with pets permitted to be kept under this policy shall comply with the following rules:

- 2.1 Permitted pets are domesticated dogs, cats, birds in cages, fish aquariums, hamsters, guinea pigs and gerbils. All other animals not listed are specifically excluded.
- 2.2 Birds, hamsters, guinea pigs, and gerbils are considered caged animals and must be kept in a cage.
- 2.3 The weight of the dog or cat may not exceed thirty (30)

pounds (Adult size) and the height of the dog or cat may not exceed fifteen inches at the shoulder (Adult size).

- 2.4 A maximum total of two pets are allowed; however combinations of two dogs, two cats or a dog and a cat are not allowed. Examples of acceptable combinations include, but are not limited to: two caged animals, two aquariums, one caged animal and one aquarium, one caged animal and a dog, one caged animal and a cat, one aquarium and a dog, and one aquarium and a cat.
- 2.5 Dogs and cats must be licensed yearly with the County and/or City and residents must show proof of annual rabies and distemper booster inoculations required by state or local law.
- 2.6 Vicious and/or intimidating dogs will not be allowed, including, but not limited to such breeds as Dobermans, German Shepherds, Chows, Pit Bulls, Rottweilers, etc.
- 2.7 All dogs and cats must be spayed or neutered, as applicable.
- 2.8 Dogs and cats shall remain inside the resident's unit. No animal shall be permitted to be loose in hallways, lobby areas, Laundromats, community rooms, yards or other common areas of the facility.
- 2.9 When taken outside the unit, dogs and cats must be kept on a leash, controlled by an adult.
- 2.10 Birds, hamsters, guinea pigs and gerbils must be confined to a cage at all times. Fish must be confined to an aquarium not to exceed 55 gallons in size.
- 2.11 Residents shall not permit their pet to disturb, interfere, or diminish the peaceful enjoyment of other residents. The terms, "disturb, interfere or diminish" shall include but not be limited to barking, howling, chirping, biting, scratching and other like activities.
- 2.12 Residents must provide litter boxes for cat waste, which must be kept in the dwelling unit. Residents shall not permit refuse from litter boxes to accumulate nor to become unsightly or unsanitary.
- 2.13 Residents are solely responsible for cleaning up pet droppings, if any, outside the unit and on facility grounds. Droppings must be disposed of by being placed in a sack and then placed in a refuse container outside the building.
- 2.14 Residents shall take adequate precautions and measures necessary to eliminate pet odors within or around the unit and shall maintain the unit in a sanitary condition at all times.
- 2.15 If pets are left unattended for a period of twenty-four (24) hours or more, MCHA may enter the dwelling unit, remove the pet and transfer it to the designated custodian or if unavailable, to the proper authorities, subject to the provision of state law and pertinent local ordinances. MCHA accepts no responsibility for the animal under such circumstances.
- 2.16 Residents shall not alter their unit, patio or grounds area in

order to create an enclosure for any pet.

- 2.17 Residents are responsible for all damages caused by their pets, including the cost of cleaning of carpets and/or fumigation of units.
 - 2.18 Residents are prohibited from feeding or harboring stray animals. The feeding of any stray animals shall constitute having a pet without written permission of MCHA.
 - 2.19 At recertifications, residents must identify an alternate custodian for pets in the event of resident illness or other absence from the dwelling unit. The identification of an alternate custodian must occur prior to MCHA issuing a pet registration permit and then must be kept current.
 - 2.20 Visitors are not allowed to bring pets and the residents shall not engage in "pet-sitting".
 - 2.21 No animals shall be tied up on the outside or left unattended. No doghouses, animal runs, etc., will be permitted.
 - 2.22 These rules may be amended from time to time, as necessary, by MCHA and such amendments shall be binding on the residents upon notice thereof.
 - 2.23 Exception: The above rules may be waived in the case of an animal required by Doctor's written authorization to aid in the care of a visually, hearing or other impaired handicapped resident. Proper certification will be required if the animal is indeed properly trained to serve in this capacity.
- 3.0 Residents who violate these rules are subject to:
- 3.1 Being required to get rid of the pet within 14 days of written notice by MCHA; and/or
 - 3.2 Eviction.
- 4.0 The privilege of maintaining a pet in a facility owned and/or operated by MCHA shall be subject to the rules set forth above. This privilege may be revoked at any time, subject to MCHA's Hearing Procedures, if the animal should become destructive, create a nuisance, represent a threat to the safety, health and security of other residents, or create a problem in the area of cleanliness and sanitation.
- 5.0 A breach of any of the foregoing rules constitutes a breach of the resident's lease and can result in not only in the revocation of the privilege of keeping a pet, but may result in any of the sanctions set forth in the resident's lease for breach thereof, including forfeiture of further leasehold rights and termination of the lease. Further, the resident is subject to the Animal Control Act, Section 351 et. seq. of Chapter 8 () of the Illinois Revised Statutes. The election of a remedy by MCHA for a resident's breach of the forgoing rules is not exclusive and MCHA may thereafter pursue any of the various remedies set forth in the lease as MCHA may, in its discretion, decide.

Resident's Signature

Date

MCHA Staff Signature

Date

ILLINOIS ASSOCIATION OF HOUSING AUTHORITIES
CENTRAL COUNCIL
EDUCATIONAL ASSISTANCE GRANT

The Central Illinois Council of the Illinois Association of Housing Authorities has elected to implement an Educational Assistance Grant Program. The program will be administered by the Central Council. The money may be used for tuition, books, approved activity fees, necessities, or work programs and other items at the discretion of the sponsoring Council. The application requirements and grant rules are as follows:

- Applicant must be a graduating senior or anyone continuing their education and residing in a member agency-owned or managed project. Previous participants can re-apply.
- Student must have maintained at least a 2.0 grade point average GPA, during junior and senior years (except G.E.D.).
- Student must be recommended by the Housing Authority's Executive Director. *All applications must be submitted by the Executive Director only. The Executive Director is responsible for verifying all application requirements and collecting all application materials.* Local promotion of the Grant Program is the responsibility of the Executive Director.
- Applications must include: 1) school transcript or proof of G.E.D. completion; 2) two teacher recommendations; 3) and essay (200 words) by the student explaining his/her goals and how the grant would be used; and 4) the Executive Directors comments.
- Additional recommendations from clergy, counselors and others may be submitted.
- Provide list of schools to which student has applied. Proof of subsequent admission will be required.
- Student must provide a description of extra-curricular activities, awards, community services, employment and other accomplishments.
- If the lease holder is the recipient of this scholarship, he/she must be in good standing and remain in good standing with the Housing Authority.
- Deadline for receipt of application materials is March 26, 2015 **ENCLOSE ALL MATERIALS** and forward to the Executive Director of your Housing Authority.
- Grant will be awarded for academic year 2015-2016

January 28, 2015

TO: ALL RESIDENTS OF
Montgomery County Housing Authority

HUD REAC INSPECTIONS
(Real Estate Assessment Center)

ALL Residents:

On **February 18th -20th**, a HUD Inspector will inspect apartments and site of the Montgomery County Housing Authority. The inspector will inspect only a sample of apartments, but we don't know which ones that will be until he or she gets here.

The area around your apartment is called the site and the site has become the most important part of the inspection. So, **please pick up your trash, cigarette butts, glass, etc.**

The building exterior is also important. Please review the exterior of your building for any holes or gaps that need to be caulked and report that info to the office **ASAP**.

Do not store **ANYTHING** near your water heater or furnace.

Please review the list below and make sure your apartment is in compliance:

1. Sinks and commodes must not be stopped up.
2. **MOLD** must be removed from everything in the bathroom, walls, windows, ceiling, and kitchen. **Household bleach** will remove the mold. Just spray it on and use an old toothbrush to scrub the mold.
3. Blocked windows and doors are **NOT ALLOWED**. You cannot have anything blocking the windows or doors. This is considered blocked egress and is recorded as a “**life-threatening hazard**”.
4. Your stove and oven must work. When you turn on a burner it must come on instantly. If it doesn't, that means that you have something stopping up the burner and you must clean it so that it works correctly. Please be sure to have the stove back together prior to the inspection.
5. If you have just **one live roach** it's called infestation. You must contact the office immediately so that your apartment can be treated. Check your water heater closet and make sure all of the dead bugs are removed. Also, check your windows to make sure the dead bugs are removed.
6. Smoke detectors will be checked. If your smoke detector is missing or not working, **you will be charged \$75.00**.
7. Your apartment, parking spaces, and YARD must be clean of all trash including broken bottles and cigarette butts.

8. When your stovetop range hood is turned on it must work. **Also, make sure the filter is clean.**
9. All of your lights must come on. If you have a burned out bulb, you must replace it immediately. Also, please be sure that bulbs are placed in every lamp in your apartment.
10. Report dripping faucets or leaking drains **NOW!!**
11. Make sure your clothes dryer is properly vented to the exterior. If your dryer is vented into a dryer box, **IT MUST HAVE WATER IN IT.** Dryer boxes are for **electric dryers ONLY!**
12. Doorknobs and locks should work. When you close the door, it should stay shut when you pull the doorknob. Make sure if the bathroom door has a lock that it works.
13. Doors and walls should NOT have peeling paint, holes in them, or art drawn by your child.
14. Windows – no cracks in the windows. When you raise the window it should stay up. Locks on the windows should be present and work.
15. Light switches and plugs should work. The cover plates should not be cracked, broken or missing.
16. GFI Plug – that's the different looking plugs in your kitchens and bathrooms. Please push the "Test" button and listen for the "pop" sound. Then push the "Reset" button to restore power. If this does not function properly please let the office know **ASAP.**
17. Sewer caps in your yard **MUST** have undamaged lids on them.

Thank you for your cooperation in this matter is really appreciated. None of us like these inspections, but it's really important that we score high on the REAC inspection.

Any questions or concerns may be directed to the office at 217-532-3672.