



# Newark Housing Authority

October, 2020

Due to COVID-19, please practice social distancing

## Newark Housing Authority:

Executive Director:  
Marie Wasman

315-331-1574

• Ext. 225 Kari

• Ext. 221 Maureen

OR

[www.newarknyhousing.org](http://www.newarknyhousing.org)

Emergency After Hours  
315-331-8294

Fire/Police  
911

New Office Hours:

Mon: 8:00-3:30

Tues: 8:00-3:30

Wed: 8:00-3:30  
\*\*\*office closed in pm  
to walk in traffic\*\*\*

Thurs: 8:00-3:30

Fri: 8:00-3:30

## Attention Driving Park Circle Tenants...

Please note that maintenance will be coming around to change the batteries in your thermostats and checking your furnaces.

Let this serve as your notice that they will be entering your unit.



## Columbus Day...

Please note, the office will be closed on Monday, October 12th.

Air

Conditioners



All units must be removed by November 1st. Don't let your money fly out the window. Be sure your storm windows are shut tight—you will be surprised how warm your house feels.

## Attention Seniors and Families...

If you hear that your toilet is running constantly, please advise the office immediately so that we can fix the problem.

Failure to report this may result in you receiving a high water bill or a tenant charge for residents at our Hi-Rise building.



### Attention parents...

Due to the COVID-19 pandemic, our annual Fire Safety Poster Contest has been put on hold. Any updates to this will be passed on to you.

In an effort to decrease mold and peeling paint in your bathroom, leave the bathroom exhaust fan running for 15-20 minutes after bathing or showering. The electricity cost is minimal and could save you a tenant charge in the future.



## No Smoking Policy

Just a reminder that smoking will not be permitted within 25 feet of any Newark Housing Authority-owned buildings, including houses, Hi-Rise building, apartments and common areas including 200 East (Hi-Rise) patio/gazebo area, playgrounds, basketball courts or bus stops.

Be aware, if any Newark Housing Authority staff or contractors enters your unit and finds that you are not complying with the above policy, you will be subject to further enforcement of your lease as follows:

First Offense—Written Warning

Second Offense—Second Written Warning and fine of \$200

Third Offense—Eviction

**Don't risk losing your home due to non-compliance!**

## Important Dates to Remember:

Wednesday, 10/7/20—5 Day Notices and Late Fees issued for month of October if rent not paid by 3:30 pm on Wednesday, 10/6/20.

Monday, 10/12/20—Office closed in observation of Columbus Day

⇒ **October annual inspections will be done sometime in October. NHA will contact families once inspections have been scheduled.**

