



# HALSTEAD

## HOUSING AUTHORITY

### In the Neighborhood Quarterly Newsletter

1<sup>st</sup> Quarter 2019 Edition

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**EQUAL HOUSING  
OPPORTUNITY**

#### Maintenance Inspections

It is time for our Annual Maintenance Inspections.

Look on page 2 of this newsletter to find maintenance inspection guidelines.

#### Inspections Location Dates:

**Cottonwood Acres**

Wednesday Jan. 30<sup>th</sup>

**Meadowlark & Sunflower**

Thursday January 31<sup>st</sup>

#### Inspection Times:

**Cottonwood Acres** Inspections will begin at approx. 8:30am and will end when complete (sometime early afternoon)

**Meadowlark** will be inspected first on Thursday around 8:30 am. We will continue through **Sunflower** until complete.

#### Please Note:

We will no longer accept maintenance requests during inspections. Please submit ALL maintenance requests during

business hours:

Mon–Fri from 8am-5pm

*Thank you!*

#### HVAC Filters

HVAC filters were ordered in October. We received filters for Meadowlark and Sunflower Heights but the Cottonwood Acres filters have been on backorder. We are communicating with the company and we hope to have the filters in very soon. Filters will be replaced in Meadowlark and Sunflower Heights in early January. We apologize for the delay – please know that we already ordered the next set of filters so we can avoid delays in the future. Thank you!

#### Occupancy Report:

##### Cottonwood Acres:

October	= 96%
November	= 88%
December	= 92%
<b>4<sup>th</sup> Quarter Avg.</b>	<b>92%</b>

##### Meadowlark:

October	= 94%
November	= 100%
December	= 100%
<b>4<sup>th</sup> Quarter Avg.</b>	<b>98%</b>

##### Sunflower Heights:

October	= 100%
November	= 100%
December	= 95%
<b>4<sup>th</sup> Quarter Avg.</b>	<b>98%</b>

Save the Date!



Important Dates to Remember!

Resident Advisory Board

The Resident Advisory Board meets on Tuesday Jan. 8<sup>th</sup> at 6 pm.

Meetings are held each Quarter.

RAB Members:

Chuck Bender, Chair  
Holly Brown, Secretary  
Blake Ervin, Member  
Kara Mock, Member  
BJ Norris, Member

Thank you to all our RAB members for your service!



January

- Tue. Jan. 1 Holiday Office Closed (*Happy New Year!*)
- Tue. Jan. 8 RAB Meeting - Community Rm. 6-7 pm
- Mon. Jan. 21 Holiday Office Closed (*Martin Luther King Jr. Day*)
- Wed. Jan. 30 Annual Maintenance Inspections - Cottonwood Acres**
- Wed. Jan. 30 HHA Board Meeting - HHA Office 3:30-4:30 pm
- Thur. Jan. 31 Annual Maintenance Inspections – Meadowlark & Sunflower**

February

- Mon. Feb. 18 Holiday Office Closed – (*President’s Day*)
- Wed. Feb. 20 Tenant/Staff Meeting Cottonwood Comm. Rm. 9am  
*“Fall Prevention” Presentation by Angels Care Home Health*
- Wed. Feb. 27 HHA Board Meeting – HHA Office 3:30–4:30 pm

March

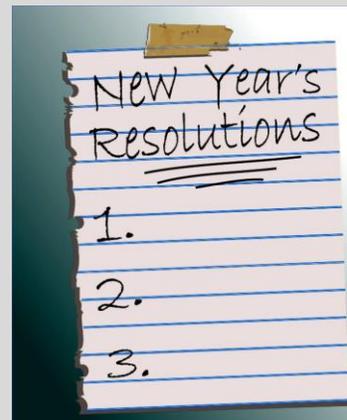
- Wed. March 27 HHA Board Meeting – HHA Office 3:30-4:30 pm

**Dates not posted in newsletter will be posted on HHA Facebook page or office door**

Quarterly Quote

*“I believe in living life the way that you want to live it every day, and if you do that, you don't really need to have New Year's resolutions.”*

Tom Ford  
Read more at:  
<https://www.brainyquote.com>



## Annual Maintenance Inspections Guidelines:

**We need your help – *please help us help you!***

**Please follow these guidelines to ensure a smooth inspection:**

- Unlock Screen Doors – we must be able to enter all units
- Remove Knick Knacks and other items from windows
- Windows must NOT be blocked
- Alarm Pull Strings (Cottonwood & Meadowlark) must be hanging in down position
- Doors must not be blocked
- **During the inspection we will complete the following:**
  - Open & close all windows & doors (including fridge & freezer)
  - Turn on Garbage Disposal
  - Turn on all faucets
  - Flush toilets
  - Test smoke detectors
  - Check under sink cabinets
  - Pull all alarm cords (Cottonwood & Meadowlark only)
- **Pets & Service Animals** – Please keep your pet/service animal in a safe place & leave a note on your door for any special instructions.



### RAB Christmas Party

I am happy to report the Resident Advisory Board Christmas Party was a success! We had a total attendance of 40 tenants plus a few guests. The Circles of Health brought several trays of food and the quilters from Cottonwood supplied many of the desserts. Holly, our Resident Board Member did a fabulous job facilitating the event. Thank you to Holly and all the tenants that came!

### Laundry Tip from tenant, Amanda Cantrell:

To dry wet loads faster:  
Place a large DRY bath towel in with the wet clothes. After 15 minutes, REMOVE the “DRY” towel. The towel must be removed after 15 minutes for this to work effectively.



Dawn Miller, LPN with  
Angels Care Home Health will  
be here during the  
Tenant/Staff Meeting to

**Present:**

**“Fall Prevention”  
Community Education Class**

**Wed. Feb. 20<sup>th</sup>  
At 9am**

**Cottonwood Community Rm**



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## Access us on the web!

Tenants can send us messages (privately) on Facebook:

<https://www.facebook.com/HalsteadHousingAuthority>

OR

View upcoming dates/events, place maintenance requests, or get apartment tours on-line:

<https://www.halsteadhousingauthority.com>



### **Crepes**

**Recipe Provided by:**  
**Nikki Willis**

*This is definitely a family favorite for my children...  
Enjoy!*

#### **Ingredients**

1 c. Flour  
2 tsp. Sugar  
¼ tsp. Salt  
1 c. Milk  
½ c. Water  
2 tsp. Butter  
2 Large Eggs



#### **Directions**

Combine flour, sugar, salt in small bowl. In separate bowl blend milk, water, butter, and eggs. Combine mixtures. You may cover and chill until ready to make.

#### **To Make Crepes:**

Heat a non-stick skillet over medium high heat. Pour ¼ c. batter into pan. Tilt pan to spread evenly. Cook 1 minute. Crepe may be flipped when it can be lifted easily. Flip and cook an additional 30 seconds. Serve warm with butter & jam. So much easier to flip than pancakes – I promise!