




Highlands Housing Authority

215 Shore Drive, Highlands, New Jersey 07732

TELEPHONE: (732) 872-2022

FAX: (732) 291-8743

TO: Housing Authority Board of Commissioners of the Highlands Housing Authority

FROM: Douglas G. Dzema Executive Director 

DATE: March 19, 2020

RE: COVID-19

The Housing Authority/Management is continuing to monitor updated guidance regarding the potential virus spread (COVID-19).

I have included the latest memo that has been provided to our residents at PTAK Towers and Jennie Parker Manor.

Please take some time to review the memo.

In addition, we are reaching out to our PTAK Towers residents by telephone to assess their needs and well-being.

I have met with staff members and we have formulated a plan to work at home if need be.

I will keep you informed as we work through this crisis.

Stay well.



Highlands Housing Authority

215 Shore Drive, Highlands, New Jersey 07732

TELEPHONE: (732) 872-2022

FAX: (732) 291-8743

Date: March 18, 2020

To: Housing Authority Residents

From: Douglas G. Dzema, P.H.M.
Executive Director

Re: COVID-19 Update

The Housing Authority will continue to monitor updated guidance regarding the potential virus spread (COVID-19).

- All housing authority events scheduled through April 2020 are cancelled. This includes the March 24th and April 28th board meetings. Additionally, the community room and front lobby will remain closed to the tenants.
- No appointments will be scheduled, or walk-ins to the office, permitted until further notice. Please feel free to phone or email staff.
- All routine work orders are suspended until further notice. The Housing Authority maintenance staff has been instructed to complete emergency work orders only. Please do not contact the office or after hour's phone service for maintenance unless you are experiencing a true emergency. Examples of emergencies are blocked or overflowing sinks or tubs, gas smell, non-operating Smoke/Carbon detectors.
- Residents can continue to drop off rent and documents to the office. A drop box will be installed in the near future to simplify this process. If you experience a reduction in income please make sure to submit documentation as soon as possible so an interim recertification can be processed.
- If you are instructed to self-quarantine please notify the office immediately. This information will be kept confidential but is vital for us to protect staff and other residents.
- Please visit our website at www.highlandsha.org to obtain future updates.
- NJ Coronavirus and Poison Center Hotline 1-800-222-1222.