

SAULT STE. MARIE HOUSING COMMISSION

November 2022 Newsletter



INSIDE THIS ISSUE

Page 1

Snow Removal

Page 2

Fire Safety Reminders

Visitors and Guests

Housekeeping

Page 3

Maintenance Corner

Annual Recertification

4-Forms

Work Orders/Lease Violations

Page 4

Water/Sewer Assistance

Senior Employment Program

MDHHS Assistance Programs

High Quality Preschool

Page 5

Important Reminders

Calendar of Events

Board of Commissioners

Office Information



SNOW REMOVAL

With the winter months quickly approaching, we would like to remind our residents about our snow removal policy. Family housing is responsible for their own snow removal. This includes the driveway and the walkway. Maintenance, emergency personnel, and the mail carrier **MUST** have clear, unobstructed access to your home. **DO NOT ENCROACH ON YOUR NEIGHBORS PARKING AREA!** They are not clearing their areas for your use.

If you are door tagged to move snow and it is not done by the date specified on the tag, it will be considered the same as not cutting your grass. **You will be charged a \$70.00 fee if SSMHC personnel have to plow your area on your behalf.** A lease violation can be issued for not keeping your area clear of snow and ice, and/or encroachment on your neighbors space. Please refer to your Tenant Handbook for more information.

During a normal workday, maintenance personnel begin plowing at 7:00 a.m. They will plow on weekends and holidays at Riverview Terrace, James Terrace, and Arlington Towne Apartments if a **minimum of 4" of snow has fallen.** Many factors will determine how fast snow can be removed, including the snow depth and weight along with tenant cooperation regarding moving vehicles. If dangerous conditions exist, the maintenance personnel will be pulled off the sites until conditions improve.



HOUSEKEEPING

When you signed your lease with the Sault Ste. Marie Housing Commission, you agreed to an extensive list of “requirements” to obtain and keep your subsidized housing. Subsidized means that a portion of your rent is paid for by the federal government, based on your income. Housekeeping is extremely important. HUD has set what is considered “acceptable” housekeeping and what is not. A complete list of what HUD requires is listed in your lease.

We understand that there are a lot of rules and requirements associated with federally subsidized housing. HOWEVER, in order to get the reduced rate of rent compared to the private landlord sectors rate of rent (*Example: For Chippewa County, a 3-bedroom unit at fair market rent is \$1,081.00/month*), these requirements have to be met.

When maintenance enters a home, part of their job is to report on the condition of the home, inside and out. They will take pictures as well. If it is sub-standard per HUD requirements, it is reported to admin and you will get notification of a follow up housekeeping inspection. Sub-standard housekeeping is a lease violation. Three lease violations in a year can result in the loss of your home.

There are agencies and programs that may be able to help if you are unable to keep up on your own. These agencies will be suggested to you during your inspections. We hope you take the opportunity to inquire about eligibility for assistance. Any questions, please contact our office and ask to speak with our Resource Manager, Jim.



FIRE SAFETY REMINDERS

BUILDING FIRE SAFETY IN THE ARLINGTON TOWNE APARTMENTS AND HIGH RISE BUILDINGS

- Don't prop open apartment, exit or stairway doors. The doors are built to slow the spread of heat and smoke if there is a fire.
- When cooking, **NEVER** leave the stove and oven unattended!
- Make sure your smoke alarm is working. Notify our office immediately if you think there is a problem with one of your smoke alarms.

BE PREPARED

- Know where all the exit doors and stairs are on your floor.
- Understand how to properly use a fire extinguisher with the PASS method. **Pull** the pin, **Aim** the nozzle towards the base of the fire, **Squeeze** the lever slowly and **Sweep** side to side.
- Reference the "Fire Escape Plans" booklet that was provided to you at move-in. If you would like another booklet, please contact our office.

STAY CALM

- Evacuate the building immediately if you hear an alarm.
- Never use an elevator to escape a fire and always use the stairs.

WAIT OUTSIDE FOR THE FIRE DEPARTMENT

- Stay outside. Do not go back inside for any reason.
- Wait until firefighters tell you that it is safe to go back inside.

VISITORS AND GUESTS

As a tenant, you are allowed to have visitors and guests in your home. However, **visitors/guests are not allowed to stay in your unit for more than (14) days each calendar year** without obtaining the prior written approval of the Sault Ste. Marie Housing Commission.

You are also responsible for the conduct of your visitors and guests just as you are for the members of your own household. This includes guests' behavior inside the unit as well as anywhere on the premises. A guest's behavior could, if it violated the lease, cause serious problems for a tenant, up to and including the termination of their lease.

ANNUAL RECERTIFICATION & INSPECTIONS

When you receive notice that it is time for your Annual, you may wonder why it is 3 months prior to your original move-in month. In order to get your verification's and file processed prior to your annual move-in date, we have to start the process.

Call our office and ask about our current procedure and a time frame in which maintenance can enter your home (you do not have to be present) to complete the annual inspection or the follow-up work order. It is imperative these dates and times are kept.

4-FORMS

Any changes in your household must be reported within 10 days of notice. These changes would include: household income, new job or loss of job, pay increase, child support, a minor getting a job, unemployment, social security, disability increase or decrease, pension/retirement earnings, household size, daycare expenses, cash-assistance, etc. Do not wait until your first paycheck. Complete the forms IMMEDIATELY to avoid being charged retro rent, which can add up quickly! You can fax, email, or drop in the secure drop boxes. **You cannot make updates via the phone; a form MUST be completed.**

WORK ORDERS & LEASE VIOLATIONS

Any damages or work orders not called in as they occur and are found during an inspection are considered lease violations. Per your lease, you are required to call these in. Be sure you do your part and report as they happen so violations do not incur.



MAINTENANCE CORNER

- **Vehicles** – All vehicles are required to be registered with our office. Any inoperable and/or unregistered vehicles must be removed from the property. Be sure our SSMHC Vehicle Parking Tag is visible when on housing property and your license plate tabs are up-to-date.
- **Outdoor Items** - It is time for summer yard items to be stored away for the winter. Any toys, outdoor furniture, and bikes should be put away. Porches need to be cleared and free of hazards. Items that are left out in common areas, sidewalks, and playgrounds will be picked up and disposed of.
- **Wildlife** - Seasonal changes brings critters who are looking for food and shelter. We have had reports of bears, squirrels, raccoons, and skunks in the area. All possible food sources for these animals need to be removed, disposed, and/or properly contained. Multi-family homes need to make sure their trash cans are not overfilled and the lid fits tight. Tenants in single family homes have a shed where they can store their trash cans.
- **Holiday Decorations** - We encourage you to make your house and yards festive for the season. However, do not bolt, screw, or tack into the structure. Do not lean or stack items against the house that may cause damage. In addition, be sure to clean up previous holiday decorations before decorating for another holiday.



WATER/SEWER ASSISTANCE

If you have an outstanding water or sewer bill, the Low Income Household Water Assistance Program (LIHWAP) may be able to help you.

For more information, contact the CLM Community Action Agency at **(906) 632-3363** or visit www.cms.clmcaa.org/weatherization and apply for assistance today!

SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM

The Senior Community Service Employment Program (SCSEP) helps make connections between older adults and employers. SCSEP is a work training program for eligible job seekers age 55 and older. They help participants gain skills and work experience so they can successfully compete in the job market.

Contact the AARP Foundation at **(906) 273-2460** and see how SCSEP can help you today!



HIGH QUALITY PRESCHOOL

The CLM Community Action Early Childhood Program is now accepting applications for 3 and 4 year old children in Chippewa, Luce, and Mackinac counties. Transportation and full day options available at most locations as well as FREE meals and snacks!

Apply online today at www.cms.clmcaa.org or call **(906) 632-3363** for more information about a scholarship to this quality preschool program!

MDHHS ASSISTANCE PROGRAMS

The Michigan Department of Health and Human Services (MDHHS) offers numerous programs that could help you and your family with temporary assistance when times are tough. Some of the programs that they offer include the following:

- Healthcare Coverage
- Food Assistance
- Child Development & Care
- Cash Assistance
- Women, Infants, and Children (WIC)
- State Emergency Relief
- Low Income Households Water Assistance

If you would like more information, you can contact our local MDHHS office at **(906) 635-4100** or apply online today at www.michigan.gov/mibridges.



CALENDAR OF EVENTS

IMPORTANT REMINDERS

- **Rent is DUE on November 1st.**
Late fees will apply after 3:00pm on November 7th. If your rent is late, a **\$10.00** late fee will be applied to your account in addition to **\$1.00** each day until payment is received by our office.
- **Cash payments are NOT accepted.**
Acceptable forms of payment include a Personal Check, Cashier's Check, or Money Order.
- We are open Monday through Friday from 9:00am-5:00pm. However, our office lobby doors are closed to the public at 4:00pm.
- Our office vestibule is open 24/7. You can pick-up or drop-off our forms at anytime.
- Senior lunches are being served Monday-Friday at noon at the Calery Center (*previously known as the Avery Center*)
- **Daylight Savings Time:** Sunday, November 6th at 2am. Be sure to turn your clocks back by one hour!

Our office will be **CLOSED** on November 11th, November 24th and November 25th.



Sault Ste. Marie Housing Commission
“Changing Lives One Home at a Time.”

LSSU CFRE Research Public Open House

The LSSU Fresh Water Research and Education Center will be hosting an Open House on Friday, November 11th from 4:00pm - 7:00pm. Stop by and learn about ongoing research projects, discover opportunities for high school students, and participate in hands on activities! Snacks and refreshments will be provided.

Parker ACE Hardware Parade of Lights

The Parker Ace Hardware Parade of Lights will make its way through Downtown Sault Ste. Marie on Friday, November 25th at 7:00pm. The parade begins at Parker Ace Hardware and concludes at City Hall on Portage Avenue with the lighting of the City tree. Our local Salvation Army will also provide complimentary hot chocolate and music around the tree.

Small Business Saturday

Downtown Sault Ste. Marie has an array of unique small businesses, and you're invited to shop at a number of them using discounts on Saturday, November 26th! Shop small and support local at over 30 stores, offering amazing deals.

OUR BOARD OF COMMISSIONERS

Donn J. Riley, President
 Jennifer Dunton, Vice-President
 Jennifer LaBonte, Treasurer
 Michael B. Winnick, Commissioner
 Ancilla Lee, Resident Commissioner

OFFICE INFORMATION

P.O. Box 928 / 608 Pine St
 Sault Ste. Marie, MI 49783

Phone: (906) 635-5841

Fax: (906) 635-9500

Website: www.saulthousing.com

Executive Director

Candy Seward-Farstad

Email: candy@saulthousing.com

