

Cohoes Housing Authority



April 2016

www.Cohoeshousing.org

WE'RE ON.....



Administration Office

100 Manor Sites, Cohoes, NY 12047
 Tel: (518) 235-4500 • Fax: (518) 235-8120
 Emergency On-Call (518) 235-4535

BOARD OF COMMISSIONERS

- Charles Alonge Chairperson
- Carolyn Dion.....Commissioner
- Mark Pascale Commissioner
- Shawn Higgins Commissioner
- Colleen Mayo Tenant Commissioner
- Donna Braman Tenant Commissioner

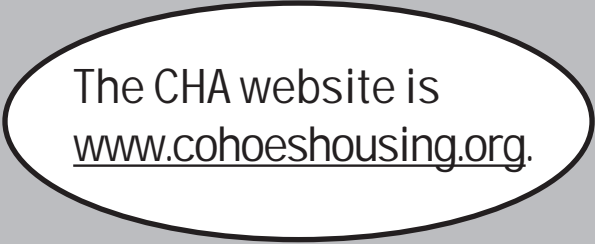
STAFF CONTACTS & PHONE EXTENSIONS

Administration		
Katherine Oliver	Executive Director	117
Jennifer Buttofucco	PH Program Coordinator	119
Edie Duncan	Clerk	122
MOD/Comp Grants		
RJ Langlais	Mod Coordinator	125
Section 8		
Josephine M. Shufelt	Housing Eligibility Assistant	120
Tenant Relations		
Randall Wachunas	Tenant Relations Officer	113
Janice L. Medina	Sr. Account Clerk	111



Board Meeting at Manor Sites

The CHA Board Meeting will be held on April 19th at 6:00 PM in the Manor Sites Community Room. Everyone is invited. We will also be going to the other sites as well in the upcoming months.



The CHA website is www.cohoeshousing.org.

Look inside for info on:

- **Important Tenant Info..page 4 & 5**
- **AC Unit Agreement...page 7-10**
- **NYS Citizen Prep Corps...page 11**
- **Moving Out?...page 14**
- **Around the CHA..page 15**

For Your Information...



TO ALL TENANTS:

PLEASE DO NOT PUT YOUR PLANTS IN YOUR KITCHEN SINKS OR BATHROOM SINK OR TUB. THIS SHOULD BE DONE OUTSIDE. WE HAVE NOTICED LATELY THAT A LOT OF DRAINS ARE CLOGGED DUE TO SOIL. IF YOU CONTINUE TO DO THIS WE WILL HAVE TO CHARGE YOU FOR MAINTENANCE TIME AND LABOR.



Do You Have A Fruit Fly Problem?

They are usually found around overripe or decaying vegetables and fruit. They may also be attracted to bread and other baked goods containing yeast, and to liquids including fruit juice, soda, beer, and vinegar. Spilled milk or ketchup between counter tops are also potential breeding sites. On occasion you may see one on a moist washcloth or a sponge near the sink or on a floor mop. The key to eliminating fruit flies is to remove their breeding sites. This is accomplished through cleaning.



Thinking about quitting smoking?

Call the New York State Smokers' Quitline: 1-866-NY-Quits (1-866-697-8487) or www.nysmokefree.com Whether you're thinking about quitting or ready to quit, call the NYS Smokers' Quitline for help and support.

- Free counseling with a trained quitline specialist
- Free NRT starter kit, if you're eligible
- A Quit Kit for quitting smoking
- Referrals to your local stop smoking programs

When the urge to smoke strikes, remember the 5 D's:

- Delay the urge to smoke, it will pass.
- Drink water to fight off cravings.
- Do something else to distract yourself...walk, call a friend, clean a closet.
- Deep breathe, it will relax you.
- Close your eyes and take ten deep breaths.
- Discuss your thoughts and feelings with someone close to you.



For cold drinks keep a pitcher of water in the refrigerator **instead of running the tap. This way, every drop goes down you and not the drain.**



VEGGIE MOBILE®

Produce Aisle On Wheels



Find a stop nearest to you!
Fresh and affordable fruits and vegetables year-round.
Cash, EBT/SNAP & FMNP accepted.

ALBANY

Monday

5:00-5:45 Lincoln Square, 3 Lincoln Square

Tuesday

11:00 - 12:00 Whitney Young Health Center, 920 Lark Dr
12:15 - 1:00 Center for Disability, 646 South Pearl St
2:00 - 2:45 Koinonia Primary Care, 533 Clinton Ave
3:00 - 3:45 Howe Library, Schuyler & Broad

Wednesday

11:00 - 11:45 Steamboat Square Apts, 20 Rensselaer St
11:15 - 12:00 Robert Whalen Homes, 305 Colonie St
12:00 - 1:00 Thurlow Terrace, 2 Thurlow Terrace
12:15 - 1:00 St. Sophia's Church, 440 Whitehall Rd
4:45 - 5:45 North Albany YMCA, 616 North Pearl St

Thursday

12:15 - 1:00 Arbor Hill/W Hills, Henry Johnson & 2nd
5:00 - 5:45 Creighton Storey Homes, 158 3rd Ave

Friday

11:00 - 12:15 South Mall Towers, 101 South Pearl St

SCHENECTADY

Monday

1:00 - 1:45 Father Leo O'Brien, 3151 Marra Ln
2:00 - 2:45 Hometown Health Center, 1044 State St
3:00 - 3:45 Schenectady DSS, 797 Broadway

Friday

1:30 - 2:00 Summit Towers, 720 Albany St
2:15 - 3:00 Lincoln/Keane Schools, 1325 Albany St
3:15 - 4:00 Ten Eyck Apts, 375 Broadway

COHOES

Wednesday

3:00 - 4:00 Cohoes Senior Center, 100 Cayuga Plaza

TROY

Tuesday

11:30 - 12:00 Barker Park, Corner of 3rd & State
12:30 - 1:00 Blooming Grove Senior Housing, 105 Bloominggrove Dr

Wednesday

2:30 - 3:15 Lansingburgh Apts, 41 114th St
3:30 - 4:15 O'Neil Apts, 2121 6th Ave

Thursday

11:00 - 11:30 Edward A. Kane Apts, 115th St & 2nd Ave
12:30 - 1:15 Burns Apts, 720 Federal St
2:45 - 3:45 Kennedy Towers Apts, 2100 6th Ave

RENSSELAER

Tuesday

2:15 - 3:00 Mayor John Warden Apts, 85 Aiken Ave
3:15 - 4:00 Patroons Dorp, Fowler & First

Thursday

10:45 - 11:15 Van Rensselaer Heights, 460 Forbes Ave
11:30 - 12:00 Renwyck Place, 18 4th Ave
3:00 - 3:45 Church of the Redeemer, 1249 3rd St

WATERVLIET

Thursday

2:00 - 2:45 Public Library/Senior Center, 1501 Broadway



518-274-8685 | www.capitalroots.org | healthyplaces@capitalroots.org

Roulier Heights Apartment Inspections:

The Annual Apartment Inspections for Roulier Heights will be held from April 5 through April 8, 2016. In the upcoming months we have scheduled the other sites as follows:

Saratoga Sites – May 9 through May 13, 2016

Manor Sites – June 6 through June 10, 2016

McDonald Towers Tenants:

PLEASE DO NOT PUT GARBAGE THE IN RECYCLE BINS. THERE IS A GARBAGE CHUTE FOR HOUSEHOLD GARBAGE. ANYTHING TOO BIG TO FIT IN THE CHUTE SHOULD BE BROUGHT DOWN TO THE DUMPSTER OUTSIDE. YOU SHOULD BE PUTTING HOUSEHOLD GARBAGE IN BAGS SMALL ENOUGH TO PUT IN THE GARBAGE CHUTE. PUTTING BAGS OF HOUSEHOLD GARBAGE IN THE RECYCLE BINS IN THE GARBAGE ROOMS ATTRACTS BUGS AND RODENTS!! ANYONE CAUGHT DOING THIS WILL BE CHARGED FOR THE MAINTENANCE MEN'S TIME FOR REMOVAL OF THE GARBAGE AND ALSO FOR ANY PEST CONTROL THAT HAS TO BE DONE AS A RESULT OF THIS. IF YOU HAVE ANY QUESTIONS, PLEASE CALL THE OFFICE AT 518-235-4500.



Attention Towers Residents ONLY....Air Conditioner Installation

Apartment Air Conditioners will be installed on May 2nd through May 6th. These are the only dates that air conditioning units will be installed for the summer months. Please see pages 7-10 of this newsletter for the AC Unit Agreement, fill it out and return it to the office asap.

Summer Help

We are now accepting applications for summer work. If you are in school and between the ages of 16 and 19 stop by the office and fill out an application. Jobs are limited so apply before April 22th. You will need working papers if you are between 16 and 18 years old. You can obtain them by going to the High School guidance office. This needs to be done prior to the school year ending. If you don't have working papers, you cannot work.



ATTENTION TENANTS:

PLEASE MAKE SURE ALL VEHICLES ARE REGISTERED AT THE OFFICE. IF WE SEE CARS PARKED IN THE COHOES HOUSING AUTHORITY PARKING LOTS WITHOUT PARKING STICKERS **THEY WILL BE TICKETED AND TOWED.** IF YOU HAVE A VEHICLE THAT IS NOT REGISTERED, PLEASE BRING IN YOUR REGISTRATION AND WE WILL GIVE YOU A PARKING STICKER.



FREE Wireless Internet at Saratoga Sites, Manor Sites & Roulier Heights

The Cohoes Housing Authority has created an internet network at Saratoga Sites, Manor Sites & Roulier Heights. This system will allow you to log into the internet once you get a username and password. You must also provide a working email address. You need to stop at the office and sign a letter of understanding providing us with the information and then we can get you started. The internet is FREE and this does not guarantee that if it goes down for some reason we will address it when we can, it is not an emergency. This is something we want to provide you as a tool for employment, learning for both adults and children. We do not control the content nor monitor it for usage. If abused you will be disconnected from the system. Also if you don't respond to any emails that we send out you will also be disconnected. We worked hard to provide you with this tool and hope you enjoy it.

ATTENTION: McDonald Towers Residents



During the recent annual inspections we noticed several units which had their air vent in the kitchen and bathroom either covered or left very dusty. These vents play an important role in exchanging the air throughout the building and should NEVER be block intentionally or by dust or debris.

So please pay attention to these 2 vents ,again, in your kitchen and in your bathroom, and simply clean them off with a broom or vacuum. Any tenants found covering these vents or failing to keep them clean will be charged a fee. Thank you for your help in keeping your home clean and safe.

Tenant Work Orders & Complaints

All tenant work orders and complaints should be made by contacting the office during regular business hours. If it is a non-emergency and after-hours, please leave a message on someone's voice mail at the office and we enter the work order or contact you the next business day. This way, we have everything well documented. Any staff member will be able to assist you in these matters. If it is an after-hours maintenance emergency, contact 235-4535 or if you have a emergency police matter, call 911.



Apartment Porches

PLEASE KEEP YOUR PORCH AREAS CLEAN AND TIDY, BOTH FRONT AND REAR. WE HAVE NOTICED AN EXCESSIVE AMOUNT OF STUFF (FURNITURE, GARBAGE, CAR SEATS, ETC.) ON PORCH AREAS. THIS IS A LEASE VIOLATION. IF THIS CONTINUES, WE WILL ISSUE A 30 DAY VACATE TO ANYONE WHO DOES NOT COMPLY WITH THESE RULES.



Will your child be ready for Kindergarten?

Every child learns and grows at their own inner pace, but have you ever wondered what your child may need to know as he/she enters his/her first year of school? Below is a list of skills you may want to help your child develop before you send them off to their first day of Kindergarten. Teaching these skills to your child will give them the solid foundation and the confidence they need to be successful at school.



- Recognition of upper and lower case letters.
- Recognition of numbers 1-20.
- Counting in sequence 1-20.
- Ability to sing the alphabet.
- Ability to write first and last name.
- Ability to identify the Title of a book.
- Scans and moves finger from left to right across sentences in children's books.
- Recognition of several colors.
- Recognition of several shapes.
- Begins to write sight words (Stop, Cat, Dog).
- Can dress self.
- Begins organizational skills (put papers in folder etc.).
- Can express self in words when upset instead of crying.
- Can resolve conflicts with peers using words.
- Knows phone number and address.



Cohoeshousing Authority

Administration Office
100 Manor Sites
Cohoeshousing, N.Y. 12047
Phone: 518-235-4500
Fax: 518-(518) 235-8120
e-mail: Cpatricelli@cohoeshousing.org

Air Conditioner Agreement for Installation and Removal at Mc Donald Towers ONLY

Please read entire policy and sign on page 4

APPLIANCE AGREEMENT: Air Conditioner Please choose <u>ONLY ONE</u> of the following payment options: <input type="checkbox"/> One payment of \$105.00 <input type="checkbox"/> Four payments of \$ 26.25 <input type="checkbox"/> Twelve payments of \$ 8.75	COHOES HOUSING AUTHORITY	Development
NAME (CHA tenant) <hr/> (Last Name) (First Name)		
NAME (CHA co-tenant) <hr/> (Last Name) (First Name)		
ADDRESS <hr/> <div style="text-align: right;">Apt. # <hr/></div> <hr/>		

1. **Parties and Purpose**

THE MAIN INTENT OF THE USE OF BRACKETS BY THE CHA IS TO PROVIDE A SAFER ENVIRONMENT TO THE TENANTS AND THE BUILDING.

This agreement (the "Agreement") between the Cohoes Housing Authority ("CHA") as Landlord, owner and/or operator of the above identified building (the "building") and the above identified tenant in the subject apartment listed above (the "apartment") , is for the purpose of granting permission to the Tenant to have the CHA install the A/C per the rules and regulations, maintain and operate the designated appliance of this Agreement, in the Apartment.

2. Installation:

The CHA will install and remove the Appliance in accordance with the applicable CHA Installation Instructions by a contractor hired by the CHA. Such installation must also conform to the manufacturer's specifications and all applicable law. All installations shall be installed by the CHA and the cost shall be charged to the tenant as an expense. The Appliance may not be placed or installed in a manner that blocks access to a room, denies required egress to a window, constitutes a fire hazard or diminishes the safety to the occupants of the Apartment or the Building. In the case of one window in a room the A/C is not permitted by code and housing regulations. No tenant is allowed to install or remove their own unit.

3. Installation – Special Air Conditioner Rules

- Limit the use of **two window** A/C's unit per Apartment.
- The capacity of the A/C unit is not to exceed 7 ½ amps. (See your dealer on this information).
- You must use a metal bracket to support your A/C unit.
- The A/C unit and bracket must be installed by a professional.
- The landlord's screens, windows and window casings will not be removed or damaged while this unit is installed. **No cardboard** will be used to make the unit operate more efficiently.
- The CHA will notify the tenants 30 days in advance that a contractor will be installing the units or removing the units at the end of the season. Units will be installed between May 15th and June 15th and removed no later than September 30th each year.
- In the event a tenant cannot meet that date or purchases a A/C unit after the scheduled installation a contractor will be hired but may charge an additional amount that will be added to the monthly charge to cover the additional costs.
- When contractor arrives tenant must have area cleared around the window and all parts and unit ready for installation. If not ready and contractor needs to spend more time than allocated or must return a surcharge maybe added to the installation and will be added to the tenants account.

4. Maintenance and Operation

Tenant shall maintain and operate the Appliance in a safe and responsible manner. Maintenance and operation of the Appliance shall be the sole responsibility of the Tenant at his/her own cost and expense. The Tenant shall not operate or run the Appliance continuously, when there is no reasonable need for such operation. Tenant must comply

with all applicable laws, rules and regulations regarding the installation, use and maintenance of the Appliance. In the event that CHA, in its sole discretion, determines that the Appliance, is a safety hazard, is not operating properly (e.g., leaks, causes flooding, is too noisy) or that its presence is a violation of law, the CHA at its discretion may require the Tenant either to correct the objectionable condition(s), or to remove the Appliance. Upon notification to remove, the CHA will have three (3) business days to remove the Appliance.

5. Electricity Usage:

The Tenant is encouraged to use an Appliance with a high Energy Efficiency Rating (EER). Tenant will not install or use any Appliance that does not conform to the following specifications:

The capacity of the air conditioner must not exceed the capacity of the house circuit of 15 amps.

6. Electrical Connection/Plug Adapter/Extension Cord

The use of a plug adapter (that connects a 3 prong plug to a 2-hole wall outlet is prohibited.

The use of an extension cord to connect the Appliance to an electrical outlet is acceptable if it is the proper size.

7. APPLIANCE USAGE FEES

The Tenant shall pay the electricity usage charge and the cost of the installation charge on a monthly basis in addition to monthly rent. This usage charge will be payable to the Landlord on the first day of each month for an entire year. The yearly charge starts when the appliance is installed and is divided into 12 month increments.

Rate of Usage Fee: \$ 105.00 annually which can be paid by one of three options:

- 1.** One payment of \$ 105.00.
- 2.** Four monthly payments of \$ 26.25.
- 3.** Twelve monthly payments of \$ 8.75.

The CHA will not charge **\$ 70.00** for the Metal Brackets that the CHA will provide to the tenants unless the bracket is lost or not returned upon move out by the tenant.

Termination of fees: The Tenant's obligation to pay the monthly usage fee continues regardless when the Appliance is removed from the Apartment. The CHA reserves the right to verify the Appliance's removal by Apartment inspection.

Non-payment of Usage Charges: The Tenant agrees that if any payment is in arrears, the Landlord has the right to remove the air conditioning unit until the full charge has been satisfied.

8. Right of Emergency Removal of an Appliance by CHA

In the event that the CHA determines that an Appliance is installed or operated in a manner that is dangerous and may cause immediate serious harm to person or property (e.g. an air conditioner is unstable and may fall out of the window, an appliance may cause a fire) the CHA reserves the right to IMMEDIATELY enter the Apartment and remove the Appliance or abate the emergency, even if no prior notice of such condition was given to the Tenant and even if no one is present in the Apartment at the time of entry.

9. Termination of Agreement by CHA:

CHA may terminate this Agreement and request in writing that the Tenant stop using and/or remove an Appliance from the Apartment. Termination of this Agreement may be due to the Tenant’s violation of its terms, non-payment of Usage Fee or for some other reason, to be determined at CHA’s sole discretion. If the Tenant fails to stop using and/or remove the Appliance from the Apartment or fails to pay the Usage Fee, such failure shall constitute a breach of CHA’s Rules and Regulations. If this agreement is terminated for non-payment of usage fees, CHA will commence a proceeding to terminate tenancy for breach of rules and regulations.

10. Termination of Agreement by Tenant:

Regardless of the desire of the tenant to remove the air conditioner, once the unit is installed the charge is in effect for the entire year or can be paid in full by the tenant for the costs incurred for the installation and the utility charged.

I, the undersigned, hereby certify that I have read and understand the rules, regulations and restrictions that are set forth in this Agreement.

Signature

Date

Signature

Date

Revised 1/2011



Citizen Preparedness Corps



With severe weather events becoming more frequent and more extreme, it is more important than ever that New Yorkers are prepared for disasters. **The NY Citizen Preparedness Training Program** teaches residents to have the tools and resources to prepare for any type of disaster, respond accordingly and recover as quickly as possible to pre-disaster conditions. The training course will provide an introduction to responding to a natural or man-made disaster. Participants will be advised on how to properly prepare for any disaster, including developing a family emergency plan and stocking up on emergency supplies

Andrew M. Cuomo
Governor

WHEN:

Wednesday, April 20th 2016
at 12:00 PM

WHERE:

The Church of the Holy Trinity
Parish Center
1 St Marie Ln
Cohoes, NY 12047

CONTACT:

Sandra Cornwell
518-237-2373

For additional information, visit
www.prepare.ny.gov

Cohoes
Housing
Authority

Help for families.....

WIC is a supplemental Food Program that provides free nutrition education and healthy foods for pregnant women, new mothers and children under the age of five. WIC provides “food vouchers” to qualified individuals which can be used to purchase foods such as cheese, juice, vegetables, bread, milk, eggs, peanut butter (or dried beans), cereal and formula.

The WIC Program helps families:

- Feed their children right during critical periods of growth and development
- Learn healthy eating habits
- Increase breastfeeding and duration
- Decrease early childhood anemia



WIC has clinics conveniently located in Albany and Cohoes (2nd, 3rd, and 4th Wednesday). Legal residency or U.S. citizenship is not required to receive WIC benefits. Currently in Albany County WIC is only serving a small fraction of eligible families. If you think you or someone you know is eligible please call 1-800-522-5006.

We have brochures and income guidelines at the office if you would like more information.

CITY OF COHOES

MASTODON CHALLENGE 15K RACE, 5K RUN/WALK & KIDS RUN

Every great community needs special events that draw residents together, entice visitors to visit, promote local businesses, and feature area attractions. On Saturday, May 7, 2016– the City of Cohoes will hold the “Mastodon Challenge” 15K Race, 5K Run/Walk and Kid’s Fun Run. These races return following the highly successful events of the past 4 years. The name of the races better characterizes the nature of them and reflects the feedback from our over 500 runners. The race course continues to show off the best of Cohoes, highlighting the history, recreation, business, culture and community feel of Cohoes.

Join us! The race committee is once again looking to partner with local businesses, schools, organizations and motivated citizens. These highly publicized events continue to grow. Hundreds of participants, from professional runners to aspiring athlete’s and young children are expected for these races as well as their enthusiastic fans! So whether you’re a runner, a volunteer or want to join us as a sponsor – Register online at https://www.zippyreg.com/online_reg/registration.php?eventID=658 or contact us today – you will make a difference in the lives of many.

Make sure we’ve got your number and email address!

Please be sure to provided updated phone numbers to the office in case we need to notify you of any emergencies. Many times we don’t have time to send out letters and the phone is the only way to contact you in a hurry.



Health Care Proxy What is it and why should we have one?

That's simple. It makes sure your wishes are carried out in the event of a major illness. Everyone says they are going to but keep putting it off. It's like a will. Don't wait till the last minute. If you ever need one, your health care provider can help you or you can always pick one up at the office or go to our website and click on forms. For more information you can visit the website at <http://www.health.state.ny.us/nysdoh/hospital/healthcareproxy/about.htm>



Why I should wear a **helmet?**

- Head injury is the leading cause of death in bicycle crashes.
- 75% of all bike-related head injuries occur among kids 14 years old or younger.
- More kids ages 5-14 are seen in emergency rooms for injuries related to biking than any other sport.
- Bicycle helmets can reduce the risk of head injury by 85% and brain injury by 88%
- Every year there are over 600 bike deaths directly related to head / brain injury.
- The typical bicycle crash with a car occurs within 1 mile of the bicyclist's home



Have you ever wondered if you might be eligible for food stamps? Legal Aid can

help! Legal Aid now has a program to help you find out if you might be eligible, help you apply and make sure you get the proper amount of food stamp benefits. The average household benefit in New York State is \$178 per month! Food Stamps Make America Stronger! To find out if you might be eligible call the Legal Aid Society at (518) 462-6765 ext. 327. This is an equal opportunity provider. Prepared by a project of the Nutrition Consortium of NYS, USDA/FNS, NYSDOH and NYSOTDA.

We Recycle at Cohoes Housing

Each apartment has recycling containers at both Saratoga and Roulier. Manor Sites has 80 gallon



containers located at each dumpster to put your recycled material in. All plastic, newspapers, bottles and clean or rinsed cans can be put in these containers.

Why? First it is the law, but more importantly it is good for the environment and our children's future. We won't waste our valuable resources. The CHA is committed to doing its part in helping the environment, will you? Are you with us? The more we save the better it is for all of us!

Moving Out?

Information that you need to know before you leave the Housing Authority

1. GIVE PROPER NOTICE TO VACATE.

Resident must give proper notice to vacate, as required in the lease.



2. PAY ALL RENT DUE. Resident must pay all rent and other charges, fees, and amounts due and owing to Owner by the date of move-out.

3. LEAVE APARTMENT WITH NO DAMAGE. The apartment must have no damage beyond ordinary wear and tear. Ordinary wear is any kind of damage or deterioration to the apartment, fixtures, linoleum, tiles, walls, windows, blinds, or appliances that naturally occurs over the useful life of the item, but was not caused by excessive or unreasonable use and treatment by the residents and occupants. Ordinary wear and tear does not include damage caused by resident's negligence, misuse, or abuse of the apartment.



4. CLEAN APARTMENT. Resident must thoroughly clean the apartment before move-out, including but not limited to, such items as kitchen appliances (including stove, oven, and refrigerator);

bathroom fixtures and tiles; closets; balconies; and floors.

5. FILL IN HOLES IN WALLS AND DOORS.

Resident must fill in all nail holes and other holes in walls and doors.

6. REMOVE ALL DEBRIS AND DISCARD. Resident must remove all garbage and debris from the apartment and discard it.

7. REMOVE ALL BELONGINGS. Resident must remove all belongings from apartment.

8. SCHEDULE AND COMPLETE PRE-MOVE-OUT INSPECTION.

Resident must contact management to schedule a pre-move-out inspection before resident's move-out date.



9. RETURN KEYS. Resident must return all keys.

10. LEAVE FORWARDING ADDRESS. Resident must leave management a forwarding address for the return of Resident's security deposit and other necessary correspondence.

Around the CHA...

CHA House Rules

We have handbooks available for you at the office that explains all the Cohoes Housing house rules along with some of the HUD rules that every tenant needs to comply with. This handbook is for everyone to know what is expected so there will be no fighting over some items that seem silly or trivial but can be costly. Some of these rules are:

- 1 Tenants cannot paint their apartment and no colors other than the Housing approved color
- 2 Tenants can't install cable wires thorough out their apartment making it both unsightly and possibly dangerous
- 3 Only one cat is allowed in any apartment (must follow Pet Policy)
- 4 Rugs can't be glued or nailed

We want your stay here at the CHA to be a pleasant one and we need to work together. We are trying to make the apartments attractive, clean and serve to provide the highest quality housing possible.

Don't forget?

Don't forget you must have a working smoke detector in your apartment. There must be one on every level and in each bedroom. Report any problems to the office immediately. If found disconnected or missing it you could receive a 30 day notice to vacate.



Let's Play Ball ...

At the park that is.



Baseball is not to be played in the courtyards. Please report anyone who is violating this rule. The next window broken could be yours and you will be responsible for the repair.

PICNIC TABLES

The Cohoes Housing Authority provides the picnic tables and the clothes lines as a convenience to the tenants. We expect that ALL tenants will be allowed to use them. They are not there for specific apartments or specific tenants. Please have common courtesy and do not keep clothes on the lines for longer than needed so that other tenants cannot hang their clothes out. Also, do not monopolize the picnic tables, they are there for everyone. If we continue to get reports of problems with these items we will remove them and therefore remove the problem.



Spring Clean-Up

Spring is here and when the snow melts everything looks dirty. Please help by raking and picking up papers. By raking and cleaning up the spring flowers bloom more easily. Let's all help make a good impression. If you need rakes call the office. Remember it's your home, so keep it clean!

We do not accept post dated checks. If you send in a check it will be processed the day we receive it. We are unable to hold the checks until the due date.

Emergency Notification Call System

The Cohoes Housing Authority was the first area agency to start a new system to help notify our tenants of emergencies, snow removal, or important messages that we feel you need to know quickly and as efficiently as possible. If we have your up to date phone number you will be called as long as their is an available person in the CHA to make the notification. This is a courtesy call, not a guarantee. Please call the office for any changes in telephone numbers, license plates or emergency contacts so you will be included in our system.

Kids Get Depressed Too



Depression is a serious condition that occurs in children as well as adults. Would you recognize depression in your child? Would you know what to do about it?

Checking for depression should be a routine part of your child's annual exam, but it may be difficult for a doctor to discover it during that brief time. You need to know the signs:

- Frequent sadness or crying
- Hopelessness
- Recurring physical symptoms such as headaches or stomachaches
- Increased irritability or anger
- Fascination with violent games
- Low self-esteem
- Causing trouble at school
- Weight loss or gain

If you suspect depression, speak to your child's doctor, who is there to help. If depression is diagnosed, medication and therapy may be recommended.

Make sure your child has a well visit every year and watch for signs of depression. If your plan includes mental health benefits through United Behavioral Health, call UBH at 1-888-320-9584 or go to www.liveandworkwell.com for more information and help find a mental health professional.

Run your clothes washer only when they are full.
You can save up to 1,000 gallons of water a month.

