

# Eastman Housing Authority

## Quarterly Newsletter—April 2021



**Phone Numbers:**

Main # 478-374-5414

**Diane Boutwell** Ext.1

**Cecil Barden** Ext. 2

**Susan Best** Ext 3

**Michelle Butler** Ext. 4

Fax # 478-374-0505

Maintenance:

**Alton Floyd** # 478-374-5872

**Emergencies: 911**

Emergency Maintenance:

478-285-1762

TDD: 711 or 800-255-0056

Spanish Relay: 888-202-3972

The Eastman Housing Authority Staff sees each of you as our ultimate customer, and we want to serve your housing needs. We take pride in our apartment's and development's and we want you to join us.

Spring is here and its time to view the beauty of the outdoors. These are your homes, and this is your program; so enjoy your home, community and neighbors.

I would like to thank each of our residents for your continued positive acts within your complex and willingness to work with us during the COVID-19 pandemic. Each of you are a part of this community and we want you to be a resolution rather the a problem.

Always be a shining example to overcome darkness. In all things, being a good person, making good choices, and caring for others will carry you further in life with less hardships.

Thank you for working with us as we work to help provide better housing and opportunities for each of you.

Sincerely,

Michelle Butler

Executive Director



Be sure to read the entire Newsletter!

If you find the upside down house call the EHA.

You could win a prize!



[www.eastmanha.com](http://www.eastmanha.com)



*If you are planning to Move Out*, you are required to give us a **30-Day written notice**. It is YOUR RESPONSIBILITY to complete a NOTICE OF INTENT TO VACATE form at the administrative office or you can obtain a Notice of Intent to Vacate for on the website @ [www.eastmanha.com](http://www.eastmanha.com) under the Public Housing tab and email or drop it off at the office. Your security deposit will be returned to you within 30 days after your move out date; however, the amount returned is less charges and/or cleanup. If there is anything that needs to be removed from the apartment by maintenance staff, it is back-charged against your security deposit. Any clean-up of the apartment or appliances will also result in a charge.



Please be sure to give us your forwarding address so that your move out paperwork can be mailed to you. If a balance is owed, it is very important that you take care of the balance. Please be advised, if your balance is not paid to the EHA, your account will be placed in EIV debts owed in accordance with HUD regulations at 24 CFR 5.233. Once your account is placed in HUD EIV Debts Owed tracking, you may not be able to receive other government assistance until your account is paid in full. If satisfactory arrangements are not made on your account, enforced collection on this obligation will result in additional legal or court cost to you and may impair your credit rating.

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Please check your mailbox regularly and respond to ANY correspondence you receive from the Eastman Housing Authority.



We realize Summer Months are coming and it is going to be hot outside however, NO SWIMMING POOLS are allowed on EHA property.

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The One Year Lease you signed with the Eastman Housing Authority DOES NOT AUTOMATICALLY Renew. The lease is ONLY renewed IF you complete the following requirements at your ANNUAL RECERTIFICATION.

### Recertification Appointments

As a resident of the EHA, you are required to complete a recertification each year (Unless you are on flat rent). Flat renters must contact Susan Best @ Ext 3 to advise if you want to remain on flat rent. A Rent Choice form also has to be signed by all flat renters.

Due to COVID-19 guidelines have changed and our office is enforcing Social Distancing with only one (1) person allowed in the lobby of the Administrative Office and no persons allowed in the office. We offer online Certification visit [www.eastmanha.com](http://www.eastmanha.com) and log in to your Tenant Account.

Please follow the outline below to connect with us so we can serve you with your annual recertification and housing needs:

**Online Certification** [www.eastmanha.com](http://www.eastmanha.com) login to your Tenant account to obtain documents from us and to upload documents to us.

Email your documents to [susanb@eastmanha.com](mailto:susanb@eastmanha.com).

Use the Drop Box located at the Administrative Office. A staff person will check each morning and afternoon. You can drop off documents for Annual Review, Rent etc.



Visit the website [www.eastmanha.com](http://www.eastmanha.com) to obtain forms.

Fax documents to 478-374-0505.

Call the office and leave a voice message @ 478-374-5414 Ext 3. Leave your **Name and Call Back #**

**INCOME: All members of your household.**

Two (2) months of most current Pay Stubs, W2, Income Statements, Social Security Award Letter, Food Stamps and TANF statement from Compass website, one (1) year current statement of Child Support and/or verification form, and deduction documentation, current statements for checking, savings, CD'S, or any other assets.

**DEDUCTIONS:** Include childcare expenses incurred for employed residents. If you are 62 years of age or older or have been declared disabled, please bring document of paid out-of-pocket medical expenses and one (1) year drug history from pharmacy to this appointment.

**COMMUNITY SERVICE:** All household members on community service must ensure the completed form is obtained in the office to complete with your annual recert.



PLEASE make sure the Eastman Housing Authority has your email address. IF you change your email address PLEASE make sure you update the Administrative office.



*Help us make it easier to get important information to you!*

If you get a different phone number PLEASE make sure you update it at the Administrative Office!



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[www.eastmanha.com](http://www.eastmanha.com)





## Common Lease and Program Violations

Protect your family by following the rules and avoid embarrassment from common program and lease violations. It is always unpleasant when penalties are required due to violated program rules. This list is some of the common lease violations:

- Allowing Unauthorized Persons to Live in Your Apartment** – No one other than the persons on your lease are allowed to live with you. Do Not Allow Barred or Banned persons on EHA Property. Before they move in you must contact the Housing Specialist for your guidance and procedures. (LEASE: Section 6: Occupancy)
- Underreporting Income** – You must report all income (money) received by everyone in your household. Unreported income is against the law and a violation of your lease and program rules. This is fraud and you will be required to repay the money; you may lose assistance and be subjected to criminal penalties.
- Subleasing Your Apartment** – You may not lease all or part of your unit to anyone else nor can the HOH move out and leave the apartment to other family members.
- Not Reporting Changes** – Failure to report changes could result in having to repay money or even eviction. Report all changes in your household composition and income.
- Damaging Apartment** - Damaging beyond normal wear and tear is a material violation of the lease agreement. If you damage your unit, you are responsible for the cost of repairs. (Maintenance Charge List)
- Parking Improperly or Illegally** – All vehicles are required to be registered with the housing authority, in operating condition, and parking on the grass and/or driving for any purpose on the grass is prohibited. Rules for Resident and guest parking are explained in your Vehicle Policy.
- Not Paying Rent** - You must pay your rent on time. Rent is due the 1<sup>st</sup> day of the month and due prior to the 5<sup>th</sup> working (business) day. The Public Housing program provides housing at an affordable price which is much less rent than you would pay on the open market.
- Disturbing Neighbors** – All persons are entitled to the peaceful enjoyment of their housing units and the surrounding premises. When the head of the households signs the lease, he/she assumes responsibility for the conduct not only of all family members but also all guest.
- Violent or Drug-Related Criminal Activity** – In addition to being a violation of the law, any type of violent or drug related criminal activity, or alcohol or substance abuse that interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents, is a major violation of the lease and will result in eviction. Do not allow anyone in possession of drugs or weapons to come into or around your housing unit. Know your guest.



# News...

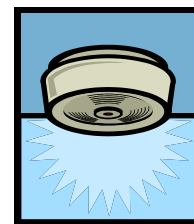
## From the Maintenance Department

Smoke Alarms are VERY important.  
PLEASE **DO NOT** disconnect or remove  
your smoke alarm.

If it is found disconnected:

1st offense: \$25

2nd offense: \$50



**Please DO NOT put SANITARY or BABY WIPES (Pampers, Charmin etc., or feminine hygiene items down toilet. If these items are found in your stopped up drain you will be CHARGED \$!**



**Maintenance Supervisor:**

**Alton Floyd**

**374.5872**

**Emergency Maintenance 285.1762**

**TDD: 711 or 800.255.0056**

**Spanish Relay 888.202.3972**

Please keep the outside of your residence tidy and free of trash and debris. Remember, you will be charged for any trash found in your common area or on the roof not reported to maintenance.



It is your responsibility to report any maintenance problems or repairs needed in your apartment. The maintenance department will make sure the problem is corrected in a timely manner. This will help you keep your apartment from failing HUD inspections. Call 374-5872 leave your work order on the voice mail or login to your Tenant account @ [www.eastmanha.com](http://www.eastmanha.com) and place a work order. Another Year Another Annual Inspection. Is your apartment Failing or Passing?

**NO**   
**SMOKING**

[www.eastmanha.com](http://www.eastmanha.com)



# Keeping your Community Clean & Beautiful

## Trash Container

Please be sure that all your garbage and trash make it into the trash container and not around it. If garbage is left outside in any other place besides the trash container, dogs and other animals will get into it, scattering it about the neighborhood. Keep children away from playing in and around trash container and require them to place their snack paper in the trash containers. It is also necessary to properly maintain your assigned trash container. It is a safety hazard for these containers if they are left near the street for extended periods of time. Trash containers are only allowed near the street from 4:00 pm on the day before scheduled pick up until 7:00 pm on the day of scheduled trash pickup. Any containers left out for pickup outside these hours will result in the resident being issued a warning violation upon first offense, with a \$10.00 charge for the housing authority personnel to move the trash container to the back door. All trash containers should be stored at the back door when not scheduled for pick up.



## Trash on The Grounds or On the Roof

If any garbage, trash or household furnishing are found on the grounds, common areas or scattered about, the resident will first be charged a \$10.00 Trash Pickup fee. On the second offense, the resident will be charged a \$20.00 Trash Pick-up fee. On third offense, you will be charged a \$30.00 Trash Pickup fee. Repeated violations will result in a lease violation letter. If you have trash, toys, sticks or any item on your roof, it is your responsible to call the Maintenance Department to place a work order for removal of the item. If you do not report it and a staff member reports the trash on the roof, you will be charged a \$10.00 Trash Removal fee.

**To all resident's celebrating a birthday during  
the months of April & May  
Wishing you a *Special B-Day!***



## Just a Reminder...

### Rules for Pets in Public Housing from Pet Policy

3.8 Dogs and cats shall remain inside the resident's unit. No animal shall be permitted to be loose in hallways, lobby areas, laundromats, community rooms, yards or other common areas of the facility.

3.9 When taken outside the unit, dogs and cats must be kept on a leash, controlled by an adult at all times.

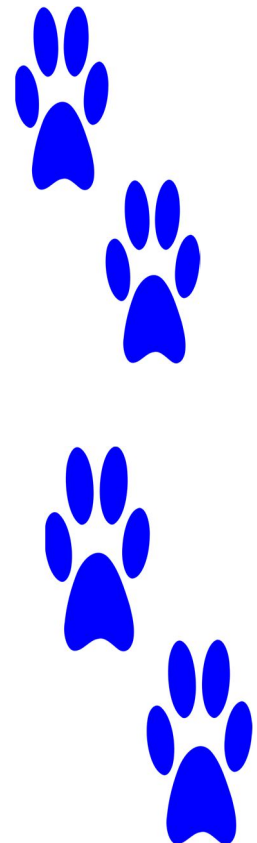
3.13 Residents are solely responsible for cleaning up pet droppings, if any, outside the unit and on facility grounds.

3.18 Residents are prohibited from feeding or harboring stray animals. The feeding of any stray animals shall constitute having a pet without written permission of EHA.

3.20 Visitors are not allowed to bring pets and the residents shall not engage in "pet sitting".

3.21 No animals shall be chained or tied up to any manmade fixture, tree or shrubbery on the outside or left unattended. No dog houses, animal runs, etc. , will be permitted.

Prior APPROVAL of the Pet you are planning of getting is required.



[www.eastmanha.com](http://www.eastmanha.com)





Housing Authority  
of the City of Eastman



## *Housing Authority Residents Day*

**Residents of Eastman Housing Authority**

**Opportunity to receive supplemental food one (1) Friday each Month**

**Dodge County Food Bank, 5207 Anson Ave**

**(at railroad tracks, next to Pretty Paws)**

**Open 10am-2pm**

***Drive-Thru - Stay in your vehicle – Must Wear a Mask***

***Have vehicle trunk or seat cleared for Food Box***

***Must have ID with a***

***Eastman Housing Authority rental address to authorize***

**First Come, First Served Maximum of 25 Households**

### Dates for 2021

**January 8**

**July 9**

**February 5**

**August 6**

**March 5**

**September 10**

**April 9**

**October 8**

**May 7**

**November 5**

**June 11**

**December 3**





## Website

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Visit our website @ [www.eastmanha.com](http://www.eastmanha.com). Our website provides you with information, documents, reminders, current calendar, applications submission for housing online, pay rent online, place work orders, complete recertification and many more useful tools for our residents.

## On Line Payments

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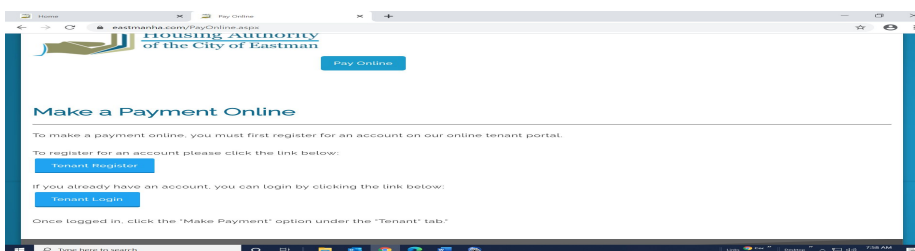
Fast, Easier, Safe and Convenient.

Let us navigate you through the easy steps to setup your personal account with us from your cellphone, iPad, laptop or computer.

>Internet Browser go to [www.eastmanha.com](http://www.eastmanha.com)



>Click on the Pay Online tab



- >Click on Tenant Register – Setup your account. (One time only to setup user information and activate your account.)
- >Click on Tenant Login and pay your Rent, other charges and Security Deposit. No partial payments are allowed.
- >Check your account balance..... logon to [www.eastmanha.com](http://www.eastmanha.com) click on the Pay Online tab, click on the Tenant Logon tab, logon with your username and password that you setup and see what your balance is!



## Wi-Fi Access

The Eastman Housing Authority has 4 Wireless Access Points from Dodge County School System. The School System has other Wireless service in various locations around the county and within Eastman city limits.

The Wireless Locations currently for the Housing Authority are the following:

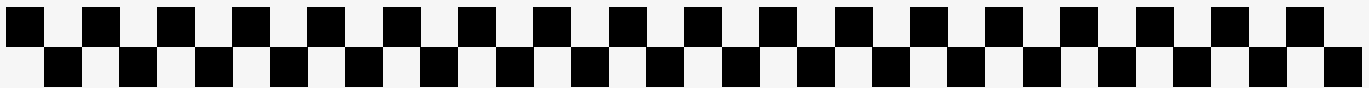
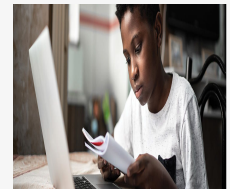
*Harrell Apartments* – Wi-Fi ID - DCS1372

*Herman Apartments & Stuckey 10A* – Wi-Fi ID – DCS3647

*Eastside Apartments* – Wi-Fi ID - DCS3734

*Stuckey B Apartments Idelle Walker* – Wi-Fi ID DCS1388

Password for ALL location – dcs12345



Check out our *New Handbook* @ [www.eastmanha.com](http://www.eastmanha.com) >click on the *Resident Corner* tab and scroll down and click on the *Resident Handbook*. Wow.... You will find some great information. Check it out and let us know what you think!




824 Griffin Avenue, SW  
Post Office Drawer 100  
Eastman, Georgia 31023  
[www.eastmanha.com](http://www.eastmanha.com)

# Public Housing Family Resident Handbook

A Guide for Applicants and Residents for the  
Public Housing Program



## WHAT IS FRAUD?

Fraud is a failure to report a change within your family composition or your income. For example, if a resident gives birth or obtains a job, this information should be reported to the Housing Specialist, Susan Best, as soon as possible to avoid Lease Termination and possible charges from law enforcement. 

**REMINDER:** HUD EIV is tracking all members living in the Eastman Housing Authority. Monthly a HUD EIV & IVT report changes in your earning, wages & benefits.

It's Your responsibility to report your income change to the EHA Office.

**AWARNING**

# Important Notice

## **Annual Inspections Starting in April 2021**

Due to COVID-19 our monthly Annual Inspections were not conducted for 2020 and the first 3 months of 2021. This is to Notify you that the 2021 Calendar scheduled Annual Inspections will start in April 2021 with the Herman Complex 80-02 & 04. Please make the following changes on your Calendar for May, June & July of 2021 for Annual Inspections.

May 10<sup>th</sup> through 13<sup>th</sup> – Harrell Complex 80-01

June 7<sup>th</sup> through 11<sup>th</sup> - Rhine Complex 80-07 & Ragan Complex 80-08

July 12<sup>th</sup> through 15<sup>th</sup> - Stuckey 10B Complex

This is the only notice for the changes and start up of the Annual Inspections of your apartments. COVID Screening Protocol will be followed with each visit.

**REMINDER:** During the Inspections, if there are work orders for repairs in your apartment the work orders will be completed within 30 days. You will be notified by a Pass or Fail Inspections Letter indicating work items to be completed. No other notice will be issued.



The Maintenance Department is hard at work clearing the wood lines of the Eastside & Stuckey 10B. These areas have been overgrown with shrub and trash. It is our intent to clear and clean these areas to provide a safer environment for our residents. Once these areas have been cleared of all the trash the maintenance department staff will keep these areas trashed and clean. The common areas of your apartments are not for the discard of furniture, mattresses, toys, household trash, grease, food scraps etc. If any of these are other items are found behind your apartment, you will be charged for the removal.

We thank you in advance for helping us keep your complex clean and clear of debris.!



### **Care of the Grounds**

The appearance of the community is a job that you and the Management share. Management is responsible for the care of all the grounds and walks used by the community. We have a Lawn Care Maintenance Contract with a vendor to maintain our lawn care. Your **help** is required to make sure that the grass continues to grow or new grass is given a chance to grow. Walks are provided for your convenience. Do not walk on the grass. Do not allow your children to dig in the dirt or dig up the grass. No grass means erosion problems and it makes it ugly. Keep your grounds and lawns free from trash, toys or any other items. Keeping your yard clear of papers is a year round job. We think you'll find it a good idea to go over your grass daily to ensure your yard is well kept and beautiful. (See Yard and Grounds Policy)





# COVID-19 Vaccines

**Vaccines (shots) are one of the tools we have to fight the COVID-19 pandemic.**



To stop this pandemic, we need to use all of our prevention tools. Vaccines are one of the most effective tools to protect your health and prevent disease. Vaccines work with your body's natural defenses so **your body will be ready to fight the virus**, if you are exposed (also called immunity). Other steps, like wearing a mask that covers your nose and mouth and staying at least 6 feet away from other people you don't live with, also help stop the spread of COVID-19.

Studies show that COVID-19 **vaccines are very effective** at keeping you from getting COVID-19. Experts also think that getting a COVID-19 vaccine may help keep you from getting seriously ill even if you do get COVID-19. These vaccines cannot give you the disease itself.



**The vaccines are safe.** The U.S. vaccine safety system makes sure that all vaccines are as safe as possible. All the COVID-19 vaccines that are being used have gone through the same safety tests and meet the same standards as any other vaccines produced through the years. A system in place across the entire country that allows CDC to watch for safety issues and make sure the vaccines stay safe.

**Different types of COVID-19 vaccines will be available.** Most of these vaccines are given in two shots, one at a time and spaced apart. The first shot gets your body ready. The second shot is given at least three weeks later to make sure you have full protection. If you are told you need two shots, make sure that you get both of them. The vaccines may work in slightly different ways, but all types of the vaccines will help protect you.



[www.cdc.gov/coronavirus/vaccines](https://www.cdc.gov/coronavirus/vaccines)



The vaccines may cause side effects in some people, like sore muscles, feeling tired, or mild fever. These reactions mean the vaccine is working to help teach your body how to fight COVID-19 if you are exposed. For most people, these side effects will last no longer than a day or two. **Having these types of side effects does NOT mean that you have COVID-19.** If you have questions about your health after your shot, call your doctor, nurse, or clinic. As with any medicine, it is rare but possible to have a serious reaction, such as not being able to breathe. It is very unlikely that this will happen, but if it does, call 911 or go to the nearest emergency room.



**When you get the vaccine, you *and* your healthcare worker will both need to wear masks.**

CDC recommends that during the pandemic, people wear a mask that covers their nose and mouth when in contact with others outside their household, when in healthcare facilities, and when receiving any vaccine, including a COVID-19 vaccine.



**Even after you get your vaccine, you will need to keep wearing a mask that covers your nose *and* mouth, washing your hands often, and staying at least 6 feet away from other people you do not live with.** This gives you and others the best protection from catching the virus. Right now, experts don't know how long the vaccine will protect you, so it's a good idea to continue following the guidelines from CDC and your health department. **We also know not everyone will be able to get vaccinated right away, so it's still important to protect yourself and others.**

Just a little help for your Easter Egg coloring. Some bunny is going to have fun



**Turquoise**  
2 drops green  
5 drops blue

**Apricot**  
4 drops green  
1 drops pink

**Raspberry**  
12 drops pink  
2 drops blue

**Deep Purple**  
7 drops blue  
3 drops pink

**Sky Blue**  
1 drops purple  
9 drops blue  
2 drops green

**Green Apple**  
20 drops green  
2 drops blue



[www.mccormick.com](http://www.mccormick.com)



***Happy Easter***





**Adult coloring corner. Relax and enjoy coloring  
with your kids or with your neighbors!**

