

## GREENBURGH HOUSING AUTHORITY NEWSLETTER:

### NEWS IN BRIEF:

Rent payments are to be mailed to the GHA office or left in one of the locked boxes outside the GHA office. The remittance address for mailing rent payments is 9 Maple Street, White Plains, NY 10603. Return payment envelopes are enclosed with rent statements.

The GHA office will be closed on Monday, September 4th, 2023, for the Labor Day Holiday.

As part of our efforts to go green, the GHA newsletters will only be accessible online at the GHA website: [www.greenburghhousing.org](http://www.greenburghhousing.org) beginning in October 2023.

Access to the GHA administration office is by appointment only.

Greenburgh Housing Authority is working on providing access to Broadband at the State Site. More information to be provided.

With the retirement of George Lux, Marcus Stokes is now in charge of the Maintenance Department, and can be reached at (914)946-2110, extension 102.

### September 2023:

#### MEETINGS:

The September 2023 GHA Work Session will be held on Wednesday, September 13, 2023, at 5pm in the Board Room at 9 Maple Street.

#### SPECIAL INTERESTS:

Anyone interested in obtaining an application for the Greenburgh Heights waitlist lottery, please email:

[GHTS@Greenburghhousing.org](mailto:GHTS@Greenburghhousing.org). Please provide your contact information (name, phone number, email address) to receive an application. You can also access the application on the GHA website: [www.greenburghhousing.org](http://www.greenburghhousing.org). Applications are due: October 26<sup>th</sup>, 2023.

The GHA Recreation Program is open. Please contact Mr. Kirk Williams for details about your child attending.

To have an illegally parked vehicle removed from your assigned parking space, please contact the following:

- GHA Office (Monday-Friday): (914)946-2110 - (8:30am-4:30pm)
- GHA Security: Mr. H. Tucker (914)527-0062, Mr. D. Clark (914)362-5338 – (5pm-12am)
- GHA Answering Service: (914)227-2712 – (all other times)

Parking on GHA property is at your own risk. GHA is not responsible for vehicle damage or vandalism while on the premises. If your vehicle is damaged by another vehicle, involved in an accident, or vandalized, please contact the police to fill out a police report and investigate. We are unable to intervene in legal or criminal matters. As a reminder, please park your car in your assigned space to prevent it being towed or booted by GHA Staff without notice at the owner's expense.



## PUBLIC HOUSING:

Tenants are strongly encouraged to purchase renters' insurance to protect your personal property.

INCOME VERIFICATION – Please note as per your lease, all income needs to be disclosed to GHA. All income generated from tenant business activities on GHA property needs GHA approval and disclosure. Failure to do so will be construed as FRAUD and will be prosecuted.

Dogs - Please note that all dogs must be registered with GHA, unregistered dogs are a breach of our policy, and all dogs are always to be on a leash while on GHA property. Please pick up after your dog litters the ground, violators will be fined by housing. If you see an unattended dog on GHA property, please contact the Greenburgh Police Department at (914) 989-1700. PLEASE DO NOT FEED CATS ON THE PROPERTY.

All paperwork requests for the housing department (letters, shelter verifications, lease copies, etc.) will be mailed within 48 hours. Any tenant that wants paperwork emailed/faxed, must provide information (email address, fax number).

Any tenant who will suffer a significant income change going forward in their household, please contact the Public Housing/Section Eight departments at once and provide supporting documentation to determine if an adjustment is applicable.

## MAINTENANCE:

Tenants who wish to be home during maintenance repairs, must give 2 days' advance notice along with a 4-hour window of availability for maintenance when contacting the office for the work order request. Pest control requests can continue to be called in, as necessary.

Tenants are responsible for any work order fees. For any questions regarding charges associated with work orders, please contact Mr. Marcus Stokes: Maintenance Department at (914) 946-2110, Ext. 102. **\*\*FOR STATE TENANTS:** Please note that as of January 2017 GHA will be charging \$10 for each replacement mailbox key. If you already have an extra key you can go to Home Depot to get a copy made, the maintenance department will no longer go unless you have no key.

**\*\*FOR GREENBURGH HEIGHTS TENANTS:** Maintenance does not make keys, they must change the mailbox lock completely.

CONSERVATION: Please conserve our valuable resources. Water is a valuable and expensive resource, do not waste it. Please turn your electrical appliances off when not in use, this includes TVs, lights, laptops, computers, etc. We appreciate your cooperation.



## MAINTENANCE:

Use of propane tanks is prohibited on GHA property and in the units. All Propane tanks and propane grills will be confiscated and disposed of without notice.

To avoid sewer backups, it is imperative that all tenants follow GHA's policy regarding flushing unacceptable items (paper towels, diapers, ~~female~~ hygiene product, wipes, etc.) down the toilet. PLEASE DO NOT POUR GREASE DOWN THE KITCHEN SINK OR FLUSH IT DOWN THE TOILET. IT IS IMPERATIVE THAT ALL RESIDENTS COOPERATE ON THIS MATTER.

Please dispose of your garbage properly. Do not leave garbage in the common areas. Tenants are requested to place all garbage in dumpsters carefully to avoid having litter on the ground in the garbage shed. This will also help prevent unwanted pests from being in the area. We request all tenants to follow this policy to keep the environment safe and healthy. Your cooperation is appreciated.

Please note that the monthly extermination service: is a mandatory requirement for all residents. The exterminator, who will be accompanied by maintenance staff, comes once a month on Thursdays. Please review the schedule below for the day extermination is scheduled for your building.

- 1st Thursday of the month - 1, 2, & 3 Oak Street
- 2nd Thursday of the month - 1, 2, & 4 Beech Street along with 7 Maple Street.
- 3rd Thursday of the month - 1, 3, & 5 Maple Street.
- 4th Thursday of the month - All Greenburgh Heights Sites, along with 101 Manhattan Avenue.

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*"Our mission is to provide and develop safe, affordable and quality housing opportunities for individuals and families while promoting self-sufficiency and neighborhood revitalization ..."*

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### Helpful Numbers:

Answering Service (Maintenance Emergencies): (914)227-2712

Security Officers (5pm-12am):

- H. Tucker (914) 527-0062,
- D. Clark (914) 362-5338

GHA Office: (914) 946-2110,2111

Greenburgh Police Department: (914) 989-1700

Fairview Fire Department: (914) 949-5600

Greenburgh Town Hall: (914) 989-1500

Theodore Young Community Center: (914) 989-3600

Greenburgh Animal Control (Greenburgh Police Department): (914) 989-1700

Greenburgh Health Center: (914) 989-7600

Human Society of Westchester: (914) 632-2925

Towing Company: Certified Towing and Transport (**Only to retrieve your vehicle after it was towed, or to have a boot removed if one was put on your vehicle).**



# Maintenance

## Who Should I Call For Repairs?

*If something needs to be fixed, don't wait. Report the problem by calling in the Work Order.*

## When will my repairs be done?

*Your request will be written up and sent to maintenance by the next business day if it is not an emergency. Your repairs will be made as soon as possible. Your request for repairs is authorization for maintenance to enter your unit and make necessary repairs. If Maintenance has completed your work order unsatisfactorily or has not completed it please call the Maintenance Director, George Lux at 914-946-2110 ext. 102.*

## Will I be charged to get something fixed in my home?

*You will not be charged for repairs due to normal wear and tear. You will be charged when you cause damage to your unit or appliances. Normal wear and tear does not include light bulbs, shades, toilet seats, etc.*

*When in doubt please call the office.*

## What should I do about a maintenance emergency?

*During regular business hours, GHA will send workers immediately in case of an emergency maintenance problem. After hours, GHA has an answering service that will send on call workers to deal with the problem. The emergency number to use after hours and on weekends is:*

**914-227-2712**

## What is considered a maintenance emergency?

*An emergency problem:*

- *Threatens someone's health or safety immediately, or*
- *Will cause severe property damage if not corrected right away.*

*Some examples of true emergencies are:*

- *Leaking gas*
- *Sewer backups*
- *Fallen electrical lines*
- *Flooding*
- *Smoke detector problems (Not Battery replacement)*
- *Lockout after hours (charges apply)*





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## SUMMERTIME REMINDER

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*Please take the time to reacquaint yourself and remind your children and your guests of the following rules and regulations for a peaceful, safe summer*

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### PARKING LOTS AND PLAYGROUNDS

- ☐ All vehicles must be registered with the office and must have a valid registration, insurance, inspection, and license plates. **IF YOU BEGIN DRIVING A NEW CAR, YOU MUST REGISTER THAT CAR.** Any vehicle not registered will be ticketed the first time and booted or towed the second time at your expense.
  - ☐ Children are not permitted to play in the parking lots. Please make sure your kids are not playing in the parking lots. We would hate to see anyone's kids hurt and we are sure you don't want to see that either.
  - ☐ Playgrounds close at 10:00pm. Please make sure you, your children, and all guests are out of the playgrounds by 10:00pm to avoid disturbing those around you.
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### COURTESY OF NEIGHBORS AND THOSE AROUND YOU

- ☐ **Stereos, radios, and noise should be kept to a minimum in your unit and in common areas of your building.** This includes the use of a live DJ, stereos, or instruments.
  - ☐ **Large gatherings and parties in common areas and on the grounds is prohibited.**
  - ☐ **Drinking alcoholic beverages in public is against the Greenburgh Town Ordinance.** Kindly drink your alcohol inside your home
  - ☐ **Please do not smoke (cigarette, weed, hookah, cigars, etc.) near any common areas or in front of building.** Please be courteous of your neighbors and those around you.
  - ☐ **You as the tenant are responsible for your family and guests' actions.** Please keep your family and guests from blocking the entrance of the building while they are congregating on the stoop smoking. Smoking should be done away from the building.
  - ☐ **Please clean up after yourselves and discard your own trash.** Let's work to keep the site clean.
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### REMINDER

- ☐ Tents, gazebos, bouncy houses, sheds, pools, or any other structure must not be built or set up on the grounds. They will be removed without notice.