

October Fall 2016



Days Closed

October 10th

Holidays

**OCTOBER 10TH
COLUMBUS DAY**

**OCTOBER 31ST
HALLOWEEN**

Other notable days

We seem to have some confusion about the change to Ameren. Right now all tenants need to do is make sure you do not have any past due bills with Ameren. We will give you more information as we get it.

REMINDER: Amber is not available on Tuesdays and Thursdays. If you need her you will have to leave a message and she will get back to you as soon as she can.

Beginning November 1st, we will have a new phone and fax number. The phone number will be 217-407-0707. Our fax number will be 217-407-0708. The old number will work until November.

Non-emergency work orders will be done on **Mondays ONLY**.

Enclosed with this month's newsletter is a copy of our trespass policy. This is the official version, the one from last month was a tentative version. Please keep this for your records.

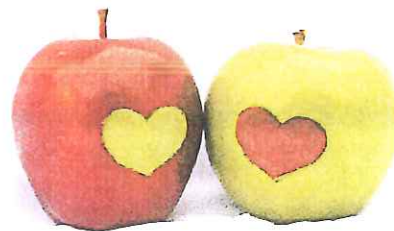
Events around the County



October 15-16 Pike
County Fall Color Drive.
Yard sales, food, crafts



September 29-October 2
Barry Apple Festival
Parade, pageants, chicken
dinner, and the car show.



**OCTOBER 14-16
EARLY TIN
DUSTERS IN
QUINCY, IL**



For new tenants: We require a **30 day notice** if you plan to move out of your apartment. If we do not receive this notice you will forfeit any deposit you have paid. Also you will forfeit your deposit if you do not stay in your apartment for at least one year.

For those that pay with a credit or debit card each month, there are two ways to pay online. We would encourage you to try these options before calling and paying over the phone if possible. Go to pikehousing.com and check out the online payment options. When making an online payment you must notify the office if any part of your payment is for deposits, formal agreements or electric bill.

How late fees work....If your account balance is not paid by the end of the month you will receive a \$25.00 late fee whether you owe .01 or \$100.00. If the balance is not paid in full by the end of the next month you will receive another late fee of \$25.00. You will keep receiving \$25.00 late fees until the balance is paid in full. Payments are due by the last working day of the month. EX: End of the month is on a Saturday or Sunday, the last working day is the Friday before those days.

We have had some confusion about renter's insurance. We are not saying you must have it, we are recommending that you have it. As stated before, if there is an accident at one of the sites and your personal property is damaged, our insurance does not cover tenant personal property.

October is Fire Safety Protection month. Enclosed is a page on how to maintain your utility room and a picture of what it should NOT look like.

BEGINNING IN JANUARY, WE WILL BE CHARGING MORE FOR RENTAL OF THE COMMUNITY BUILDING IN BARRY AND AT LANDESS TERRACE. THE NEW AMOUNT WILL BE \$20.00 FOR TENANTS FROM \$10.00. FOR NON-TENANTS THE PRICE WILL NOW BE \$50.00 CHANGED FROM \$25.00. THESE CHANGES ARE DUE TO SOME OF THOSE RENTING THE BUILDING ARE NOT CLEANING UP VERY WELL BEFORE LEAVING THE BUILDING.



If you are behind and it is going to be too much in order for you to pay your balance in full at one time, please do a formal payment agreement. If you have any questions about the formal agreements please do not hesitate to call the office. Tenants that are at a minimum of 2 months behind, will be given a 14 day notice.

Community Service

If you are not working at least 30 hours a week you must be doing community service. There are no exceptions. The only persons exempt from community service are those that are 62 years of age or older or if you have a documented disability. Going to school full time shows you are completing your community service. We must have signed documentation from your school that you are attending. Community service is a requirement of your lease and by not doing this you are violating your lease and could have your lease terminated. This is per HUD, not per Pike County Housing Authority. Paying rent does not exempt you from community service, the only exemptions are stated above. Anyone in the household that is 18 or over on the lease, must be either attending school, working at least 30 hours a week, or doing community service.

BEGINNING JANUARY 1, 2017 ALL PIKE COUNTY HOUSING AUTHORITY PROPERTIES WILL BE SMOKE FREE. YOU WILL HAVE TO BE AT LEAST 15 FEET AWAY FROM THE BUILDINGS IN ORDER TO SMOKE OUTSIDE OF YOUR APARTMENT.

Beginning Oct 3rd, the community building in Barry will be locked nightly at 5. We will unlock it at 8am Monday through Friday. It will be locked on weekends.

We have been receiving complaints about tenants not cleaning up after their pets.

Our rules state that you must clean up after your pets. If you are not doing this we will ask that you get rid of your pet.

We have been receiving quite a few calls of tenants harassing other tenants, if this is happening to you, please contact the Sheriff's office or the city police and file a report so there is a record of the events that are happening.

Tobacco Quit Line

1-800-QUIT-NOW

toll-free

1-800-784-8669

QUITLINE.COM

Office Hours are 8-5
Monday thru Friday.
We are closed from
12-1 daily for lunch.



Pike County Housing Authority

838 Mason St.
P.O. Box 123
Barry, IL 62312

Phone: 217-335-2616

Fax: 217-335-2406

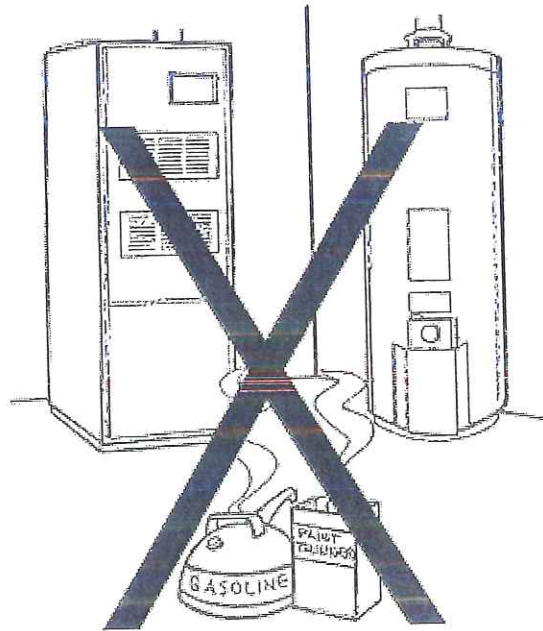
www.pikehousing.com



Your utility room
should not look like
this. It is a fire hazard!

Maintaining the Utility Room

Fires can be started in utility rooms and closets where furnaces, hot water heaters and clothes dryers are kept. Here are the following safety rules.



- Keep at least an 18-inch clearance around furnaces, hot water heaters and clothes dryers. The pilot lights of these appliances can ignite combustible material (i.e., newspaper, cardboard, clothing and plastic items).
- Do not store flammable chemicals, such as gasoline and paints inside. The vapors from the flammable chemical will seek an ignition source and can explode.
- The lint traps on clothes dryers should be cleaned after each use and clean out built up lint behind clothes dryers.
- Never leave home with the clothes dryer running.
- If you smell natural gas leave the premise immediately. Open windows and doors as you go. Don't use matches, appliances, electric switches or phones. Once outside, call the gas company. Don't go back until the gas company says it's safe.

Pike County Housing Authority
Trespass Policy

Introduction

This section explains the components of the Pike County Housing Authority's (PCHA) trespass policy, based on HUD regulations, State of Illinois statutes, and PCHA policy decisions.

HUD provides no guidance on the subject of trespass. Therefore, it is up to the PCHA to have specific policies in place to deal with the issue in a legally sound manner.

PCHA policies related to trespass are broken out into 5 sections:

Section I: Residents Right to Guests and Visitors. This section describes PCHA's resident's rights to have guests and visitors.

Section II: Authorized Persons. This section describes what persons are considered authorized to enter the premises of PCHA property.

Section III: Unauthorized Persons. This section describes what persons are NOT considered authorized to enter the premises of PCHA property.

Section IV: Criminal Trespass. This section defines criminal trespass, describes what criminal trespass is, who is subjected to that status, and how long the status remains with the person.

Section V: Criminal Trespass Appeals. This section describes the resident's right to appeal the criminal trespass status.

Section I: Residents Right to Guests and Visitors

I.A. Overview

The PCHA has substantial and meaningful ties to the residents of public housing and the surrounding communities. For this reason, it is essential to establish policies that protect the right of tenants to have visitors and provide the PCHA with a tool to keep disruptive and dangerous persons off of housing development property.

I.B. Guests and Visitors

PCHA Policy

PCHA residents have a right to have both visitors and guests to their public housing unit. A visitor is an individual who is not being provided accommodations (staying) in the unit. A guest is a person who is being provided accommodations (staying) in the unit. The resident is responsible for the behavior of both visitors and guests. Both visitors and guests must conduct themselves in a manner that is not in violation of the tenant's lease.

I.C. Approval of Guests and Visitors

PCHA Policy

All guests staying longer than 7 days require prior written approval of the PCHA since they are being provided accommodations (staying) in the unit. If a guest is staying longer than 14 days they will be reviewed by PCHA to determine as to whether they should be included in the residents household. Visitors do not require prior written approval of the PCHA since they are not being provided accommodations (staying) in the unit.

Section II: Authorized Persons

II.A. Authorized Persons

PCHA Policy

Entrance to PCHA property is restricted to PCHA residents, their household members, authorized guests, and visitors entering with the resident's permission, as well as PCHA staff, commissioners, PCHA agents, contractors, security and law enforcement officials carrying out official PCHA or law enforcement business.

II.B. Visitors Entering with Resident's Permission

PCHA Policy

The PCHA will not require written notification from the resident when a visitor is expected, but the PCHA will seek a resident's approval of a visitor's presence at the time when a visitor is observed on the property. If the PCHA is unable to confirm the tenant's approval of that visitor, they will be required to leave the property.

Section III: Unauthorized Persons

III.A. Unauthorized Persons

PCHA Policy

The following persons are not authorized to enter the public housing property:

- Visitors who do not have the approval of the tenant to visit their unit.
- Residents without valid identification.
- Residents or persons who have been previously convicted for Criminal Trespass on any PCHA property.
- Evicted from federally assisted housing for drug-related criminal activity.
- Convicted of the production or manufacture of methamphetamine on the premises of federally assisted housing.
- Registered sex offenders.
- Felons convicted of the production of methamphetamines.

III.B. Consequences for Unauthorized Persons

PCHA Policy

The PCHA or its agents will require unauthorized persons to immediately leave the property. If the unauthorized persons immediately leave the property then there will be no further action. If the unauthorized persons do not immediately leave the property then they will be subject to the Criminal Trespass provision in this policy as outlined in Section IV, below.

SECTION IV: Criminal Trespass

IV.A. Overview

This section provides a definition of Criminal Trespass, who is subject to Criminal Trespass, the consequences of Criminal Trespass, Criminal Trespass resulting in "Barred" status, and the length of Criminal Trespass resulting from "Barred" status.

IV.B. Definition of Criminal Trespass

PCHA Policy

The definition of Criminal Trespass for this policy is the definition of such found in the State of Illinois statutes.

Criminal Trespass is when a person knowingly and without legal authority enters or remains within or on a building; or enters upon the land of another after receiving, prior to such entry, notice from the owner or occupant that such entry is forbidden; or remains upon the land of another, after receiving notice from the owner or occupant to depart; or presents false documents or falsely represents his or her identity orally to the owner or occupant of a building or land in order to obtain permission from the owner or occupant to enter or remain in the building or on the land.

A person has received notice from the owner or occupant, that he/she has been notified personally, either orally or in writing, of a printed or written notice forbidding such entry that has been conspicuously posted or exhibited, at the main entrance to such land or the forbidden part thereof.

IV.C. Persons Subject to Criminal Trespass

PCHA Policy

Persons who are considered to be in violation of the Criminal Trespass statute, and therefore this policy, are unauthorized persons who do not leave the public housing property when required to do so by this policy, the PCHA, the PCHA's agents, or those whose behavior on site is a:

- Disturbance of the resident's peaceful enjoyment of the premises. A complaint should be filed with PCHA and/or law enforcement regarding this behavior.
- Destruction of the public housing property.
- Threat to the health or safety of residents, PCHA staff, or their agents.

- Drug-related criminal activity.
- Illegal use of a drug.
- Pattern of illegal use of a drug that interferes with the health, safety, or right to peaceful enjoyment of the premises by residents. A complaint should be filed with PCHA and/or law enforcement regarding this behavior.
- Criminal activity that threatens the health, safety, or right to peaceful enjoyment of the premises by other residents (including PCHA staff residing on the premises) or by persons residing in the immediate vicinity of the premises. A complaint should be filed with PCHA and/or law enforcement regarding this behavior.
- Abuse of alcohol or a pattern of abuse of alcohol that threatens the health, safety, or right to peaceful enjoyment of the premises by residents. A complaint should be filed with PCHA and/or law enforcement regarding this behavior.

IV.D. Consequences of Criminal Trespass

PCHA Policy

When a person is subject to the Criminal Trespass statute and this policy, they:

- Must leave the property immediately or the PCHA will have them arrested for Criminal Trespass.
- Must not return to the property or any other PCHA property or the PCHA will have them arrested for Criminal Trespass.
- Residents known to associate with a “Barred” individual shall receive notice that the individual is “Barred” from PCHA property. The notice shall also state that pursuant to the Resident’s lease, the resident or members of the resident’s household shall not allow the individual who has been “Barred” from entering the property. Allowing the individual onto PCHA property shall be considered a lease violation.

IV.E. Criminal Trespass Resulting in “Barred” Status

PCHA Policy

Persons who are subject to the Criminal Trespass statute and this policy will be “Barred” from the property where the incident(s) occurred and any other PCHA property for the time periods noted in Section IV.F., unless they have been successful in seeking “Appeal” from the PCHA as detailed in Section V.A.

IV.F. Length of Criminal Trespass for “Barred” Status

PCHA Policy

The persons subject to the Criminal Trespass provision in this policy will be considered to be “Barred” from PCHA property for the following time periods:

One year

- Visitors who do not have the approval of the tenant to visit their unit.
- Residents or persons “Barred” for Criminal Trespass from any PCHA property for reasons other than those listed in Section IV.F.

Five Years – Determined by the severity of the offense

- Registered Sex Offenders other than those subject to life time registration.
- Drug-related criminal activity.
- Violent criminal activity.
- Residents or persons who have been previously convicted for Criminal Trespass on any PCHA property.
- Criminal activity that threatens the health, safety, or welfare of tenants includes:
 - Criminal activity that threatens the health or safety of PCHA staff, contractors, subcontractors, or agents.
 - Criminal sexual conduct, including but not limited to sexual assault, incest, open and gross lewdness, or child abuse.

Ten Years – Determined by the severity of the offense

- Registered Sex Offenders other than those subject to life time registration.
- Drug-related criminal activity.
- Violent criminal activity.
- Residents or persons who have been previously convicted for Criminal Trespass on any PCHA property.
- Criminal activity that threatens the health, safety, or welfare of tenants includes:
 - Criminal activity that threatens the health or safety of PCHA staff, contractors, subcontractors, or agents.

- Criminal sexual conduct, including but not limited to sexual assault, incest, open and gross lewdness, or child abuse.

Lifetime

- Conviction for drug-related criminal activity for the production or manufacture of methamphetamine on the premises of federally assisted housing.
- Subject to a lifetime registration requirement under a state sex offender registration program.

SECTION V: Criminal Trespass Appeals

V.A. Criminal Trespass Appeals Process

PCHA Policy

A resident may request a hearing to remove the “Barred” individual from the PCHA’s Criminal Trespass list in accordance with the PCHA’s Grievance Procedure as detailed in their Admissions and Continued Occupancy Policy (ACOP). If it is the determination of the Hearing Officer to remove the person from the Criminal Trespass list, the Executive Director or designee will remove him/her from the Criminal Trespass list.

ⁱ 9/7/16 Version

Pike County Housing Authority
Resident Price List
Effective 5/1/12

| <u>Item *</u> | <u>Cost</u> |
|---|-------------|
| Air Conditioner Installed | No Charge |
| Apartment Transfer Fee (Requested by PCHA) | No Charge |
| Apartment Transfer Fee (Requested by Tenant) | \$ 200.00 |
| Attorney Fees | Actual Cost |
| Cleanup of Tenant Property Left Behind (Per Load) | \$ 15.00 |
| Court Costs | Actual Cost |
| Curtain Rods | \$ 10.00 |
| Dryer Hookups | No Charge |
| Extra Key Charge | \$ 10.00 |
| Interior Door Replacement | Actual Cost |
| Late Fee | \$ 25.00 |
| Lawn Cleanup Fee | \$ 15.00 |
| Lock Outs (After Hours) | \$ 50.00 |
| Lock Outs (During Office Hours) | No Charge |
| Locks (Assembly) | \$ 50.00 |
| Locks (Cylinder) | \$ 10.00 |
| Oven Door Glass | Actual Cost |
| Return Check Fee | \$ 15.00 |
| Screen & Frame Repair/Replacement | \$ 30.00 |
| Screen Repair/Replacement | \$ 20.00 |
| Sheriff Fees | Actual Cost |
| Smoke Alarm Batteries | No Charge |
| Window Replacement | Actual Cost |
| Window Shades | \$ 10.00 |

Security/Pet Deposits **

| | |
|-----|-----------|
| 1BR | \$ 150.00 |
| 2BR | \$ 250.00 |
| 3BR | \$ 300.00 |
| 4BR | \$ 350.00 |
| Pet | \$ 200.00 |

* Damages from tenant related issues or causes only. Any failure of PCHA equipment will not be charged to the tenant. Items not listed will be charged at their actual cost of materials and/or labor.

** Security/Pet Deposits have a grace period of six months to be paid before late charges will begin to incur.