



PORTLAND HOUSING AUTHORITY
9 Chatham Court, Portland, CT 06480
Phone:(860) 342-1688/ Fax(860) 342-3961/*Portlandha.org*

FEBRUARY 2022
MONTHLY
NEWSLETTER

Event Calendar

2/14/2022– Valentines Day

2/14/2022– Monthly Board Meeting at Quarry Heights Community Room at 5:00 pm.

In Observation of Presidents Day the PHA will be closed on February 21, 2022.

HAPPY BIRTHDAY TO:

Belkis Fernandez

Ailany Kadeke

Jenny Kandeke

Mariela Liranzo

Maureen Reyes

Na'jawan Roulhac

John Canavi

Mathew Gayeski

Julio Gonzalez

Scott Wright

Office Staff Directory: Dial 860-342-1688

-Susan N./ext.113/ Snellis@portlandha.org

-Carol D./ext. 110/ Cdiaz@portlandha.org

-Dan R./ext. 112/Drafaniello@portlandha.org

-Jeff C. /860-519-3251-Emergency #



Trash Reminder: Please dispose of trash properly. All trash should be placed inside of receptacles. Please do not leave trash on the ground or next to the dumpster or outside your front door.

All work orders must be reported to the main office. Please report repairs first thing in the morning, so the maintenance department can get to them early, do not report repairs to the maintenance staff directly. Please leave a voicemail and a work order will be made. When you need to report a work order please call, or text(833) 682-8153 or email (cdiaz@portlandha.org).

Chatham Court Residents: A reminder that windows are to remain closed during the winter months. Tenants who have open windows during the winter will incur a fee.

In an effort to follow HUD and CDC safety guidelines , the PHA has been minimizing contact among workers, clients and residents by replacing face to face meetings with virtual communications and implementing teleworking. Below is a list of forms and policies that may be of assistance to you. Please log on to Portlandha.org to print or download. If you need more information than what is provided, please contact the Housing Authority directly at (860) 342-1688.

Automatic Direct Debit Authorization Form

Transfer Form

Reasonable Accommodation

Pet Policy

Departing Household Member

Complaint Form

Community Room Application

30 Day Notice of Intention to Vacate

Parking Permit Request

Zero Income Form.

With the Christmas season behind us we ask that anyone who has outside Christmas decorations still up takes them down until next year. We enjoy seeing the Chatham Community embracing the holidays.

FRIENDLY REMINDERS: YOUR LEASE STATES THE FOLLOWING:

All changes in family composition must be reported to the Authority within 10 days of the occurrence in writing. Failure to report within the 10 days may result in a retroactive rent charge. In the period between regular rent determinations, the Resident shall notify Authority within a reasonable time, not to exceed ten (10) days, of any material change in family income, employment, size, or composition. Failure to notify the Authority shall be deemed a misrepresentation by the Resident and shall be good cause for eviction as provided by Section 11C hereof.

TIP: In most cases when you are hired for a job you are given an offer letter if not ask the employer to provide you with a hire letter with the following information: number of hours that you will be working, pay rate amount, and how will you be paid (weekly or biweekly). Ask if they have a paycheck application you could download on your mobile device or if you can access pay stubs online. Reminder: if you got paid no matter if it was training for the job, it is considered income. If you work or are training for a job for 1-2 weeks and you realize it is not a good fit for you and you received payment for those weeks, it is considered income and it must be reported.

Residents are required to obtain the Authority's consent in writing before allowing any person, other than a member of the resident's family listed on the resident's lease, to take up residence in the resident's apartment. All additional persons must make a normal application for admission and be certified eligible **PRIOR** to any consideration of the Authority to provide written consent for their addition to the Lease. The failure to obtain such consent will result in the immediate termination of the Lease and/or refusal for Lease renewal. Unauthorized persons using or giving a Portland Housing Authority address without prior approval of the Authority may have their formal applications denied and result in a termination of lease of the unit in question.

All changes in family composition must be reported to the Authority within 10 days of the occurrence. Failure to report within the 10 days may result in a retroactive rent charge.

If the Authority determines that the size of the dwelling unit is no longer appropriate to the Tenants' needs, the Housing Authority may amend this lease by written notice to the tenant that the tenant will be required to move to another unit of the Authority which is of correct occupancy standards.

A visit of more than 7-days (consecutive or not) within any 45-day period constitutes unauthorized occupancy and is a violation of the lease. (Reasonable accommodations not to exceed seven days, consecutive or not, per visit for guests or visitors). Permission may be granted, upon written request to the Executive Director, for an extension of the provision. Resident understands that he/she must obtain prior written consent from Housing Authority for any guest visiting in excess of three (3) nights and must report a guest and/or visitor's vehicle with the Housing Authority. Resident further understands that he/she is responsible for the conduct of guests and/or visitors and shall be assessed any damage caused by visitors and/or guests.

SMOKING: Smoking is prohibited in any area of the property, both private and common, indoors, and out. This policy applies to all owners, employees, tenants, guests, and service persons. Tenants are responsible for ensuring that family members, roommates and guests comply with this rule. Effective January 1st, 2018 smoking is not permitted on any PHA owned premises. **VAPING IS NOT ALLOWED.** you will be charged a fine of \$150.00 for each incident if you are caught smoking in the unit or the premises.

Contact Us

Staff in the Library are always available by email and phone as well:
PortlandLibrary@portlandct.org
860-342-6770
Faxing, copying & scanning services are available curbside as well!

Mobile Printing Available!



Send from anywhere.
Pick up at the library.

Technology by EnvisionWare, Inc.

PORTLAND LIBRARY NEWS: Wednesday February 23 @ 7:00p.m.

Dr. Richard W. Benfield, Emeritus Professor of Geography at Central Connecticut State University

Around the World in 80 Gardens

Zoom

Dr. Benfield will lead a guided virtual tour of the three acres of gardens in Singapore airport, the arid gardens of Australia, the tropical gardens of the Seychelles, the Canary Islands, gardens in the United States and Canada, and culminates with a tour of the beautiful English country gardens of his home country. In total, the journey covers 80 gardens in seven continents. [Registration Requested!](#)

