



## Portland Housing Authority /2026 Monthly Newsletter

### Event Calendar:

1/1/2026– OFFICE CLOSED

1/2/2026– OFFICE CLOSED

1/12/2026– PHA BOARD MEETING

**Location: Chatham Court  
Community room.**

**Public Hearing at 3:00pm  
Regular Meeting at 3:30pm**

1/19/2026– MARTIN LUTHER KING DAY  
OFFICE CLOSED

**The Office: 860-342-1688**

#### Call Before Visiting

Monday–Thursday: 8:30am–4:30pm  
& Friday: 8:30am–1:30pm

- **Allen H.** Ext. 111 E.D–  
[Aharrison@portlandha.org](mailto:Aharrison@portlandha.org)
- **Carol D.** Ext. 110 Deputy Director -  
[Cdiaz@portlandha.org](mailto:Cdiaz@portlandha.org)
- **Susan N.** Ext. 113 Coordinator-  
[Snellis@portlandha.org](mailto:Snellis@portlandha.org)
- **Waleska M.** Ext. 115 Office Asst. –  
[Wmiranda@portlandha.org](mailto:Wmiranda@portlandha.org)
- **Dan R.** Ext. 112 Staff Accountant  
[Drafaniello@portlandha.org](mailto:Drafaniello@portlandha.org)
- **Nichelle H.** EXT. 117 RSC -  
[Nhamilton@portlandha.org](mailto:Nhamilton@portlandha.org)
- **Robert M. and Juliano B.**  
Ext. 114 Maintenance Staff-  
**for emergencies only # 860-519-3251**

"New year, new beginnings,

and endless possibilities."



Welcome to the newly launched CT Housing Choice Voucher website. To stay updated with email alerts for new listings, please [click here to subscribe](#).

Below are announcements for currently open Section 8 voucher waiting lists for the state of Connecticut.

Location: Bristol [View English](#)  
Posted by: Bristol Housing Authority  
Closing Date: 12/18/2025 [View Spanish](#)

The Housing Choice Voucher Program is only one option for subsidized rental housing. Explore other [affordable housing options](#).

To find out what other programs you may qualify for, try the [211 Navigator](#).

**CTHCVP.org** is a trustworthy website that provides information not only on Section 8 but also on other housing programs supported by participating housing authorities. Stay informed about new waiting list openings by subscribing to their email alerts.

## Welcoming the New Year Starting Off Right

A new year gives us a fresh page—an opportunity to reflect on where we've been and to move forward with renewed purpose. It's a time to set intentions, and take small meaningful steps toward positive change.

This season is a perfect time to let go of old habits and make room for new, healthier routines—whether that means exercising more, returning to school, saving toward the dream of homeownership, or taking the brave step of applying for a new job. Progress doesn't happen overnight, but every small decision adds up. Let this new chapter be a reminder that growth is always possible, and the effort you put in today can make all the difference.

## Notice to All Residents- Important Information

As it is flu season, we kindly ask that residents conduct business with our office via **email or phone** whenever possible. You may also utilize the Chatham Court **office drop box**, located by the front door of the main office or the Quarry Heights drop box located in the **community room on the wall near the RSC office**.

Please leave a **detailed voicemail message** when calling and allow up to **48 hours** for a staff member to return your call. To schedule an appointment or submit a request, please contact our office via phone or email.

Additionally, residents are encouraged to review their lease agreement and familiarize themselves with PHA policies, as the lease addresses many frequently asked questions.

The following is a list of frequently addressed topics and issues as **outlined in your lease agreement**:

Rent is due on the 1st of each month, a grace period is provided until the 10th. Failure to pay rent in full by the 10<sup>th</sup> of each month shall result in a late charge of \$5.00 per day to a maximum amount of \$50, or 5% of the tenant's share of the rent due, **whichever is less**.

Rent must be paid in full no later than **8:30 a.m. on the 10th day of each month**. Any rent not paid in full by this time will incur a late fee of **\$5.00 per day**, up to a maximum of **\$50.00 or 5% of the tenant's share of the rent due, whichever is less**. If rent remains unpaid in full by **8:30 a.m. on the 11th day of the month**, a **Notice to Quit** shall be issued. The Resident(s) shall be responsible for any and all costs incurred in the eviction process and shall pay the Authority for any and all legal fees incurred.

All "other" charges such as work orders, (excluding late charges), court costs and legal fees must be paid within 30 days of the billing date.

The **Resident must have written permission from the PHA prior to installing a dryer. No 220v allowed**. Appliances must be properly installed and used according to state and local building code. If not, the appliance must be removed. These appliances shall be in safe working conditions and any damage to Housing Authority property caused by such appliance will be at cost to the Resident.

Residents who keep their windows open during the cold season your lease states: Residents agree not to waste the utilities provided by the PHA and to comply with any applicable law, regulation, or guideline of any governmental entity regulating utilities or fuels. Tenants will be charged if maintenance notices open windows during cold weather.

Residents shall be charged for maintenance and repair due to intentional or negligent damage to the dwelling unit, common areas or grounds beyond normal wear and tear caused by Resident, household members or by guests. Charges incurred shall be based on actual labor and materials cost and shall become due and collectible 30 days from the billing date. Please make sure to close all windows to avoid frozen pipes this cold season!

Residents shall be charged **\$30.00**, if the area directly in front of and to the rear of their apartment is not free of litter, garbage, and debris.

Although marijuana is legal in Connecticut, our lease policy prohibits smoking of any kind on the property or inside units. This includes marijuana, vape pens, and cigarettes. If a violation occurs, a \$150 fine may be assessed.

Lastly, the PHA staff asks that residents refrain from coming into the office with the odor of marijuana, as we strive to maintain a professional and respectful environment for everyone.

### **SNOW REMOVAL NOTICE:**

In an effort to provide the most effective snow removal service for the community, the PHA respectfully asks tenants to observe the following guidelines: Please be mindful of the **designated snow pile areas** throughout the property. These areas must remain clear at all times, as they are used to stockpile snow in order to maximize the clearing of parking spaces. **Do not allow guests to park in these areas**. Any vehicle parked in a designated snow pile area **will be towed at owners' expense** during plowing operations.

During a snowstorm, the main drive lanes will be cleared periodically. Once the snowfall has ended, maintenance staff will arrive and begin plowing the **sidewalks**. At this stage, **please do not move your vehicle**.

When the third-party snow removal contractor arrives on site, they will only clear the main drive lanes. Once completed, the PHA maintenance will sound the horn in front of each building to notify residents to move their vehicles to a cleared area of the parking lot so remaining spaces can be plowed. Vehicles not moved as required for snow removal will be subject to a charge.

Your cooperation is greatly appreciated and helps ensure safe and efficient snow removal for everyone.

## Aviso a los Residentes – Información Importante

Debido a la temporada de gripe, solicitamos amablemente que los residentes realicen sus trámites con nuestra oficina **por correo electrónico o por teléfono** siempre que sea posible. También puede utilizar el **buzón de la oficina de Chatham Court**, ubicado junto a la puerta principal de la oficina, o el **buzón de Quarry Heights**, ubicado en la sala comunitaria en la pared cerca de la oficina RSC.

Por favor, deje un **mensaje de voz detallado** al llamar y permita **48 horas** para que un miembro del personal le devuelva la llamada. Para pedir una cita o enviar documentos, comuníquese con nuestra oficina por teléfono o correo electrónico.

Se alienta a los residentes a **revisar su contrato de arrendamiento** y familiarizarse con las **reglas de PHA**. A continuación, se presenta una lista de **temas e inquietudes frecuentes** según lo establecido en su contrato de arrendamiento:

**Pago de la renta:** La renta se vence el **primer día de cada mes**, con un período de gracia hasta el día 10. El pago de la renta después del día 10 dará lugar a un cargo por retraso de \$5.00 por día, hasta un máximo de \$50.00 o el 5% de la parte de la renta del inquilino, lo que sea menor.

La renta debe pagarse en su totalidad **a más tardar a las 8:30 a.m. del día 10 de cada mes**. Cualquier renta no pagada para esa hora incurrirá en un cargo por retraso de \$5.00 por día, hasta un máximo de \$50.00 o el 5% de la parte de la renta del inquilino, lo que sea menor. Si la renta no se paga en su totalidad para las **8:30 a.m. del día 11**, se emitirá un **Aviso de Desalojo (Notice to Quit)**. El(los) residente(s) será(n) responsable(s) de todos los costos incurridos en el proceso de desalojo y deberá(n) pagar a la Autoridad.

Todos los **cargos adicionales**, como órdenes de trabajo (excluyendo cargos por retraso), costos judiciales y honorarios legales, deben pagarse dentro de los 30 días posteriores a la fecha de facturación.

El residente debe tener **permiso por escrito de PHA** antes de instalar una secadora. No se permite 220v. Los electrodomésticos deben instalarse correctamente y usarse de acuerdo con los códigos de construcción estatales y locales. Si no es así, el electrodoméstico debe retirarse. Estos electrodomésticos deben estar en condiciones seguras de funcionamiento y cualquier daño a la propiedad de la Autoridad causado por dichos electrodomésticos será responsabilidad del residente.

Los residentes que mantengan las ventanas abiertas durante la temporada de calefacción, según su contrato, Se cobrará a los inquilinos si el personal de mantenimiento encuentra ventanas abiertas durante el clima frío.

Los residentes serán **responsables de los cargos por mantenimiento y reparación** debido a daños intencionales o negligentes a la unidad de vivienda, áreas comunes o terrenos, más allá del desgaste normal, causados por el residente, miembros del hogar o invitados. Los cargos se basarán en el costo real de mano de obra y materiales y deberán pagarse dentro de los 30 días posteriores a la facturación. ¡Por favor, asegúrese de cerrar todas las ventanas para evitar tuberías congeladas durante esta temporada fría!

Los residentes serán **cobrados \$30.00** si el área directamente frente y detrás de su apartamento no está libre de basura, desperdicios y escombros.

Aunque la marihuana es legal en CT, **el contrato de arrendamiento prohíbe fumar de cualquier tipo** en la propiedad o dentro de las unidades. Esto incluye marihuana, y cigarrillos. Si se produce una violación, se puede aplicar una **multa de \$150**.

Finalmente, el personal de PHA solicita que los residentes **no ingresen a la oficina con olor a marihuana**, ya que nos esforzamos por mantener un ambiente profesional y respetuoso para todos.

**AVISO DE NIEVE :** Para proporcionar un servicio de remoción de nieve eficiente, PHA solicita respetuosamente a los inquilinos que sigan estas reglas

Por favor, **respete las áreas designadas para acumular nieve** en toda la propiedad. Estas áreas deben permanecer libres en todo momento, ya que se utilizan para almacenar la nieve y maximizar la limpieza de los espacios de estacionamiento. No permita que los invitados estacionen en estas áreas. Cualquier vehículo estacionado en un área designada para la nieve será **remolcado a expensas del propietario** durante las operaciones de limpieza.

Durante la tormenta de nieve, los carriles principales se despejarán periódicamente. Una vez que haya terminado la nevada, el personal de mantenimiento comenzará a limpiar las aceras. En esta etapa, **no mueva su vehículo**. Cuando llegue el contratista externo de remoción de nieve, solamente despejará los carriles principales. Una vez completado PHA mantenimiento **sonará la bocina frente a cada edificio** para notificar a los residentes que deben mover sus vehículos a un área despejada del estacionamiento para que se puedan limpiar los espacios restantes. **Los vehículos que no se muevan según lo requerido estarán sujetos a un cargo.**

Su cooperación es muy apreciada y ayuda a garantizar una remoción de nieve **segura y eficiente para todos**.



*A look back at our Thanksgiving activity  
at Chatham Court on November 24, 2025.*

