

**HOUSING  
PARTNERSHIP  
OF THE FOX  
CITIES**

Housing Partnership  
Contact Information

Main office:  
**(920) 731-6644 Phone**  
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**Staff Extensions**  
Lisa Schneider, Executive  
Director **ex. 101**

Shelly Johnson, Case  
Manager **ex. 108**

Jenni Kunding, Adminis-  
trative Services Coordina-  
tor **ex. 103**

Dorothy Olson, Life Skills  
Coordinator **ex. 107**

Emma Reiser, Rental  
Program Mgr. **ex. 102**

Non-emergency Mainte-  
nance Line **ex. 109**

Emergency maintenance  
pager **(920) 554-4027**  
(This is a pager, enter your  
phone number after the  
beep and someone will call  
you back.)

Housing Partnership web-  
site:  
[www.housing-  
partnership.org](http://www.housing-partnership.org)

Office location:  
**605 E. Hancock St.,  
Appleton, WI 54911**

Office hours:  
**Mon. – Thurs.: 8 am – 4  
pm**  
**Fri.: 8 am – 12 pm**

# Spring 2009 Tenant Newsletter



APRIL 2009

## ... Northside Hardware Yard Competition ...



The Housing Partnership is very excited to announce that this summer we will hold the first annual Northside Hardware Yard Competition! Tenants who are responsible for mowing their lawn and shoveling can participate in this competition. What do you have to do to participate? Read below:

- ◆ Mow the lawn
- ◆ Trim bushes and shrubs so that they are at least 6" away from the house, garage, porch, etc.
- ◆ Cut weeds and plants that are near the house, garage, porch, etc. to the same level as the grass.
- ◆ Plant flowers or put potted plants outside where they are visible from the street/sidewalk.
- ◆ Add bark mulch where necessary, such as in flower beds against the house.
- ◆ Do what makes your yard look beautiful!
- ◆ We will hold a yard care training early in the summer and will give out free supplies for the yard competition to those who attend—flowers, pots, potting soil, and mulch. The supplies were generously donated by Northside Hardware. Thanks to Northside Hardware for providing us with these supplies! Watch for the announcement in the mail.
- ◆ The Housing Partnership will reimburse the first 5 families for up to \$50.00 worth of yard care supplies used for the competition. Supplies must be purchased at Northside Hardware in Appleton and a receipt must be furnished for reimbursement.

Yards will be judged on June 19th. To win this competition you must put in that extra effort to really make your yard look great. The winner will be recognized in the next newsletter and will receive a prize for the whole family.

If you live in a multi-family building and wish to participate, please contact Emma to discuss what project you could complete where you live.



## Tenant Liaison Committee

It is time for another quarterly tenant meeting! These meetings are coordinated by a committee made up of volunteers. Housing Partnership staff does not attend the tenant meetings and tenants who attend the meetings remain anonymous to staff. Tenants are highly encouraged to attend at least one of these meetings each year. It is your opportunity to be heard in a neutral environment. The last tenant meeting had over 30 attendees! We hope we continue to get as many or more tenants!

- ◆ **When: Wednesday, April 29th at 6:00 pm**
- ◆ **Where: Housing Partnership Community Room, 609 E. Hancock St.**
- ◆ **What else: Free dinner is provided to all who attend. Attendants will have a chance to win a \$20 grocery card.**
- ◆ **Please RSVP by 4 pm on April 28th. Leave a message at 731-6644 ex. 106 including the number of people coming in your group. Your name is not necessary.**
- ◆ **Interpreters available upon request.**

## Water Bills



**PLEASE READ THIS SECTION IF YOU ARE RESPONSIBLE FOR THE WATER AND SEWER BILL:**

In November of each year, municipalities place past due water/sewer bills on the tax rolls. This means that property owners inherit tenants' past due water bills every year.

The Housing Partnership takes this issue very seriously. **Tenants who have past due water bills starting in September are at risk of receiving 5-day notices for failure to pay their bill. Any tenant whose bill is past due in the last week of October risks lease termination.**

The Housing Partnership pursues money judgments in small claims court for water bills left unpaid by past tenants. We appreciate everyone's attention to this matter. Your prompt payments save the Housing Partnership potentially thousands of dollars.



**DON'T FORGET TO CHECK YOUR SMOKE DETECTORS MONTHLY AND TO REPLACE YOUR BATTERIES TWICE EACH YEAR. DAY-LIGHT SAVING TIME IS A GREAT TIME TO REMEMBER TO REPLACE THE BATTERIES. THE NEXT DAY-LIGHT SAVING TIME IS ON 11/1/09!**

**IF YOU CAN'T REACH YOUR SMOKE DETECTOR OR HAVE ANY OTHER PROBLEMS, PLEASE CALL US RIGHT AWAY!**



**Housing Partnership of the Fox Cities**

605 E. Hancock St.  
Appleton, WI 54911

«Label Name»  
«Address»  
«City», «State» «Zip»

## It's time for Spring Cleaning!

It's been a long winter, but we finally see a promise of spring! Now is a good time to prepare our homes for spring and summer. Here are some suggestions for your annual spring cleaning:

**OUTSIDE:** please pick up any trash that has been hiding under the snow 'til now or blown into your yard. Cigarette butts should be cleaned up and hereby extinguished and contained in a fire proof container. Old tin coffee cans, etc work just fine. Also, rake dead leaves and twigs from lawns.

**INSIDE:** This is a good time of year to go through your closets and cabinets and discard items you no longer need or use. This will give you space to pull out that spring and summer wardrobe! Suggested sites for donating clothing and housewares, books, décor, etc. are Community Clothes Closet, St. Vincent de Paul, Goodwill or Fox Valley Thrift Store. Deep cleaning of the kitchen includes gently rolling out the refrigerator and stove to thoroughly clean around and behind. Using a brush or vacuum hose to dust the coils on the back of the fridge keeps it operating at peak efficiency and could reduce your energy bills. Dust and vacuum around and under furniture, window treatments and sills, etc. Seasonal allergens like pollen and mold attach to dust and make surviving the season that much harder.

*Use caution when pulling gas stoves away from wall. Over stretching the flexible gas hose connector could cause it to break or leak. If you need assistance, please submit a maintenance request.*



Wishing you all a healthy and happy Spring!

As the weather warms up we tend to be outside more and leave our windows open at home. This is part of what makes spring and summer fun, but please remember to be mindful of noise levels and of safety.

- ◆ Do not play music at unreasonably loud levels at any time of the day or night. A reasonable volume cannot be easily heard outside of your house.
- ◆ Supervise your children and children visiting your home at all times. Do not allow children to play outside unsupervised.



The Housing Partnership office will be closed on the following days this summer:

- ◆ Monday May 25th, Memorial Day
- ◆ Friday July 3rd, for Independence Day
- ◆ Monday September 7th, Labor Day

Tenants who live in single family homes or duplexes are required to mow their lawn. The Housing Partnership provides the lawn mower and a gas can. In duplexes both tenants are responsible for lawn mowing. We recommend writing up a schedule that clearly defines when each tenant is responsible.

If there is a green Lawn Boy lawn mower at your house, please note that you must mix oil into the gas can before filling up the gas tank. To do this, purchase a pint bottle of oil at any hardware store and follow the instructions for combining it with gasoline. After mixing it with the gas you can then fill the lawn mower with gas.

We will come around this spring to tune up the lawn mowers. If you have any questions or problems with your lawn mower please call us promptly. We appreciate your contribution to maintaining the property!

## Lawn Mowers