

**Buford Housing Authority**

**“The Interview”**

**April 2021, Newsletter**

Happy  
Easter



# “Interview”

A newsletter for the Residents of the  
Buford Housing Authority  
Calendar of Events for April 2021

**LAST DAY TO PAY RENT IS  
FRIDAY, APRIL 9, 2021**

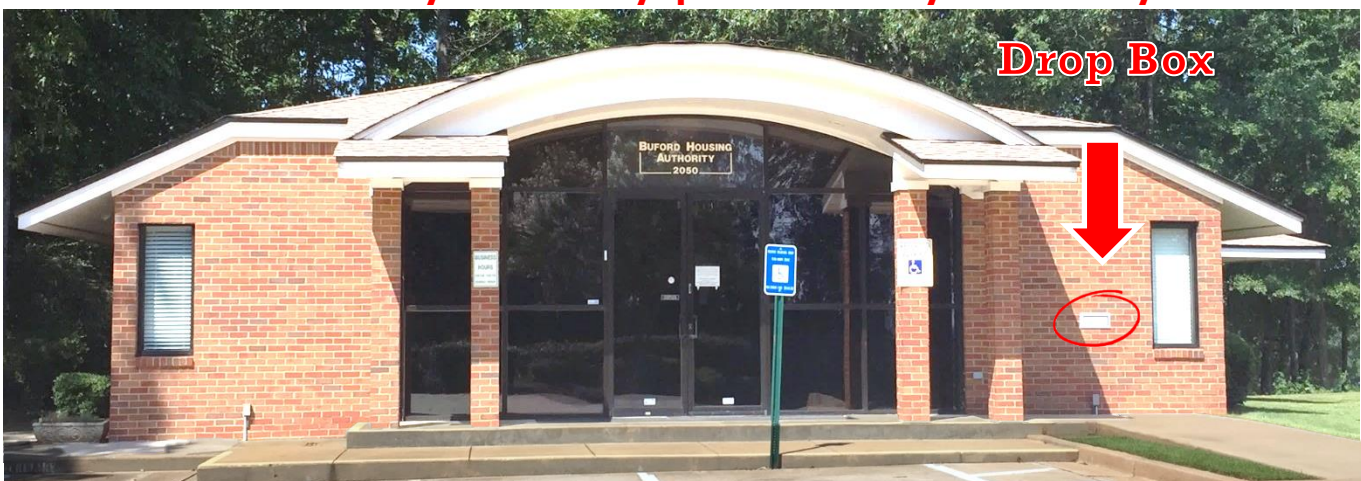
**LOBBY CLOSED:** Please be aware our lobby will remain **CLOSED** until further notice. Do not come to the office and expect to be admitted into the lobby. It is best to call and speak with BHA staff to resolve any issue or send an email to [bufordhousing@bufordhousing.com](mailto:bufordhousing@bufordhousing.com).

**The Lobby will remain closed until further notice. If you need to drop off any documentation including paystubs, tax returns, etc. please place your documents in an envelope with the head of household's name written on the front. This envelope can then be placed in the drop box.** Please check to make sure your envelope has dropped down and cleared the shaft before you leave.

**NEW** If you have an account set up on our website [www.bufordhousing.com](http://www.bufordhousing.com), you can securely download documents into your portal and an email notification will be sent to BHA staff. Your documents will then be placed in your file. This is the easiest and safest way to provide requested documents such as paystubs, tax returns, etc.

We strongly encourage tenants to utilize the **ONLINE** payment system on the tenant portal located on our website ([www.bufordhousing.com](http://www.bufordhousing.com)). The other option for rent payment is US Mail or placing payment in the drop box located in the brick wall to the right of our front door (*see picture below*). These payment options follow the current distancing regulations and reduce risk of exposing tenants and staff to COVID-19.

**Please call the office if you have any questions or if you need any assistance.**





Buford Housing Authority  
offices will be closed

Friday, April 2<sup>nd</sup>

*Good  
Friday*



**NOTICE:** This will inform you that Maintenance personnel will be going door to door during the month of **April on the 19<sup>th</sup>, 20<sup>th</sup>, 21<sup>st</sup>, 22<sup>nd</sup>, & 23<sup>rd</sup>** to replace furnace filters. Maintenance will be going into each room to check every vent. This is your NOTICE that Maintenance personnel will be coming into your apartment. Please make sure your maintenance closet is not blocked with furniture or other personal belongings.



**ALL PAGES OF YOUR STATE AND FEDERAL TAX RETURNS MUST BE TURNED INTO THE OFFICE NO LATER THAN MONDAY, MAY 31<sup>ST</sup>**

**AS PART OF THE REQUIRED DOCUMENTATION TO COMPLETE YOUR RECERTIFICATION**

**To include all W-2s and any 1099s.**



**TAXES:** If you or anyone in your household files taxes you will need to bring your completed tax documents to the office **along with your W-2 forms and any 1099 documents** as certification of your 2019 income. State and Federal taxes are required documentation to complete your recertification. If you have any questions, please call the office.



AWAY FROM YOUR APARTMENT: Did you know that you are required to let the office know if any household member is going to be away from the unit for more than 30 days? Your lease also states you are to inform the office if all members are going to be away, and your apartment will be vacant for more than 7 days? This includes absences due to travel, illness, or the death of a family member out of the

state or country, etc. If your apartment is vacant for more than 7 days or if a household member or members will be away from the unit, you must submit a notice in writing of the dates of the planned absence as well as an emergency contact name and phone number. If the office has not been notified in writing the Authority will assume the apartment has been abandoned, and may remove any personal property in the apartment, change the locks after a 30-day absence. If a single family member or members are away, they may be removed from the lease during their absence. You do not want to be evicted in this manner, so please keep the Housing Authority office informed if you plan to be away.

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LEASE REMINDERS: The Housing Authority would like to remind tenants of the following lease obligations.

From your lease:

#### 4. UTILITIES

B. ....I will not permit anyone to use electricity, gas and/or water except for my family or housing authority staff. I agree not to utilize water for recreation purposes....

This means no washing cars, children cannot play in the water **NO SWIMMING POOLS**, and bathing or washing clothes is for household members **ONLY** and not for friends or other non-resident family members.



#### 6. OBLIGATION OF RESIDENT

**I agree:**

F. ....not to display vehicles for sale; not to grease, change oil, or make repairs to such vehicles except where necessitated by emergency....

This means **NO CAR REPAIRS ON HOUSING AUTHORITY PROPERTY** unless there is a small emergency situation that can be completed quickly such as changing a tire, replacing a battery, or adding fluids.



# IS FRAUD WORTH IT?

What is fraud?

BHA Fraud policy states:

Fraud is defined as “a single act or pattern of actions made with the intent to deceive or mislead, including false statements, omissions of information or the concealment of a substantive fact made with the intention of deceiving or misleading the housing authority when the act or acts lead to the person or person(s) involved receiving benefits to which they are not entitled.



Failure to report any changes in income is a serious lease violation and Federal housing program violation and can result in lease termination and eviction.

## These are some examples of fraud activity committed recently by tenants.

- Not reporting all new income or changes in current income (wages from EVERY SOURCE whether paid by cash, check, or direct deposit, child support, SS or SSI benefits, Pensions, TANF, childcare, unemployment, CARES Act, direct selling of any merchandise including automobiles, or online selling, or any regular financial assistance from family or other source) within 10 days of the first payment or change.
- Not correctly reporting deductions (childcare or medical expenses)
- Having persons living in your apartment (more than 14 days in a 12-month period) who are not on your lease.
- Counting a minor as living in your apartment who actually resides elsewhere.

Did you know if you commit fraud against the Housing Authority, not only could you lose your apartment, but you will be required to repay all overpaid rental assistance? This is called retro rent. If the amount of retro rent owed to the Housing Authority exceeds \$2400, your lease will be terminated. In some cases, if the amount of retro rent owed to the Housing Authority exceeds \$5000, the tenant will not be eligible for re-admission to ANY Housing Authority, regardless of repayment. All amounts owed are reported to HUD and shared with other inquiring Housing Authorities.

Fraud is one of the most common reasons for eviction. **IS FRAUD WORTH IT?**



There is a \$20 fine if the Housing Authority finds trash in your yard or parking space. We will send you a warning to clean up the trash and a notification that your account has been charged. If BHA sends staff to clean up the trash in your yard there will be an **ADDITIONAL \$40 charge**. Please check your yard daily and throw away any trash.



**TRASH IN YARD:** We would like to remind all tenants of the Trash Violation charge of \$20.00 on your new charge sheet. If the Housing Authority finds trash in your yard or parking space. We will send you a warning to clean up the trash and a notification that your account has been charged \$20.00. If BHA sends out our staff to clean up the trash in your yard there will be an **ADDITIONAL \$40 charge FOR EACH OCCURANCE**.



It would be a good idea to get into a habit of checking your areas every day and throw away the trash you see as you come and go from your apartment. This is a simple task and would be a great way of getting children involved in keeping the neighborhood clean and safe. If children are responsible for keeping trash picked up, they might be less likely to litter to begin with.



**BROKEN GLASS:** Broken glass in yards, parking spaces, and around trash cans not only creates a dangerous situation for tenants and children but it is a **serious HUD violation**. Please make sure any glass, mirror, bottles, etc., get safely into your trash can and please pick up any broken glass you find in your yard, parking space or sidewalk.



**CODE OF CONDUCT:** When you signed your lease, you agreed to abide by the Authority's Code of Conduct.

### What is a Code of Conduct?

A code of conduct is a set of rules outlining the norms, rules, and responsibilities of, and or proper practices for, an individual.

It would be a good idea to review BHA's **CODE OF CONDUCT** from your lease.

## 20. CODE OF CONDUCT

- A. I agree to conduct myself and cause others who are on the premises with my consent to conduct themselves in a manner that will not disturb my neighbor's peaceful enjoyment of their accommodations and will be conducive to maintaining the neighborhood in a decent, safe, and sanitary condition.
- B. I agree that I will not allow any person or guest in the dwelling unit or on the premises leased by me to partake in any illegal activity.
- C. I agree to report to the local officials, and then to the authority all illegal activity or activities known to or observed by me occurring in the common areas of the Authority's premises or my dwelling unit, or in any other dwelling unit of the Authority's property as soon as I become aware of such activity.
- D. I agree not to use loud, profane, abusive, or threatening language when speaking to, or in the presence of, Housing Authority staff.
- E. I agree not to allow any individual that has been barred or banned from the Authority's property or evicted from an Authority dwelling unit for cause other than non-payment, to be on any property for which I have responsibility.
- F. I agree that any repeated violations of this Code of Conduct section will be considered serious violations of the terms and conditions of this Lease.

### Examples of violations of the CODE OF CONDUCT:

Doing anything that disturbs the peace of the neighborhood. This means **NOISE** (especially after dark), children causing disturbances inside or out, noisy pets, loud music or television, not cleaning up after your pet, trash in your yard or parking space, improper driving, smoking, disruptive guests, etc.

Have you or anyone in your household witnessed or are you aware of any illegal activity occurring on the Authority's premises? **Did you know you are required to report to the local officials, and then to the Authority all illegal activity as soon as you become aware of such activity on Housing Authority property?**

Working together, we can keep our neighborhoods in a decent, safe, and sanitary condition.



DRIVE CAREFULLY: As the weather continues to warm, children will be out in the neighborhoods playing. Please use caution as you drive in and around the developments. Watch for children riding their bikes, playing with balls, and running around. Please give yourself time and room to make a quick stop.



Parents, please remind your children not to play in the parking lots, driveways, streets, or around any cars.

LATELY THERE HAVE BEEN SEVERAL CARS DAMAGED DUE TO CHILDREN RIDING BICYCLES IN PARKINGLOTS.

Children should always be respectful to pedestrians walking on the sidewalks. We want this to be a safe and happy spring for everyone.

DAMAGE TO APARTMENT: We recently have found several apartments where tenants have damaged walls, doors, counter tops, tile, flooring etc. Tenants are responsible to maintain their unit and they will be charged for repairs caused by abuse, neglect, poor housekeeping, improper care, unauthorized modification, or other causes. Any tenant caused damage will be charged to repair or replace the damage which includes the actual cost of replacing the damaged item or parts and supplies to make repairs as well as the labor involved. Below is an excerpt from your charge sheet.

**RESIDENTS WILL BE CHARGED FOR REPAIRS CAUSED BY ABUSE, NEGLIGENCE, POOR HOUSEKEEPING, IMPROPER CARE, UNAUTHORIZED MODIFICATION OR OTHER CAUSES AT THE FOLLOWING APPROVED RATES.**

FLOOR TILE REPLACEMENT PER SQUARE FOOT-----	\$ 6.00
CLOSET SHELVES, REINSTALL WHEN FALLEN-----	\$40.00
SHEETROCK REPAIR/ SQUARE FOOT PLUS LABOR----	\$15.00
DOOR, SOLID EXTERIOR-----	\$200.00
DOOR, SOLID INTERIOR-----	\$165.00
DOOR, HOLLOW INTERIOR -----	\$60.00
DOOR, LOUVER INTERIOR -----	\$150.00

NOTE: Any charges for ACTUAL COST or COST AND LABOR will be based on the actual cost of material and/or the cost of labor will be the actual dollar amount per hour paid to the employee, contractor, service provider or other. Labor assessed at \$6.00 every 15 minutes and includes time to obtain materials and clean up upon completion.



**Repeated and excessive damage to Buford Housing Authority property will result in lease termination or non-renewal of your lease.**





# NEW STAFF MEMBER



**NEW MAINTENANCE STAFF:** We are very excited to introduce our new maintenance staff member, Devin Bailey.

Devin grew up in Buford and is a recent graduate from Buford High School. Devin is our new Maintenance Laborer and will be working closely with our Maintenance staff. We appreciate his eagerness to learn and the valued assistance he provides. Devin is a welcome support to our maintenance team.



**WORK ORDERS:** **DO NOT EMAIL WORKORDER REQUESTS**, they must be phoned in to the office at 770-945-5212. If you email a workorder directly to an employee and they are on vacation or out sick, your request might be missed or delayed. Please call the office with any workorder requests.



# BUFORD-SUGAR HILL BRANCH March Virtual Programs



## LIBRARY HOURS

Monday - Thursday 10AM to 6PM  
Friday - Saturday 10AM to 5PM  
Sunday 12PM to 5 PM

### NOTICE

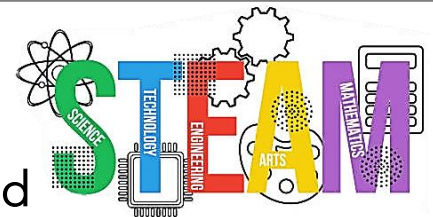
- Masks and temperature checks are required
- Social distancing measures in place
- Learning labs, Open Access service, meeting rooms conference rooms, and quiet room will remain closed
- Some of our furniture and devices will remain unavailable



### Arduino 101

Wednesday - April 14<sup>th</sup> at 6:30 pm

Join us in a Google Hangout and learn to code and build fun circuits with Arduino online. For Teens and Adults.



### STEAM Squad

Mondays - April 5<sup>th</sup> & 19<sup>th</sup> at 4 pm

Join us in a Google Hangout as we delve into some STEAM at-home activities and explore different fields of science.

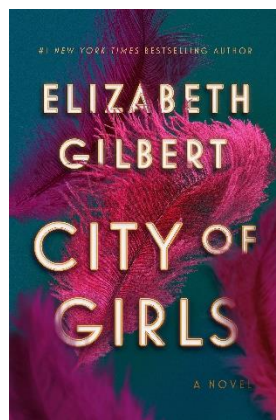
For Grades 4<sup>th</sup> - 5<sup>th</sup>.

### Bilingual Book Club

Tuesday - April 6<sup>th</sup> at 1pm

Come discuss the book with us virtually / *Lea el libro del mes en inglés o español y venga a discutirlo con nosotros en inglés o español.*

April's Book: *City of Girls/Ciudad de Mujeres* by Elizabeth Gilbert



### Afternoon Storytime LIVE!

Wednesdays at 1PM

Join us for a Storytime Wednesday! For Kids of All Ages. **\*Registration Required**



GWINNETT COUNTY  
PUBLIC LIBRARY

BUFORD-SUGAR HILL BRANCH  
2100 Buford Highway, Buford, GA 30518

Find links to these events at: [https://gwinnettplibnet.info/events\\*](https://gwinnettplibnet.info/events*)