



# Newburyport Housing Authority NEWSLETTER

FALL 2018

[www.nhahousing.com](http://www.nhahousing.com)

## ADMINISTRATION STAFF

**Executive Director**  
Tracy M. Watson

**Director of Leased & Public Housing**  
Kathryn Leary

**Occupancy Manager**  
Suzan Moffett

**HCV Administrator**  
Frank Friel

## MAINTENANCE STAFF

**Maintenance Supervisor**  
Peter Bettencourt

**Maintenance Mechanics**  
Joseph Vigneault  
Robert Merenda  
Brian Mullen

## Board of Commissioners

Cheryl Amey, Chair  
Dan Koen, Vice Chair-CPC Member  
Kimberly Logue, Tenant Member  
Mary Karabatsos, State Appointee  
Thomas O'Brien, Treasurer

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## OFFICE HOURS



Monday – Thursday  
8:00am – 4:15 p.m.  
Friday  
8:00am – 12:00 p.m.

## EXECUTIVE DIRECTOR'S NOTES

**Dear Residents:**

**The leaves are colorful and beginning to fall, the pumpkins are out and the air is getting crisp! Fall is here! With the changing of the seasons come FALL CLEAN UP! NHA Staff will be working on all properties over the coming weeks once leaves have fallen, etc. however on OCTOBER 13, 2018 9 am – 12pm HOPE COMMUNITY CHURCH will be on site @ Kelleher Gardens to help residents take down their gardens as well as do a general cleanup of the grounds. There will also be a dumpster available for all residents to use for a short period of time. If you have any questions or concerns please feel free to contact me directly! Otherwise our thanks to Hope Community Church for their service to our community!**

**Sullivan Building also saw a facelift this summer! We were able to clean up the green space out front and add some privacy fencing to the gazebo area! We also did some landscaping work on the Charter Street side of the building as well! No more poison ivy! We hope residents are pleased with these improvements!**

**Phase II of window replacements will begin over the next few weeks at Horton Terrace. Please keep an eye out for future memos which will have further details pertaining to the project!**

**Attached to this newsletter is a memo specific to the certification process! It highlights a number of commonly asked questions and common requirements of residents when it comes to certification regarding rent, etc. Please take a few minutes to review and do not hesitate contacting us directly with any questions or concerns!**

**On behalf the NHA staff I wish you and yours a very safe and Happy Halloween!**

Thank you,  
*Tracy M. Watson*





The Hairdresser (Denise) is  
@ SULLIVAN BUILDING  
EVERY TUESDAY!!

8th Floor!

She's also @

Horton Terrace

EVERY WEDNESDAY in  
the Community  
Building!

Please remember...

**NO FOOD ITEMS  
In  
RECYCLING BINS!!**



Thank you!!



# Happy Anniversary

*I'd like to take this opportunity to wish  
Kathy Leary a very  
Happy 35th Anniversary!!!*

*Kathy has been a dedicated and integral  
employee here at NHA for the last 35  
years! All of us, residents and staff  
alike, are very lucky to have her here  
working for and with us!!*

*Thank you Kathy for your  
dedicated service to NHA!!!!!!*



**BED BUGS!!!!**



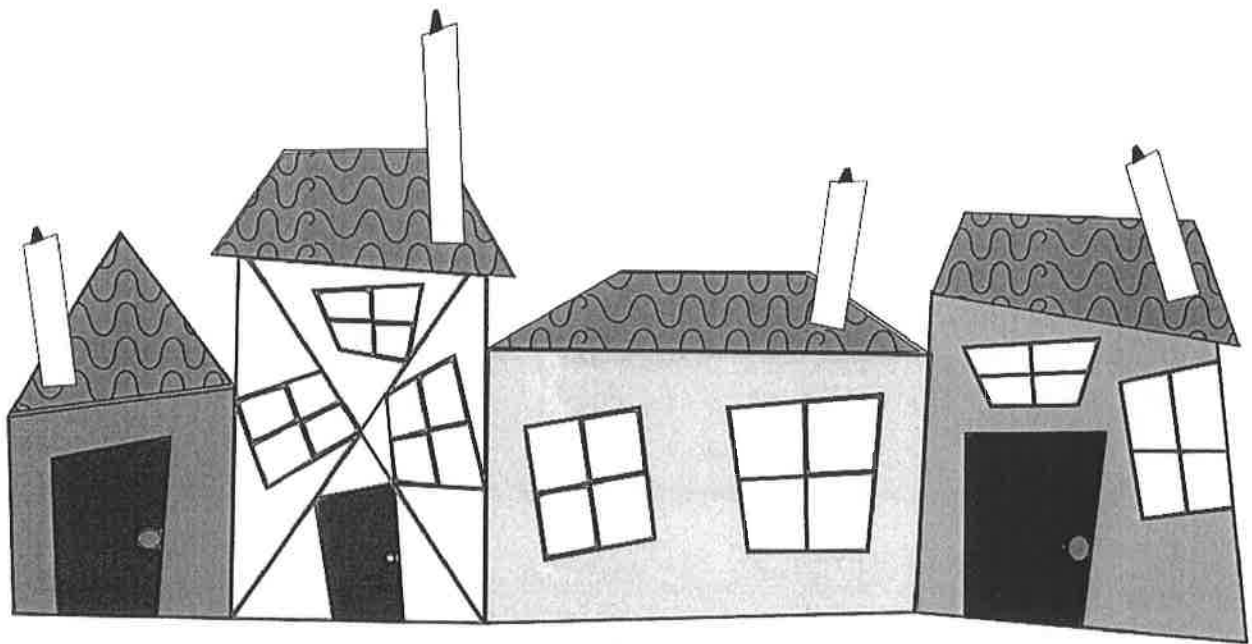
*If you even SUSPECT that your home may have bed bugs we are  
requesting that you please contact us IMMEDIATELY! The sooner  
we can treat your home the easier it is to eradicate the pest problem.*

*PLEASE do not attempt to take care of the issue on your own!*

**We are here to help!!**

*Units that may be affected MUST have professional treatments!!*

*Please do not try to fix tis on your own!*



*Dear Residents of NHA:*

*Below please find some useful general information regarding the Newburyport Housing Authority, DHCD and resident responsibilities. It is important that residents be aware of their responsibilities as it pertains to some of the most important aspects of your tenancy. Please review and if you find that you have any questions or concerns please feel free to contact us directly!*

*Sincerely,  
The Administrative Staff of NHA*

The Newburyport Housing Authority (NHA) is overseen by the Department of Housing and Community Development (DHCD) and the Department of Housing and Urban Development (HUD). Both agencies have very strict regulations which the NHA must adhere to. The NHA may also have additional policies and procedures which residents must follow.

The NHA would like to remind residents of a small sample of their obligations in order to be in compliance with their lease and NHA policies:

### **RENT:**

1. Rent is due on the first of the month or sooner.
2. Rent is considered late after the 7<sup>th</sup> day of the month.
3. If rent remains due on the 14<sup>th</sup> of the month, a 14-day Notice to Quit will be mailed to the resident. A 30-day Notice will be mailed to residents who are habitually late.
4. A late fee may be imposed after rent is due 30 days.

## CONTINUED OCCUPANCY AND INTERIM RENT RE-EXAM PROCESS:

1. All income and/or deductions changes must be reported to the NHA by the seventh (7th) day of the month (or sooner) following the decrease/increase together with authorization for verification. The NHA will determine if the changes allow for an increase or decrease and notify the resident of such change.
2. Annually, residents will receive a Continued Occupancy packet 3 ½ months before the anniversary of your initial move-in date. Residents will be given a date and time to meet with the NHA. Completing and providing these documents is a lease requirement.
3. If you cannot attend the scheduled meeting with the NHA, the COF form, releases, etc. along with all supporting documents for this process, must be returned to the NHA no later than 30-days after the date on the notice of the re-exam process.

## HOUSEHOLD STATUS:

1. All income and assets for household members over the age 18 OR older, must be included in household income.
2. If a household member is between the ages of 18 and 25, and still a Full-time Student (FTS), FTS status documentation must be provided to the NHA.
3. If a FTS has income, residents must provide the income documentation for the FTS; however, the income will be excluded from the rent determination.
4. GUESTS: Residents may have guests provided that resident shall be responsible for the conduct of any guest while on NHA property. Guests may stay not more than Twenty-one nights (21) per YEAR (STATE Property) and fourteen (14) (FEDERAL Property) without prior **written** approval from the NHA.
5. In accordance with the lease, Residents shall notify the NHA of the length of the stay of an overnight guest within a reasonable time of the overnight stay.