

Newburyport Housing Authority

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May 3, 2019

TO: All Sullivan Building Residents

FR: Tracy M. Watson, Executive Director

RE: **A FEW REMINDERS...**

CLOGGING DRAINS

We have recently experienced a number of floods and leaks in the building due to residents dumping coffee grains down their kitchen drains. It is really important that residents **DO NOT DO THIS!** A coffee grain clog can not only back up into your home but into your neighbors' homes as well! It is a costly clog to remove as well. I just wanted to take a moment and remind everyone to please only allow **WATER** to go down your kitchen sink drains!



NO SMOKING!!!

As you are all aware The Sullivan Building went smoke free two years ago. Initially residents abided by this new rule but over time we have found more and more residents again smoking in their units. Attached to this memo is the **NO SMOKING POLICY** that ALL residents have signed during move-in and/or recertification. To continue smoking **IN** your unit you are violating your lease and putting your tenancy in jeopardy.

With the warm weather almost upon us I ask that you please
STOP SMOKING in your units and head outdoors!

As a side note....residents who continue to smoke in their units WILL face legal consequences as outlined in the attached policy.

I thank you all in advance for your cooperation!!!



NEWBURYPORT HOUSING AUTHORITY

SMOKE-FREE POLICY

Effective April 4, 2017

PURPOSE: In order to mitigate the irritation and health effects of second hand smoke, Newburyport Housing Authority is implementing a Smoke-Free Housing Policy. Effective April 4, 2017, this policy will serve to:

1. PROTECT THE HEALTH OF RESIDENTS FROM SECOND HAND SMOKE

There is significant evidence that exposure to smoke, direct or second-hand, causes adverse health conditions including respiratory illnesses, cardiovascular disease like stroke and coronary heart disease, cancer, and asthma.

2. PREVENT FIRES AND FIRE RELATED DEATHS FROM SMOKING

Statistics show that smoking is a primary cause of home fire deaths.

3. REDUCE THE COST OF UNIT TURNOVER

When apartments are vacated by smokers there are additional costs incurred for to turnover the unit due to smoke stains, residue, and odors caused by cigarette smoke. Additional cleaning to try to remove smoke residue, additional treatment of walls and ceilings to cover smoke stains, additional painting, replacing carpeting, flooring, blinds as well as cleaning ducts and fans and appliances.

4. PROTECT NHA PROPERTY FROM DAMAGE

Protection of property from fires, odor, stain, and damage ensures the greatest availability of housing units.

Definition of Smoking:

Smoking is defined as inhaling, exhaling, breathing or carrying any lit cigar, cigarette, pipe, other tobacco product or similarly lighted smoking material in any manner or in any form.

E-cigarettes are not considered smoking under this policy.

Definition of a Smoke Free area:

In addition to common areas such as lobbies, hallways, stairways, elevators, management offices, community rooms, and the Sullivan Building roof *which are currently Smoke Free by City Ordinance*, smoking will be prohibited in all apartments. Smoking is prohibited on the grounds of all NHA properties including lawns, parks, walkways and parking lots, etc. Designated smoking areas may be determined by the NHA in cooperation with tenant councils and interested residents and must be at least 25 feet from all doors and windows.

Lease Enforcement of the Smoke-Free Policy:

A violation of the smoke-free policy shall be considered a breach of the lease and shall give NHA all of the enforcement rights contained in the lease.

Promotion of the Smoke-Free Policy:

NHA shall post no-smoking signs, promote the policy as appropriate in meetings and discussions with residents, and enforce compliance with the policy. Residents are expected to comply with the policy as they would any section of the lease.

It is important to understand that smoke-free housing does not mean that smokers are prohibited from living in NHA developments. It simply means that tenants and visitors must smoke elsewhere.

SMOKE-FREE ENFORCEMENT PLAN

1st Violation - Verbal warning and reminder reiterating the smoke-free policy.

2nd Violation - Warning/Reminder letter reiterating the smoke-free policy and advising the resident of further consequences.

3rd Violation - Informal conference request. The resident will receive a request for a conference with their NHA.

4th Violation - A notice of possible lease violation, and informal conference with Executive Director will be held prior to any legal action.

Once a resident has incurred a fourth violation, the matter will be treated as a breach of the lease. Legal action may be taken for violation of the Smoke-Free Policy. Where feasible, legal action may be resolved or avoided by written agreement to comply.