

## NEWS IN BRIEF:

Rent payments are to be mailed to the GHA office or left in one of the locked boxes outside the GHA office. The remittance address for mailing rent payments is 9 Maple Street, White Plains, NY 10603. Return payment envelopes are enclosed with rent statements.

**The GHA office will be closed on Monday, October 9th, 2023, for the Columbus Day Holiday.**

As part of our efforts to go green, beginning October 2023, the GHA newsletters will only be accessible online at the GHA website:  
[www.greenburghhousing.org](http://www.greenburghhousing.org)

**Access to the GHA administration office is by appointment only.**

Greenburgh Housing Authority is working on providing access to Broadband at the State Site. More information to be provided.

**Greenburgh Housing Authority would like to extend their condolences to the family of Preston Burnett, who passed away September 5, 2023. Preston Burnett was the former Maintenance Department Supervisor and was a valued employee of Greenburgh Housing Authority for over 25 years. He will be dearly missed by all that knew him.**

## GREENBURGH HOUSING AUTHORITY NEWSLETTER:

**October 2023:**

### MEETINGS:

The October 2023 GHA Work Session will be held on Wednesday, October 11<sup>th</sup>, 2023, at 5pm in the Board Room at 9 Maple Street.

The October 2023 GHA Board Meeting will be held on Monday, October 30<sup>th</sup>, 2023, at 5pm in the GHA Community Room.

### SPECIAL INTERESTS:

**Anyone interested in obtaining an application for the Greenburgh Heights waitlist lottery, please email: [GHTS@Greenburghhousing.org](mailto:GHTS@Greenburghhousing.org). Please provide your contact information (name, phone number, email address) to receive an application. You can also access the application on the GHA website: [www.greenburghhousing.org](http://www.greenburghhousing.org). Applications are due: October 26<sup>th</sup>, 2023.**

The GHA Recreation Program is open. Please contact Mr. Kirk Williams for details about your child attending.

**To have an illegally parked vehicle removed from your assigned parking space, please contact the following:**

- GHA Office (Monday-Friday): (914)946-2110 - (8:30am-4:30pm)
- GHA Security: Mr. H. Tucker (914)527-0062, Mr. D. Clark (914)362-5338 – (5pm-12am)
- GHA Answering Service: (914)227-2712 – (all other times)

Parking on GHA property is at your own risk. GHA is not responsible for vehicle damage or vandalism while on the premises. If your vehicle is damaged by another vehicle, involved in an accident, or vandalized, please contact the police to fill out a police report and investigate. We are unable to intervene in legal or criminal matters. As a reminder, please park your car in your assigned space to prevent it being towed or booted by GHA Staff without notice at the owner's expense.

## PUBLIC HOUSING:

Tenants are strongly encouraged to purchase renters' insurance to protect your personal property.

**INCOME VERIFICATION** – Please note as per your lease, all income needs to be disclosed to GHA. All income generated from tenant business activities on GHA property needs GHA approval and disclosure. Failure to do so will be construed as FRAUD and will be prosecuted.

**Dogs** - Please note that all dogs must be registered with GHA, unregistered dogs are a breach of our policy, and all dogs are always to be on a leash while on GHA property. Please pick up after your dog litters the ground, violators will be fined by housing. If you see an unattended dog on GHA property, please contact the Greenburgh Police Department at (914) 989-1700. **PLEASE DO NOT FEED CATS ON THE PROPERTY.**

All paperwork requests for the housing department (letters, shelter verifications, lease copies, etc.) will be mailed within 48 hours. Any tenant that wants paperwork emailed/faxed, must provide information (email address, fax number).

Any tenant who will suffer a significant income change going forward in their household, please contact the Public Housing/Section Eight departments at once and provide supporting documentation to determine if an adjustment is applicable.

## MAINTENANCE:

Tenants who wish to be home during maintenance repairs, must give 2 days' advance notice along with a 4-hour window of availability for maintenance when contacting the office for the work order request. Pest control requests can continue to be called in, as necessary.

Tenants are responsible for any work order fees. For any questions regarding charges associated with work orders, please contact Mr. Marcus Stokes: Maintenance Department at (914) 946-2110, Ext. 102. **\*\*FOR STATE SITE & GREENBURGH HEIGHTS TENANTS:** Please note that GHA charges \$10 for each replacement mailbox key. If you already have an extra key you can go to Home Depot to get a copy made, the maintenance department will no longer go unless you have no key.

**CONSERVATION:** Please conserve our valuable resources. Water is a valuable and expensive resource, do not waste it. Please turn your electrical appliances off when not in use, this includes TVs, lights, laptops, computers, etc. We appreciate your cooperation.

Use of propane tanks is prohibited on GHA property and in the units. All Propane tanks and propane grills will be confiscated and disposed of without notice.

### MAINTENANCE:

To avoid sewer backups, it is imperative that all tenants follow GHA's policy regarding flushing unacceptable items (wipes, feminine hygiene products, paper towels, diapers, etc.) down the toilet. **PLEASE DO NOT POUR GREASE DOWN THE KITCHEN SINK OR FLUSH IT DOWN THE TOILET. IT IS IMPERATIVE THAT ALL RESIDENTS COOPERATE ON THIS MATTER.**

Please dispose of your garbage properly. Do not leave garbage in the shared areas. Tenants are requested to place all garbage in dumpsters carefully to avoid having litter on the ground in the garbage shed. This will also help prevent unwanted pests from being in the area. We request all tenants to follow this policy to keep the environment healthy and safe. Your cooperation is appreciated.

### Monthly Extermination Schedule:

Please note, that the monthly extermination service is a mandatory requirement for all residents. The exterminator who will be accompanied by maintenance staff, comes once a month on Thursdays. Please review the schedule below for the day extermination service is scheduled for your building.

- 1<sup>st</sup> Thursday of each month – 1, 2, & 3 Oak Street Buildings.
- 2<sup>nd</sup> Thursday of each month – 1, 2, & 4 Beech Street along with 7 Maple Street Buildings.
- 3<sup>rd</sup> Thursday of each month – 1, 3, & 5 Maple Street Buildings.
- 4<sup>th</sup> Thursday of each month – All Greenburgh Heights sites, along with 101 Manhattan Avenue.

To access the product labels used by NuBorn Pest Control in our units, please visit:

<https://www.nubornpest.com/labels-sds>

\*Any residents unable to access the labels at the above link online for NuBorn Pest Control, please request in writing to Greenburgh Housing Authority, to provide the labels used in our units.

**\*Please note, not all labels on NuBorn's website are used in our units. We will only provide labels for products that are used in our units.**

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*"Our mission is to provide and develop safe, affordable and quality housing opportunities for individuals and families while promoting self-sufficiency and neighborhood revitalization ..."*

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### Helpful Numbers:

Answering Service (Maintenance Emergencies): (914)227-2712

Security Officers (5pm-12am):

- H. Tucker (914) 527-0062,
- D. Clark (914) 362-5338

GHA Office: (914) 946-2110,2111

Greenburgh Police Department: (914) 989-1700

Fairview Fire Department: (914) 949-5600

Greenburgh Town Hall: (914) 989-1500

Theodore Young Community Center: (914) 989-3600

Greenburgh Animal Control (Greenburgh Police Department): (914) 989-1700

Greenburgh Health Center: (914) 989-7600

Human Society of Westchester: (914) 632-2925

Towing Company: Certified Towing and Transport **(Only to retrieve your vehicle after it was towed, or to have a boot removed if one was put on your vehicle).**

# Maintenance

## Who Should I Call For Repairs?

*If something needs to be fixed, don't wait. Report the problem by calling in the Work Order.*

## When will my repairs be done?

*Your request will be written up and sent to maintenance by the next business day if it is not an emergency. Your repairs will be made as soon as possible. Your request for repairs is authorization for maintenance to enter your unit and make necessary repairs. If Maintenance has completed your work order unsatisfactorily or has not completed it please call the Maintenance Director, George Lux at 914-946-2110 ext. 102.*

## Will I be charged to get something fixed in my home?

*You will not be charged for repairs due to normal wear and tear. You will be charged when you cause damage to your unit or appliances. Normal wear and tear does not include light bulbs, shades, toilet seats, etc.*

*When in doubt please call the office.*

## What should I do about a maintenance emergency?

*During regular business hours, GHA will send workers immediately in case of an emergency maintenance problem. After hours, GHA has an answering service that will send on call workers to deal with the problem. The emergency number to use after hours and on weekends is:*

**914-227-2712**

## What is considered a maintenance emergency?

*An emergency problem:*

- *Threatens someone's health or safety immediately, or*
- *Will cause severe property damage if not corrected right away.*

*Some examples of true emergencies are:*

- *Leaking gas*
- *Sewer backups*
- *Fallen electrical lines*
- *Flooding*
- *Smoke detector problems (Not Battery replacement)*
- *Lockout after hours (charges apply)*

Greenburgh Housing Authority/Greenburgh Heights  
LLC/Greenburgh Housing Development Corporation:

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GREENBURGH HOUSING AUTHORITY  
9 MAPLE STREET  
WHITE PLAINS, NY 10603  
OFFICE: (914) 946-2110 /NIGHT SERVICE: (914)227-2712  
SECURITY: H. TUCKER: (914) 527- 0062 , D. CLARK: (914)- 426-9960

**Effective – Date 10/01/2023 :**

**2018 PARKING POLICY:**

1. Each household is guaranteed only one parking space. The primary parking space is assigned to a unit by management. Management will try to allot the primary parking space in the near vicinity of the dwelling unit. Additional spaces will be assigned if spaces are available, subject to a maximum of 2 spaces to a unit.
  2. Assignment of Additional spaces – The additional spaces over and above the primary space will be allotted to Tenants on a lottery system. Lots will be drawn for available spaces, allotment will be based on the draw. There will be no second spaces assigned in the Maple Street Lot. ALL secondary spaces will be assigned to the Oak Street Lot.
  3. Forfeiture of Additional spaces: - Since the number of parking spaces are fewer than the number of units, in the event a unit is in need of a primary parking space, forfeiture of the additional spaces already allotted to another unit, also will be on a lottery system. Lots will be drawn for release of the additional space as a primary space.
  4. Parking Rates – The Rates are as follows
    - a. \$15 per month / per spot.
    - b. \$5.00 per month /per spot ( For Seniors )
- Resident will lose their parking privilege if rent and parking is delinquent for more than 2 months.*
5. Parking is not permitted in: Fire zone, Handicapped areas, garbage sheds, on the grass, or where NO PARKING signs are posted. Vehicles will be towed away without notice.
  6. *Stickers (to be placed in left rear window) along with an assigned parking space, will be issued to all residents who submit a registration annually. Registrations and Insurance must be in the name of a tenant on the lease.*
  7. Greenburgh Housing Authority does not provide visitor parking. Tenants may allow their visitors to park in their space(s) only. Visitors are not permitted to park in any other spaces or they will be towed at their expense. The visitor parking sticker should be displayed in the car or they will be towed at their expense. The visitor parking stickers can be obtained at the office, the first visitor parking sticker is free of cost replacement or lost visitor parking stickers will be charged a \$5.00 fee.
  8. Residents are given up to 30 days to register and insure a newly owned vehicle, Residents must provide the office with vehicle information (VEHICLE INFO SPACE NUMBER, MAKE, MODEL AND LICENSE PLATE NUMBER as seen on windshield registration)

and are encouraged to do so as soon as possible, otherwise, vehicles will be towed. Parking is at "Your own risk" therefore all vehicles must be registered and insured. Greenburgh Housing Authority assumes no risk for damages to tenants' cars through no fault of GHA. In the event of damages to your car, please notify your insurance agent and the local police department to file a report.

9. Residents must call: office- (8:30am-4:30pm), night service-(4:30pm-7pm, & 2am-8:30am), security- (7pm-2am) to have an UNAUTHORIZED vehicle towed from their parking space (see above numbers). Cars will be booted/towed without notice by GHA/Security Staff; please advise your guests. When calling the above numbers, tenants must provide the following information: make/model, color, license plate number, parking space number, site, name, and phone number of tenant calling.

**10. State Site/ Maple Street Lot / Oak Street - Parking in office/ employee/maintenance spaces is prohibited. Illegally parked vehicles will be towed at owner's expense.**

11. Please note that cars must be parked clearly between the lines in the designated areas. Vehicles will be towed if not parked correctly or occupying more than one space.
12. Vehicles **MUST** be registered, drivable, inspected, and insured. Cars are not to be worked on in the lot. They are not to be placed on bricks, blocks, or jacks at any time.