



QUARTERLY NEWSLETTER

WHAT'S IN THIS ISSUE:

- Important Information and Updates
- Knowing your Lease
- Happenings: Pest & Maintenance Inspections
- Meet our New Staff
- Employee of The Quarter

IMPORTANT INFORMATION AND UPDATES:

Paperless Rent Statements

In an effort to go green, paperless statements will begin June 1st.

Here is what you can expect:

You will be provided a “Coupon Book” consisting of 12 cards (one for each month). The cards will include your name, address, community, and WIPS (Walk-In Payment System) number.

- If you PAY AT THE BANK – provide the card to the teller and pay the amount you choose.

Electronic Citations

Citations resulting in a violation of the Clean Yard Program will now be sent electronically to your email on file with us.

If we do not have an email for you, then yours will arrive to you by mail.

PHONE NUMBERS YOU SHOULD KNOW

Narcotic Task Force	301-791-3205
Non-Emergency Police	301-790-3700
Poison Control Center	800-222-1222
Child Protective Svcs.	240-420-2222
Adult Protective Svcs.	240-420-2155
Security Office	301-730-2096
Gateway Crossing Office	301-766-7968
Maintenance Dept.	301-733-6916
Office of Fair Housing	800-669-9777

For after hours maintenance calls, dial 301-733-6916, your call will be redirected to the answering service.

Gateway Crossing Management Office will be closed:

Monday, July 4, 2022 Independence Day

Monday, September 5, 2022 Labor Day

Important Information and Updates

OFFICE APPOINTMENTS:

Our office is currently open by appointment only, so that we can better serve you.

Please arrive on time and bring the proper documents needed for your appointment.

FIRE HAZARD NOTICE:

The lint filter of your dryer can easily accumulate a sizeable amount of lint with every load you dry. Please be sure that you are cleaning the filter regularly as it keeps lint off your clothes and reduces the risk of fire.

NOTICE FROM OUR SECURITY DEPARTMENT:

ALL Fireworks are prohibited on Housing Authority property. This includes sparklers and other small items of this type.

Lease Part II, Paragraph G. #14
Tenant Obligations—Tenant shall be obligated:

--Not to keep or maintain, manufacture, or distribute fireworks or other explosive materials or to discharge fireworks on or near the premises.

Violators are subject to eviction.

Possession of illegal fireworks may also subject the violator to civil fines (\$250 per piece) or criminal charges under State/City law.

DATES TO REMEMBER:

Primary Voting- July 19th

Community Fair- August 19th

National Night Out- August 2nd

First Day of School- August 29th

KNOWING YOUR LEASE:

RENTER'S INSURANCE

It is recommended that Tenant's purchase renter's insurance to protect personal property if damaged or stolen and to insure against claims of personal injury.

A recent quote from a local insurance agency came back showing an amount of less than \$10/mo. for a general policy.



WINDOW GLASS, BLINDS & SCREENS

Repair/Replacement of window glass, blinds, and screens is the resident's responsibility. Please be sure all are in good working order and not broken or damaged.

Maintenance will make any repairs at the resident's expense.



HOUSEKEEPING & STORAGE STANDARDS

One of the most common lease violations is for failure to maintain your unit in a safe, decent and sanitary condition.

It is Management's intent that the resident's unit be used for occupancy and not for bulk storage. It is to be noted that storage of excessive quantities contributes to safety hazards associated with fire, tripping, accessibility, sanitation and the presence or infestation of pest insects.

Please do not allow this to happen to you or your family. If you need help in this area, please contact our Resident Services Department for a list of agencies that offer Housekeeping Assistance to those in need.



PEST CONTROL SCHEDULE

July

- Week 1: 151 Ross to 281 Ross, 902 Lanvale to 947 Lanvale
- Week 2: 953 to 1025 Lanvale, 201 to 250 Buena Vista
- Week 3: 251 to 281 Buena Vista, 902 to 1002 Main
- Week 4: 1006 to 1018 Main, 941 to 989 Main, 311 to 361 Chessie,
310 to 360 Buena Vista, 913 to 929 Ross

August

- Week 1: 931 to 990 Ross
- Week 2: 1017 to 1037 Westport, 901 to 909 Ross, 801 to 827 Main
- Week 3: 829 to 845 Main, 265 to 273 South Burhans, 701 to 812 Lanvale
- Week 4: 103 to 181 Summer, 25 to 53 Elgin

September

- Week 1: 1030 to 1068 Ross
- Week 2: 1070 to 1084 Ross, 348 to 368 Merrbaugh, 400 to 401 Gandy Dancer
- Week 3: 121 to 182 Merrbaugh, 331 to 347 Merrbaugh
- Week 4: 3 to 120 Merrbaugh and 1203 W Washington St

MAINTENANCE INSPECTION SCHEDULE

July 4th	Free Week- No Inspections
July 11th	1030, 1032, 1034, 1036, 1046, 1048, 1052, 1054, 1060, & 1062 Ross
July 18th	1037, 1041, 1043, 1047, 1049, 1053, 1055, 1059, 1068, & 1070 Ross
July 25th	1061, 1065, 1067, 1071, 1073, 1074, 1076, 1077, & 1081 Ross - 400 Gandy Dancer
August 1st	338, 341, 343, 347, 349, 353, 355, 359, & 363 Merrbaugh - 401 Gandy Dancer

Meet our New Staff

Welcome!

We are happy to announce the following new employees to the Housing Authority

Scott Highbarger, Mechanic

Scott will join us as a Maintenance Mechanic and brings his talent and background in heating, ventilation, and air conditioning (HVAC) as well as residential maintenance.

Rachel Golden, Administrative Assistant

Rachel comes to us from Western Maryland Hospital Center and is our Administrative Assistant for the Security Department. Rachel's proficient in customer service, office workflows and brings innovative and experience of multiple computer programs.

Walter Horman, Security Officer

Walter has been hired as a Security Officer and will be training during the day shift while he becomes familiar with the communities and patrol routine. Walter's experienced in Security and was a Specialist in the Army National Guard.

Andrea Mills, Properties Office Associate

Andrea joined the Authority on May 11th as Properties Office Associate. Andrea comes to us with front office resource assistance and event planning experience and will be assisting the department 30-hours a week.

Employee of the Quarter:

Randy Bailey, Maintenance Supervisor

Congratulations to our Employee of the Quarter- Randy Bailey, Maintenance Supervisor.

Over the past two-months while the Maintenance Department has been down two managers, Randy stepped up with ease and proficiency to cover both positions, while continuing his own daily task. His tactful and quiet approach has helped him overcome the multiple layers of the daily demands and his knowledge of mechanical practices and understanding of local and state code enforcements has been an asset to the department. Thanks for providing top services to our residents and to our operations!

If you see Randy out and about, please take time to congratulate him on his most recent, well deserved award.

