



## MONTHLY NEWSLETTER

HAPPY AUGUST WITH ALL  
THE BACK-TO-SCHOOL  
EXCITEMENT!!!



### THINGS TO REMEMBER:

- Make sure to report your **SCHOOL STATUS** to Wendy Jackson to ensure proper paperwork is completed.
- Download the **YAPP APP** to receive HAO Property updates and news to your smartphone! Enter code HAOKY009, sit back and enjoy!
- We have **FREE** bus passes at the front office for Tenants!
- Large Item Removal - on Sunday nights, place items on the city curb (please do not use 4<sup>th</sup> Street). No work order needed. Every Monday the office is open, HAO Properties will pick up and dispose of items placed. Items left after pick up will incur a \$50 charge per worker needed to remove the items.
- Churchill Park Food Pantry open every Monday 1:00 PM - 4:00 PM
- Adams Village Food Pantry open every Thursday 1:00 PM - 4:00 PM
- Community buildings (located at Locke Apartments and Adams Village) are free to Tenants to rent with a \$50 refundable fee. Contact Jennifer (Ext 211) in Resident Services for details.
- **FREE** pool passes at the front office for Tenants! - AUGUST 3<sup>RD</sup> LAST SWIM DAY OF THE SEASON
- For Maintenance work orders phone 270-683-5365 ext. 221 or send email to: [workorders@owensborohousing.org](mailto:workorders@owensborohousing.org)

Hope everyone enjoyed the summer and are looking forward to an exciting school year!

#### **Trash Dumping**

HAO Properties is wanting to deter individuals from coming onto our properties to dump items for trash, as well as families that live here not properly disposing of their trash or large items. If you see someone drive up unloading items, you can provide the office with a description of the vehicle, person, and the license plate number. We will pursue legal avenues to address the issue.

#### **Please consider attending the Resident Council meeting**

Churchill Park Residents' will meet on Wednesday, August 20, at 1:00 PM in the New Heights Center (located behind the administrative offices), and the Resident Council Meeting for all other residents will meet on Wednesday, August 20, at 3:00 PM at Adams Village (519 Dieterle Drive, behind the Briar Patch restaurant).

### STAFF SHOUT OUT



**Amber Turner**  
Leasing Specialist

Amber began with the HAO in August 2022 as the Leasing Specialist for our apartments. She continually meets the demands of completing the move-in process with families, collecting all the required documents and completing the lease-up of units as quickly as possible. Amber treats our customers with compassion, kindness and directness. These qualities, along with her drive to excel, are what make her another example of the outstanding staff working at the HAO.



**Stephanie Richards**  
Maintenance Supervisor

Stephanie began with the HAO in January 2017 as a receptionist for the Housing Authority of Owensboro but quickly moved into the newly created position of Maintenance Coordinator. With this department being a critical all-hands-on-deck environment, a coordinator to assist in providing the maintenance personnel with the support required to be as efficient as possible is essential. Stephanie has a very diverse list of responsibilities. She is creative in addressing issues and is very effective in customer services.

Amber and Stephanie are critical to our daily operations. Thanks for all that you both do and your willingness to adapt to our ever-changing work environment!!

*Shauna Boom*

# August 2025

Monday	Tuesday	Wednesday	Thursday
4. Housekeeping Inspections Locke Apartments CHP Bldgs 14-22	5. Housekeeping Inspections Locke Apartments CHP Bldgs 14-22  <b>LAST DAY TO PAY AUGUST RENT W/O \$30 CHARGE</b>  <b>LAST DAY TO REQUEST WAIVER!</b>  <u>Pest Control and Filter Change</u> Churchill Park	6. Housekeeping Inspections Locke Apartments CHP Bldgs 14-22  <b>TERMINATION NOTICE MAILED FOR AUGUST NON RENT PAYMENT (30 DAYS TO PAY W/O EVICTION)</b>  <b>LAST DAY TO PAY JULY RENT</b>	7. Housekeeping Inspections Locke Apartments CHP Bldgs 14-22  <b><u>OPS STARTS!</u></b>  <u>Pest Control and Filter Change</u> Churchill Park
11.	12. <b><u>DCPS STARTS!</u></b>  <u>Pest Control and Filter Change</u> Churchill Park	13.	14.  <u>Pest Control and Filter Change</u> Churchill Park
18.	19. <u>Pest Control and Filter Change</u> CHP Makeup Day	20.	21.
25.	26.	27.	28.



## RENT IS DUE ON THE 1<sup>ST</sup> OF EVERY MONTH

If the 1st falls on a weekend or the office is closed on the 1st, the Tenant can ensure their rent is paid by making the payment online.

HAO provides a grace period to the fifth (5<sup>th</sup>) day of the month before Tenant receives a late strike and a \$30.00 late fee.

If the 5th calendar day falls on a weekend or a day the office is closed, HAO allows Tenants to pay rent the following day that the office is open without obtaining a late fee/late strike.

Tenants can mail their rent payment, however, the date on the money order and the postmark date on the envelope must be dated before or on the due date. If the money order is dated before, but the postmark date on the envelope is after the due date, the payment will be marked late and a late strike is added.



HAO utilizes these standards when inspecting Tenants' homes. Automatically **POOR/FAILURE** of the unit if windows or doors are completely blocked with personal items **OR** insects are observed crawling on courters, walls, or floors and it's associated with the cleanliness of the apartment. Inspections are done from 8AM - 4PM.

- Trash the size of 1 large bag is in any room or outside the unit (porches or decks)
- Diapers, feces, or urine in more than one place
- Sticky floor due to spills
- Bathroom sink, toilet, and/or shower/tub with dirt, hair, body fluids, feces, hair dye, or nail polish
- Kitchen with more than a day's worth of dishes in sink **OR** stoves top/inside, countertops, or refrigerator dirty, greasy, or spills
- Excess food in rooms other than kitchen

**Good** = Zero concerns

**Fair** = One concern

**Poor/Failure** = Two or more concerns

## A/C EMERGENCY OR NON-EMERGENCY



### A/C EMERGENCY

- Air conditioning is out AND
- 85° or hotter outside OR HAO Property has documentation from a medical practitioner stating A/C is required due to a medical condition OR
- HoH or HoH's spouse is 62 years or older

### A/C NON-EMERGENCY

- Place work order
- Please be patient as work orders will be addressed in a timely manner!

## HOUSEHOLD CHANGES

All household changes regarding household income and household composition changes should be reported **IN WRITING** to Wendy Jackson within ten (10) business days keeping in mind we are closed on Fridays.

Changes that are not reported directly to Wendy, **IN WRITING**, will be deemed out of timeframe compliance and could result in a less than 30-day notice of rent increase and/or retroactive rent increase.



## MAINTENANCE REMINDERS



- **Filter Change and Pest Control** visits are MANDATORY and Tenants cannot refuse entry without a reasonable cause.
- **Furnace Doors** should be easily accessible and cannot be blocked for any reason. Please ensure easy access.
- **Pets** have to either be removed from the home or kenneled while Maintenance is inside the home.
- HAO Properties are required to **leave all units locked** if no one is home.
- Maintenance will install **light bulbs** at no charge, but Tenant will be charged if Maintenance provides the bulb.
- **Repairs** require a work order to ensure all work is recorded and completed in a timely manner and telling a technician is not the sufficient way, unfortunately
- HVACs and water heater **preventative maintenances** are finishing up at Walker Place and will move to Smith Homes

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Amber Turner  
Move-in Appointments at Ext. 204  
amber@owensborohousing.org

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Crystal Clark  
Rent/Waivers at Ext. 201  
crystal@owensborohousing.org

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Jamie Ward  
Applications/Payments at Ext. 200  
jamie@owensborohousing.org

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Jennifer Chappell  
Resident Services at Ext. 211  
jennifer@owensborohousing.org

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Laura Baker  
Housing Inspector at Ext. 207  
laura@owensborohousing.org

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Lisa Cecil  
Apps/Move-In Appts at Ext. 206  
lisa@owensborohousing.org

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Mindy Cecil  
HCV changes/questions at Ext. 218  
mindy@owensborohousing.org

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Morgan Cart  
Recertifications at Ext. 202  
morgan@owensborohousing.org

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Nikki Ringham  
Accommodations at Ext. 205  
nikki@owensborohousing.org

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Stephanie Richards  
Work orders at Ext. 221  
stephanie@owensborohousing.org

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Tonette Crite  
Referrals/Complaints at Ext. 214  
tonette@owensborohousing.org

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Wendy Jackson  
Changes in income/HH at Ext. 203  
wendy@owensborohousing.org

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Shauna Boom  
CEO/Director



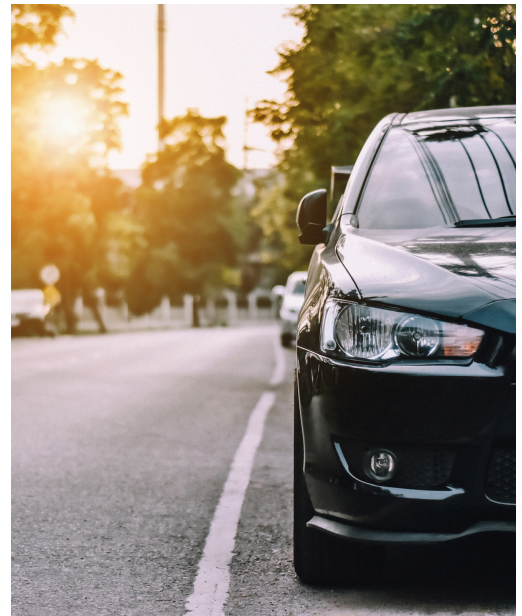
## PARKING



The Housing Authority wants to ensure residents who rent an apartment unit have a place to park their vehicle preferably close to their residence. With that being said, HAO Properties **does not have reserved parking**. We are asking everyone to help take the stress out of parking. Please be mindful to not take up more than one spot when parking. Please have guests park outside of designated parking permit areas! Inappropriately parked vehicles are subject to towing.

ALL SMITH HOMES parking lots require a permit. Vehicles (including motorbikes) without a parking permit cannot park in lots. Guests will need to utilize other parking.

CHURCHILL PARK Tenants may have noticed parking lots labeled with letters. This is a new edition to our property for directional and identification purposes. There are three (3) additional parking lots that **now require a parking permit**: Lot A, Lot K, and Lot I. Please contact Jennifer in Resident Services (Ext 211) to obtain a parking permit.



ALL vehicles parked in ANY parking lot must be drivable with valid registration.

Vehicles parked on HAO Properties cannot receive repairs outside of tire change or tire air ups.

## SMITH HOMES RECEIVE NEW PLAYGROUND



- **Model Good Behavior** by showing children how it's done through following all the playground rules and setting a good example which can go a long way.
- **Respect Other People's Property** when playing with toys or other items. At the playground it's important to remember not to take something that doesn't belong to you even if no one is around watching.
- **Watching One's Language** no matter how old children are, they pick up on negative language. Watch tone and words to set a good example for children and others around.
- **No Bullying** as this behavior is unacceptable. No one should be made to feel uncomfortable or scared while playing.
- **Don't Deface or Damage the Equipment** as this includes not writing on, carving into, or breaking any part of the structures.

## PART-TIME JOB OPPORTUNITY

**Title:** Groundskeeper

**Location:** Churchill Park (2 positions), Locke Apartment (1), and Smith Homes (1)

**Hours:** 2 hours per week

**Age:** 16 years or older to apply

**Rate:** \$12.00 per hour

**Apply:** Download application at [owensborohousing.org](http://owensborohousing.org) or pick-up one from the HAO office.



We are seeking reliable and hard-working Groundskeepers to maintain the cleanliness, appearance, and safety of our outdoor grounds and facilities. The ideal candidate takes pride in their work and enjoys being outdoors year-round. Candidate must reside in the complex they will Groundskeep. **August 7<sup>th</sup> is final date to apply!**





# Apartment DOs and DON'Ts

- Don't repair, alter, or modify any of the premises
- Don't use spray paint on sidewalks, use the grass
- Don't alter the grounds/lawn, use potters
- Don't paint walls without consent
- Don't install wallpaper without consent
- Don't smoke inside your apartment
- Don't store motorbikes inside the unit, use parking areas

- Do decorate units with curtains for homey feel
- Do DIY projects in the rear of the unit
- Do porch sitting and enjoy the nice weather
- Do wave at your neighbor to say hello
- Do act kindly towards one another
- Do watch language while outside
- Do conduct oneself in a respectful manner



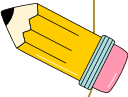
## BACK TO SCHOOL WORD SEARCH

Find the words hidden in the wordsearch below!



S L P E N C I L D E R A R T  
 D F P Y R S E R A S E R U D  
 T G R N U X M H I S T O R Y  
 D E H I L L O A C I C S A C  
 K B A J E I E L T V I Z C I  
 S H A C R N A A X H S L A C  
 P O S C H K D U R N U U L L  
 O M A C K E L S P N M N C A  
 R E B B I P R P Y B C C U S  
 T W N O R E A D I N G H L S  
 S O C M O I N C P E I B A R  
 L R G U C K U C K F A O T O  
 S K O H T P S I E O C X O O  
 N O T E B O O K I A Q J R M

- Art
- Backpack
- Books
- Calculator
- Classroom
- Eraser
- Friends
- History
- Homework
- Learn
- Lunchbox
- Math
- Music
- Notebook
- Pencil
- Reading
- Ruler
- Science
- Sports
- Teacher



## CONSTRUCTION AROUND OUR COMPLEXES

Starting the first of August, Smith Homes will be getting a partial face lift. New playground, new roofs on all buildings (due to hail damage), and all of the decks will be repaired and painted.

Churchill Park and Baker Place roof replacements have started and in progress through November 2025.

Ensure safety by:

- Paying close attention to your surroundings
- Construction may be noisy and dusty, please be understanding
- Communicate any safety concerns related to construction to the office
- Be cautious of falling debris from roofs
- Protect your property but provide clear access to construction
- KEEP CHILDREN AWAY from all construction areas!!!

Make sure to download the [YAPP APP](#) and ensure you are receiving One Call notifications, as this will be used for updated communication during this process.





Join us for our monthly meetings and help make a difference in your community by working together to provide support to all!

CHURCHILL PARK

**Time:** 1:00 PM

**When:** Wednesday, August 20th

**Location:** NEW HEIGHTS CENTER

All Tenants (18 years and older) who reside at Churchill Park are requested to attend!

ALL OTHER COMPLEXES

**Time:** 3:00pm

**When:** Wednesday, August 20th

**Location:** ADAMS VILLAGE at 519 Dieterle

All Tenants (18 years and older) who reside at Smith Homes, Locke Apartments, Walker Apartments, Baker Place, and Adams Village are **requested** to attend!



ADAMS VILLAGE HAPPENINGS

8/04: JR Sings w/ ice cream social (2PM)

8/05: Shopping (9AM)

8/06: Bingo (1PM)

8/07: Painting w/ Lisa (1:30 PM)

8/11: Bingo (1PM)

8/13: Blue Bridge Pirate Giveaway (12:30 PM)

8/14: Game Day

Chair Yoga w/ Jennifer (10:30 AM)

8/18: Bingo w/ Julie (1PM)

8/27: Birthday Bash (2PM)

8/28: Breakfast (9:30 AM)

Every Monday, Wednesday, and Friday Congregate Meals are served provided by 5-Star (11:30 AM) for seniors 60+ years old, with suggested donation of \$1.50

For additional information, please contact 270-684-3492 and speak with Dianne



CHURCHILL PARK HAPPENINGS

8/26: Chair Yoga w/ Jennifer  
10:00 AM at the New Heights Center

Chair yoga is a modified form of yoga where traditional yoga poses are adapted to be performed while sitting in a chair or using a chair for support during standing.

Chair yoga is a gently and accessible practice, beneficial for individuals with mobility limitations, balance issues, or those who prefer a less strenuous yoga experience.



**BACK TO SCHOOL BASH**

Saturday, August 2

1:00 PM - 3:00 PM

Churchill Park Employee Parking Lot by the New Heights Center

Join the leaders of H.O.P.E. Ministries for their annual back-to-school event with free school supplies and play carnival games/activities.

Hosted by H.O.P.E. Ministries!

**SUMMER SEND-OFF**

Saturday, August 9

11:00 AM - 2:00 PM

400 East 4<sup>th</sup> Street, 42303

Join the Gathering Pointe for a fun-filled, family-friendly event to celebrate the end of the Summer and the beginning of the a new school year.

Hosted by RiverValley Behavioral Health!



Get and stay organized use a planner or digital calendar

Establish a routine by adjusting sleep and wake times

Tidy up, label things, and designate a study space

Focus on the positive aspects and try to be patient

Ask for help when overwhelmed

TIPS/TRICKS TO EASE INTO THE NEW SCHOOL YEAR

