



Northeast Georgia Housing Authority

Serving the cities of...Clarkesville, Cleveland, Cornelia, Demorest, Helen, Homer, Toccoa

Housing Happenings

{: Before}



{: Now}



Say HELLO to the new

Northeast Georgia Housing Authority's logo!

**If you suspect drug activity in your neighborhood call:
1-706-348-7410**

Riddle: What goes up but never goes down?

Answer from last newsletter: A sigh.

Win a \$25.00.....Details inside
Gift card

MEET THE

NEGAHA

team



your
**Maintenance
Team....**



Left to Right-Top: Bryan Hartzog, Austin Bentley, Jeff "Peanut" Fogle, Tyler Cantrell. Bottom: Will Dunson, David Curry, Travis Pitts. Not pictured: Tim Frankum



Grace Nickerson

MAINTENANCE MANAGER: The Maintenance Manager is responsible for directing and coordinating all activities of the maintenance department. Responsible for 8-10 maintenance employees.

MAINTENANCE MECHANIC I: This position holds many specializations: plumber specialist, plaster specialist, locksmith, heating and refrigeration specialist, grounds specialist, gas lines specialist, electrical specialist and carpentry specialist. Performs all necessary maintenance needs for grounds and properties.

MAINTENANCE ADMINISTRATIVE ASSISTANT: Specialized clerical position dealing with maintenance operations, policies and procedures. Keeps complex records, compiles reports and maintains statistical data.

*Questions or concerns about the maintenance of your apartment, please feel free to call:
706-886-7326 or 1-800-752-8546.
The maintenance office is open 7:30 am to 6:00 pm, Monday thru Thursday for your questions or to request a work order.
Please DO NOT call after hours unless you have a TRUE EMERGENCY that endangers life, health, safety, or damages to the property.*

your

Administrative Team....

Left to Right: Bottom:

Doris Farrar, Angie
Cothran, Michelle Sisk,
Ray Sutton



Executive Director: The Executive Director is responsible for the administrative and professional work involved in the planning, directing, and coordination of the Housing Authority's affordable housing programs.

Executive Administrative Assistant: The Executive Administrative Assistant performs highly skilled secretarial tasks, office management and human resource functions.

Construction Manager: The Construction Manager is responsible for overseeing the modernization of all apartments and all new construction.

Director of Finance: The Director of Finance is responsible for administering the financial operations of the housing authority. This includes overseeing the accounting, fiscal reporting, budgeting, computer operations, and inventory of property.

your

Housing Team....



Left to Right-Top: Bottom:

Cashenna Roebuck,
Gail Jones, Tracy
Presley, Becky Roach,
Toni White, Jessica
Tumbeiro, Ally Peace,
Keshé McGee.



Director of Housing Management: The Director of Housing Management oversees the development, implementation, and administration of all aspects of admission, occupancy, rent collection, and other management services in accordance with Federal regulations and housing authority policies.

Administrative Assistant: This position requires comprehensive knowledge of the administrative operations of the authority and its policies and procedures. Duties require considerable public contact, the maintenance of a variety of complex records and the ability to compile reports and maintain statistical data, the acceptance of rent payments and directing phone calls and visitors as appropriate.

General Clerk/Assistant Site Manager: This position requires comprehensive knowledge of the administrative operations of the authority and its policies and procedures. Duties require considerable public contact, directing phone calls and visitors as appropriate, computerized data entry, filing, preparing letters, records, and reports.

Occupancy Coordinator: The Occupancy Coordinator performs the statistical and clerical work required to administer the housing program. The Occupancy Coordinator is also responsible for the maintenance of a well-planned and comprehensive occupancy program for the housing authority in compliance with the Section 8 requirements. The performance of duties requires thorough knowledge of the policies concerning eligibility, admissions, and occupancy for the multifamily housing program.

Resident Service/Assistant Site Manager: The Resident Service position coordinates programs for the housing authority residents in conjunction with staff, resident representatives, and community leaders. The Assistant Site Manager position coordinates with the Site Managers on completing inspections, move-ins, move-outs, housekeeping counseling, and any other housing tasks.

Site Managers: The Site Manager is responsible for the overall management of assigned development operations and compliance with HUD regulations, policies, local landlord/tenant laws and safety codes are required at all times. Duties include inspection of housing units, maintaining office hours for outlying offices, interviewing and conducting orientations for applicants and tenants.

Report Household



Lease* 16. Reporting Changes between Regularly Scheduled Recertifications.

- a. If any of the following changes occur, Tenant agrees to advise Landlord immediately.
 - (1) Any household member moves out of the unit.
 - (2) An adult member of the household who was reported as unemployed on the most recent certification or recertification obtains employment.
 - (3) The household's income cumulatively increases by \$200 or more a month.

29. Tenant Income Verification. Tenant must promptly provide the Landlord with any letter or other notice by HUD to a member of the family that provides information concerning the amount or verification of family income in accordance with HUD requirements. Examples: Employment separation notices.

**If you don't
have a sticker
in your
apartment
window,**



**Then you should
not have a furry
four legged
friend staying in
your home!**

Lease * 13. Rules.

Tenant agrees to obey the House Rules which are Attachment No. 3:

PET POLICY AND PET CARE

- Only pets that are registered with the NEGAHA Property Management are allowed on NEGAHA Properties. Rules and care for pets are defined in Attachment No. 5 – Pet Policy of your lease.

Tell Your Family and Friends:

Northeast Georgia Housing Authority is taking applications!

Applications are taken Mon-Thur 7:30 to 5:30 @ 437 S. Pond St. Toccoa

Other office locations vary in times and days.

Areas served: Toccoa, Clarkesville, Demorest, Cornelia, Cleveland, Helen, Homer

- ✓ Rent is Income-based
- ✓ Background screening performed on all applicants.
- ✓ Landlord references required.

Providing Equal Housing Opportunity in quality and affordable neighborhoods.

For more information tell them to give us a call: 706-886-9455



Resident Services

Resident Services introduces and links residents with a wide range of programs and services to enhance the quality of life and to encourage upward mobility into the community.

Through vital community partners we are able to provide a variety of education, social and cultural programs, health and wellness screenings and recreational activities designed to assist residents in achieving stability, strength and self-sufficiency.

Keep a  out in the mail for information about your next upcoming Resident Association Meeting

Northeast GA Housing Authority is proud to announce
the 2018 NEGAHA Scholarship WINNERS!



Ryan Roach from Toccoa.

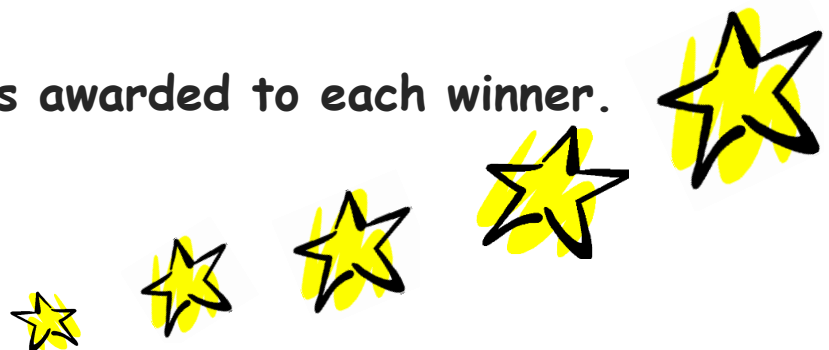
Ryan attends North Greenville University, where he is majoring in Christian Studies.



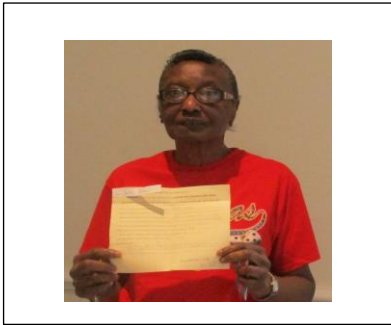
Celeste Sumner from Clarkesville.

Celeste attends North Georgia Technical College, where she is majoring in accounting.

\$ 2,000 was awarded to each winner.



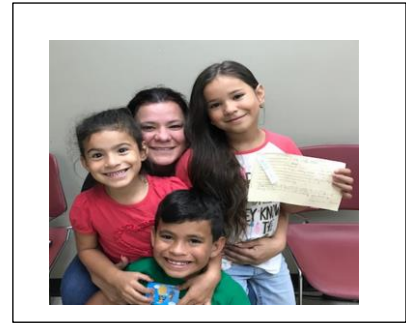
May 2018 Newsletter Winners



*Ms. Betty Brown of
Toccoa Won!*

Congratulations to our winners!

For your chance to win a
\$25.00
Wal-Mart Gift Card
Entries must be received
by
October 1, 2018



*Ms. Baudelia Greene of
Cornelia Won!*

This could be **YOU!** Enter to **WIN !**

Residents: Two winners will receive a **\$25.00 Gift Card From Wal-Mart !**

Complete the following survey, clip out and mail or bring to the Housing Authority office. Two winners will be drawn. The winners will be contacted and announced in the next newsletter!

1. Are you interested in getting a job or improving your skills to get a better job?
Yes No
2. Would you be interested in furthering your education or training at North Georgia Technical College at the Clarkesville or Toccoa/Currahee campuses?
Yes No
3. Would the availability of transportation to/from North Georgia Tech be helpful to you?
Yes No
4. Would you attend a meeting at the Housing Authority to discuss your education and training options with an advisor from North Georgia Tech?
Yes No
5. Please list three areas of job interests you currently have. For example: business, healthcare, welding, automotive, cosmetology, culinary arts, air conditioning, maintenance, etc.

Please call 706-754-7700 or visit www.northgatech.edu with questions or for more information.

Financial Aid is available!

Free tutoring is available!

Resident Comments:



437 South Pond Street
P. O. Drawer J
Toccoa, GA 30577
706-886-9455
1-800-596-1380
TDD: 706-886-0318