

AVCP REGIONAL HOUSING AUTHORITY

HOMEBUYER AND TENANT NEWSLETTER

February 2021 Issue

NEWSLETTER

The Homebuyer and Tenant Newsletter is a publication of AVCP RHA to inform its homebuyer's and tenants of the AVCP RHA homeownership and rental programs. The newsletter will be used to inform homebuyer or tenant to make your time as a homebuyer or a tenant successful as possible. We hope to cover and present events such annual and certifications, house payments, responsibility of maintenance, repair and replacement, preventive and seasonal maintenance, fire prevention and safety, notice process, reporting changes on income and family composition, reporting name changes of the homebuyer of record or successorship, reporting modernization plans and projects and on conveyance process so conveyance can move forward and in on time.

2021 Modernization Projects

The AVCP RHA Facilities/Special Projects Department will be conducting modernization projects in four villages in the summer of 2021. The project will to perform upgrades to housing units constructed before NAHASDA in Kongiganak, Kotlik, and Mekoryuk. And a demolition project in Scammon Bay.

In preparation for the project each homebuyer will be contacted to explain the Scope of Work, review and authorize the modernization to be done. When that is done each homebuyer must help and participate in preparing for the project. The preparation can include clearing and cleaning the mechanical room, clearing out materials from under the house and removing hazardous materials and supplies. After the project is done AVCP RHA staff will perform post survey with the homebuyer to explain the work done, to explain the use of new equipment and to accept the work done.

Kongiganak. Work planned on 9 units to do foundation leveling and steel pilings modifications to adjust retrofits to make the units level.

Mekoryuk (5 Units) and Kotlik (19 units) worked planned to do foundation leveling, replace meter mains, electrical upgrades, replace range hood motors and fans, and boiler replacements.

Scammon Bay is a demolition one house.

TIPS FOR HOMEBUYERS

These home maintenance tips help to prolong the life of your home but also save you money along the way. These tips are simple and affordable that can be easily performed by most homeowners.

REFRIGERATOR. The main component of your refrigerator that needs your attention is the door seals. Keeping the door seals tight will reduce the amount of energy to keep your food cool or frozen, keep your refrigerator working efficiently and prevent premature wear on internal parts. To test the door seals, close the door on a sheet of paper or a dollar bill and pull it out with the door closed. If you cannot easily pull the dollar bill out from the door, your seals are in good shape. However, if the bill slides out without much resistance, it's time to replace the seals. You can purchase new seals from any home repair outlet store.

REFRIGERATOR COILS. The refrigerator coils contain the coolant used to keep the internal temperature cold. When the coils get dirty or get covered with dust they will not work efficiently and may stop cooling altogether. The coils need to be cleaned periodically by vacuuming or wiping of the dust and dirt built-up.

As a general tip, keeping the refrigerator full uses less energy than when it's empty. Therefore, keep as many items in your refrigerator as possible to help reduce energy costs.

DOORS AND WINDOWS. Check the doors and windows to ensure they properly open and close. If not, find the problem and repair. Proper working doors and windows help heat from escaping and from cold air infiltration and it saves on heating fuel.

WATER FIXTURES. Inspect the water pipes in the kitchen, bathroom and other areas of the house for leaks or sign of leaks. Cold water coming into the house can cause condensation on the pipes. The easy and simple fix is to wipe-off the condensation of the pipes on a daily basis. Failure to do so can cause damage to the wood and create mold or mildew issues. Another common problem for water leakage or loss is a leaky toilet flapper. Replacing the toilet flapper will fix the problem.

ELECTRICAL. When you are working on electrical issues make sure the switch to the area is off. When you replace a light bulb consider replacing it with lower wattage bulb or a LED.

MAINTAINED HOME. Maintaining your home will save you money and increase the longevity your home so your family can have a safe home far into the future. Properly maintaining your home will help with energy-efficiency and save money on

Fire Prevention Tips

A fire in a house is very serious and dangerous as it leads to loss of house or can cause serious injury even death. That is why Fire Prevention is very important for everyone and for the community as a whole. And every one of you, old and young, play a role in Fire Prevention. And while accidents happen, you can learn how to prevent a fire from starting and spreading through your home.

Check your smoke detectors. Fire and smoke detectors are your first line of defense against danger. When smoke and heat enter that little device on your ceiling, the sensors inside sounds an alarm. This alerts you to catch the problem before it becomes an emergency. Be sure to keep you smoke detectors in good working condition and replace the batteries every fall. Test your fire and smoke detector every month. Get in the habit of testing your smoke and fire detectors once a month. It only takes a few minutes to test them and these few minutes can save your home. Testing may vary from model to model, but most standard detectors have a button on the face. Press that button and wait for the alarm. If it does not alarm, mix the problem or immediately replace the alarm.

Change your batteries. When the batteries in smoke alarms are low it gives an annoying chirps every few minutes do not ignore the chirps or use it as an excuse to remove the battery off the fire or smoke detector. If a fire breaks out in your home and the smoke detector's batteries are drained, the alarm won't sound off to warn you putting your home and your family at risk.

Keep an eye out on your appliances. Appliances like stoves and washing machines make daily life easier but can pose a fire hazard.

Kitchen. The kitchen is the best room in the house for family meals and after dinner desserts. But with so many appliances in one place, the kitchen deserves a little extra attention. When it's time to get cooking, be sure your oven, stove, and any hot plates are far away from flammable items like curtains, rags, or chemicals. Don't leave the kitchen unattended.

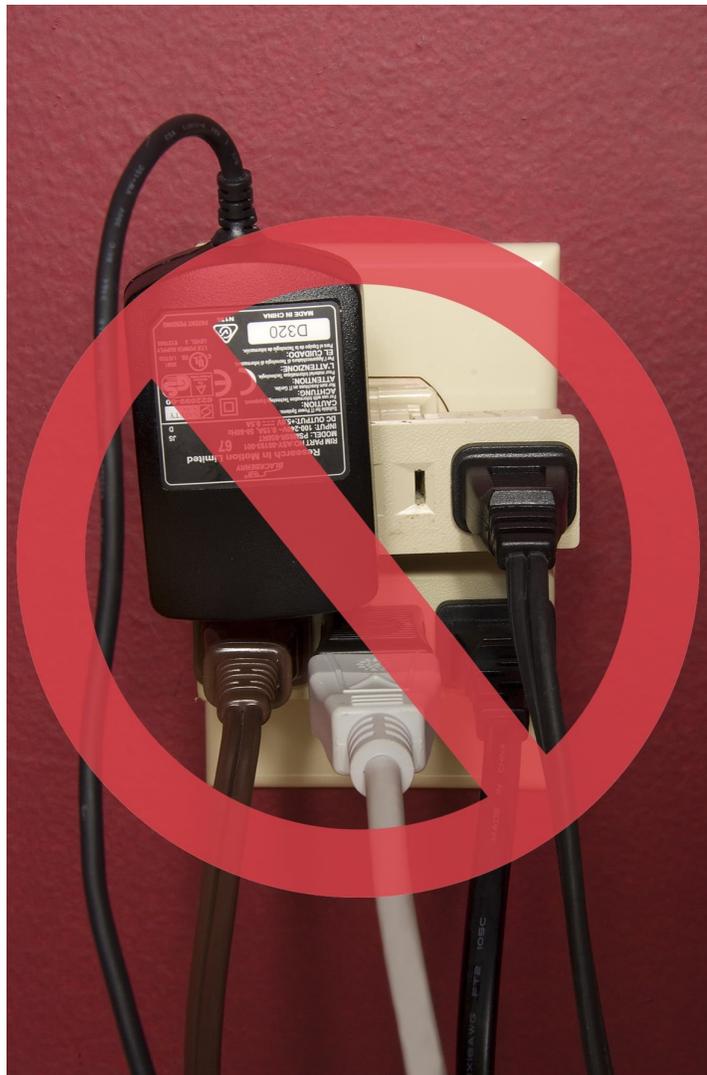
And keep a fire extinguisher on hand in the kitchen in case of grease fires or other emergencies.

How to put out a grease fire. If a fire starts when you are cooking with grease, do not panic. 1: Cover the fire with a heavy metal lid and turn off the heat source. 2: Baking soda or salt can handle a small fire. **DO NOT USE WATER** to put out the fire. 3: Use the fire extinguisher in the kitchen.

Sleeping areas. If smoke in the house, you should have a rule not to smoke in the bed, period. If you use electric blankets, space heaters use them with extreme caution.

Wall Sockets. Do not overload wall sockets by limiting the use of many plugs.

Extension Cords. Extension cords are useful tools but also can be fire hazards if not properly used. If you are going to use cords it is in good condition by looking for frayed, cracked and damages wires, surge (burn) marks anywhere in the cord, and exposed wires. If you observe any of these unplug and discard the electrical cord and replace it with a new cord. Keep all cords away from furniture and rugs. Running cords under rugs is dangerous. Avoid overusing extension cords or crowding them into one socket. These can cause electrical fires from overuse or overloaded electrical connections. And understand that the electrical cords are only used for temporary use.



HOMEBUYER COMPLIANCE

To participate in the AVCP RHA Homeownership Program requirements the participant (homebuyer) to be in compliance with the compliance matters as long as the homebuyer is participating in the program. The compliance period ends when the homebuyer purchases the unit or at the end of the 25-year compliance period.

The compliance matters include”

CERTIFICATION. The families must and are required to participate in the certification process every three years. The certification process updates the family composition and family income. Family composition is a list of names of all person (adults and children) living in the unit at the time of certification. Family income is the income of adults and children living in the unit at the time of the certification. At the certification we also need every adult living in the unit to sign the Release of Information form. It is a good time to update all the information such as change of homebuyer contact, name changes, successorship name changes and contact information (telephone, cell numbers and email). When you get the certification letter you need to fill it out completely and return to AVCP RHA as early as possible.

INTERIM CERTIFICATION. We can also do interim certification before the end of three years if there are substantial changes such as in income. For example, in this pandemic, we had family report they lost income or jobs which assisted them during the pandemic,

CONTACT INFORMATION

It is the responsibility of the homebuyer/spouse to provide and update homebuyer contact information when it is requested. It is important to provide any and all changes of homebuyer information to deal with matters such as successorships and conveyances. Changes can include death of the head or spouse, change of head or spouse due to separation or divorce (we will need proper decrees, orders or voluntary relinquishments), and name changes.. We had couple of cases in the conveyance process was delayed due to family information not being current and we had difficult time tracking them down. Updating information and documentation is necessary and important here at AVCP RHA.



USE YOUR VENTILATION SYTEM

The houses constructed today are well insulated and air tight. This means there is little outside air entering or inside air escaping the house. If the house is not ventilated on a daily basis, this air causes the humidity to condense and form moisture on windows, walls and doors and can cause mold and mildew to form which is not healthy.

What are sources of humidity? Humidity can be caused from normal breathing and perspiration, cooking, boiling water, bathing, household plants, and mopping the floor. Studies have showed an estimated 15 to 20 gallons of water can be formed.

What does use of ventilation do? It improves the air quality in the house by controlling pollutants/allergenic particles, control odors and increase oxygen levels by reducing condensation and prevents mold and mildew formation on windows and walls. And it protects the housing structure.

It is important to use the ventilation system in the house on a daily basis. You may schedule the use in the morning, midday and evening or when you observe moisture on you windows. Also take time to wipe moisture formation if observed.

When you use the ventilation system you will feel draft coming in. This is because new air is entering to replace the old air in the house. And you will notice steam coming out and this indicates the excess air and moisture is being removed from the house. It is important not to cover the ventilation system.



TENANTS

U.S. TREASURY EMERGENCY RENTAL ASSISTANCE

If you are struggling to pay rent or utilities funding availability thru the Emergency Rental Assistance (ERA) which AVCP RHA submitted on behalf of the tribes under the Tribally Designated Housing Entity (TDHE) umbrella for the funding. AVCP RHA is working to partner with the Alaska Housing Finance Corporation (AHFC) to implement the ERA program in the AVCP RHA region. If you are interested in the ERA program or if you are eligible you need to go the AHFC website or call them to register. For more information: Go to www.afhc.org.

For More Information: **Follow AFHC on Facebook** to get the latest updates on Alaska Housing Rent Relief and other programs; or **Read our FAQs** and **confirm your pre-registration**. For direct assistance, **call or text "relief" to (833) 440-0420 toll free.**

TENANTS

WORK ORDERS

If there is problem in your rental unit or in the apartment building you need to report it as soon as possible to an appropriate housing authority employee who will take appropriate steps to address the problem. It needs to be reported to issue a work order so work to address it can be scheduled. When reporting a problem it is helpful to be descriptive of the problem, the cause, seriousness, when and how the problem was caused. At the very minimum make contact with the Housing Manager in the Bethel office.

HOUSE AND RENT PAYMENTS

It is important to make your house payment and rent payment on time and in full. Payments are due the first part of the month. Failure to make house or rent payments on time or in full leads to the breach of the payment clause of the agreement which is a non-compliance matter which triggers the notice process of reminder, delinquency, termination and notice to quit which leads to being evicted from your house or the apartment unit. How can you eliminate being evicted from your house or your apartment unit? Make your payments on time and in full. If you are unable you need to contact the Occupancy Specialist (if you are a homebuyer) or the Rental Manager (if you are a tenant) to let them know you are late and when you will make full payment or to discuss other payment arrangements.

HOUSING MANAGEMENT AND FACILITIES AND SPECIAL PROJECT DEPARTMENTS

Housing Management Department works with homebuyers and with tenants in the apartment units to make sure the homebuyers and the tenants are in compliances with the rules of each program, with the Mutual Help Occupancy Agreement (MHOA) or the Deed of Trust (DOT) (homeownership) and with Rental Lease (tenants), and applicable statutes, regulations and policies. To help everyone to be successful homebuyers and tenants. This can include provide technical assistance in being in compliance with such matters as house and rent payments, absence from home, certification process, and other matters. They also begin the notice process that can lead to termination or eviction from the house or the apartment. Termination and eviction is always the last step but if the homebuyer or the tenant fails to participate in any of corrective process, they will do that. Get to know your Occupancy Specialist and House Manager is and work with and communicate with them. Stanley 'Stoosh' Hoffman is the director of the department.

The Facilities and Special Projects Department works with homebuyers to do inspections of housing units and perform the maintenance of the apartment buildings. The purpose of the inspection is make sure the homebuyer is performing its homebuyer responsibility in taking care of the home and to inspect the house with the homebuyer for the homebuyer to identify items that need to be worked on by homebuyer to repair and/or replace. The Compliance Officer's do not perform any maintenance, repair or replacements to the items (deficiencies) identified during the inspection or on the housing unit. They counsel the homebuyers on how to do the maintenance, repair or the replacement and where to get the items for repairs or replacements. And develop a time frame on when it needs to be done. Just like the Occupancy Specialist they will begin the notice process that can lead to termination of the MHOA or the Deed of Trust that can get you evicted from your house. This is always a last resort but if the homebuyer does not participate or response/act on the Plan of Action it has been done. Bosco Hooper is the director of the department.

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