



**Hineshouse**  
Property Management & Maintenance Services

### **Mission**

To provide safe income-based & market-rate housing options that improve the quality of life for all residents of Liberty County Georgia.

### **Vision**

To be a convener of housing solutions in the Southeast Georgia region.

Cedar Walk  
Regency Park  
Hineshouse Way

# NEWS & NOTES

Monthly Newsletter of the Hineshouse  
Property Management & Maintenance Services



And just like that... 2021 is here. For many of us, last year was tough as we adjusted to the COVID-19 pandemic and other personal challenges. In case you haven't already done it, pat yourself on the back. You made it!

Now is the time to plan for the new year. We're not talking about a New Year's Resolution either. We want you to set a goal that is Specific, Measurable, Achievable, Relevant, and Time-Based. For example, one of our goals is to make this newsletter digitally accessible by emailing and texting a copy to every resident in addition to posting it on the website and printing paper copies. This will allow all tenants the opportunity to get the newsletter quickly and in a format that works for everyone. We plan to do this by April 1, 2021.

Now it's your turn. Write down one of your smart goals and plan to work on it every day.

## PROPERTY MANAGEMENT & MAINTENANCE

### PRE-LEASING WORKSHOP

No pre-leasing workshops are scheduled this month.

### HOUSEKEEPING

Housekeeping will be conducted during monthly pest control treatment and completion of work orders.

### PEST CONTROL SCHEDULE

Pest control treatment will be conducted as follows:

Thursday, January 7	Building 100 - 700
Tuesday, January 12	Building 800 - 1400
Thursday, January 14	Norwood/Gassaway Street
Tuesday, January 19	Olive Street
Thursday, January 21	Rebecca/Welborn/Gause Street

Housekeeping inspections and scheduled preventive maintenance will also take place at this time.

### FOOD DISTRIBUTION is for the elderly and disabled only

The food distribution for January 2021 is as follows:

Regency Place – Wednesdays  
January 6, 13, 20, 27

Norwood & Gassaway –  
Thursday\*  
January 14 and 28

Olive, Gause, Welborn &  
Rebecca Streets – Fridays  
January 8, 15, 22, 29

### RESIDENT MEETING

**Thursday, Jan. 28 at 6 p.m.**

Call 319-527-9140

Access code 777527

### AFTER HOURS CONTACT

If you experience problems on the property after work hours, call (912) 255-5077 for 24-hour security and emergency maintenance services.

### TRANSPORTATION SERVICES

For medical transportation needs, please call a day prior to your appointment before Noon.

**Coastal Regional Coaches**

866-543-6744

**LogistiCare**

800-580-6860



# DON'T FORGET!

## Hinesville Housing Authority Board Meeting

Tuesday, January 12  
at 3 p.m.

Dial In: 978-990-5000

Access Code: 233122

Update your phone number and email.

Call or email Felicia Woods

(912) 255-5078 (Desk Line)

(912) 622-1109 (Business Cell)

[felicia\\_woods@hinesvillehousing.org](mailto:felicia_woods@hinesvillehousing.org)



**Follow us on  
Facebook and Instagram  
for events, reminders,  
and community  
information.**

**@hineshousing  
#morethanhousing**

## DAMAGED WINDOW BLINDS

Management previously sent out a notice regarding damaged window blinds at Regency Place and Cedar Walk Apartments. Moving forward, all damaged window blinds will be replaced by a maintenance staff member and/or a representative for Hineshouse Property Management and Maintenance Services (HPMMS), and the head of house will be charged.

## CONDUCT

- Littering, including disposal of cigarette butts, candy wrappers, soda cans, etc., is prohibited. Defecating and/or urinating in common areas of the property are prohibited. These activities will result in a lease violation notice.
- Portable water toys such as slip and slides, twirling water sprinklers, wading/swimming pools, saunas, spas, etc. are not allowed anywhere on the property.
- Trampolines, swingsets, play gyms, moon bounce, and bounce houses are not allowed. Toys must be kept inside the units when not being used. Residents will be charged a fee of \$25.00 for leaving trash, waste, dumping food or household items outside of their apartment to be paid with the next month's rent.
- Resident listed on the lease and on a 50059 certification is responsible, not only for his/her own actions, but for the conduct of all household members, guests and visitors, while they are in the apartment or on the property. Any violation of these policies, and/or Lease terms is considered noncompliance with the lease.
- The hours between 10:00 p.m. and 8:00 a.m. are designated as "Quiet Time" on the property. Households must minimize any noisy or disturbing activity during these hours. Please make your best effort to honor the right of other residents to the quiet and peaceful enjoyment of their apartments during these hours.
- The volume of stereos, televisions, radios, etc., in the apartment, in the common areas of the property or in vehicles, is to be kept at a sound level that does not violate the right of neighbors to the quiet and peaceful enjoyment of their residences at all times.



## UNAUTHORIZED GUESTS

A resident may have guests visit his/her residence. An “overnight guest” is defined as a person who is sleeping in the unit, staying in the unit for longer than a 10-hour period (regardless of whether that occurs at night or during the daytime) and/or keeping clothing or other belongings in the unit.

## CONDUCT BUSINESSES IN THE UNITS

Any household wishing to operate a business out of their apartment must have management approval before starting. Business licensure to include the operating name and license number must be provided to management prior to operating a business on the premises. Incidental business (such as computer work, limited babysitting that does not qualify as a day care center) will be allowed under the following conditions:

- All applicable zoning regulations, as well as federal, state, and local laws must be adhered to.
- Any required licenses must be obtained, and fees paid to keep licenses current and in effect.
- Absolutely no advertising signage is permitted on doors and/or windows.
- The business is allowed to be operated only by persons living in the apartment.
- The business activity must not emit noise, vibration, smoke, dust, odor, heat, humidity, glare, or any other effect that unreasonably interferes with the peaceful and quiet enjoyment of other residents or neighbors.

## INSECTS, BED BUGS, PESTS, AND MOLD

All efforts will be made to provide a clean, healthy, mold-free, and pest-free environment for all residents. When management becomes aware of insects, bed bugs, pests, or mold at the property, all reasonable efforts will be made to eradicate them. Since bed bugs, insects, pests and mold can spread from unit to unit, all residents must comply with all pest control and mold requirements, including preparing the unit and allowing access. Management will provide each resident written notification of pest control and/or mold eradication services affecting his/her unit. The notice will include instructions for preparing your unit for treatment. As a resident, your responsibilities are to:

- Notify management immediately of any pests or mold, including but not limited to bed bugs, in your apartment.
- Help prevent pest infestations by keeping your apartment clean, and clear of clutter.
- Inspect all furniture before bringing it into your apartment; especially used furniture or bringing abandoned furniture into your apartment - you do not know why it was abandoned, and it could be infested.



## FIRE AND DISASTER SAFETY

The major causes of apartment fires are smoking materials, heating, arson, and children playing with matches and lighters. The following are strictly prohibited:

- The use of cooking grills of any type on the property. b) Storage of containers of flammable fluids or explosive materials within the apartment, storage area, or any common areas.
- Storage of anything next to the water heater, heat/air conditioning unit, range or refrigerator.
- Disconnecting any smoke/fire alarm, as this constitutes a violation of the fire code. It is the resident's responsibility to notify management if the smoke/fire alarm(s) becomes faulty, or if a battery is missing or not functioning.
- Battery-operated smoke detectors must not be tampered with or have any batteries removed.
- Any tampering with smoke detectors is considered a lease violation and will result in the termination of your lease.
- Use of extension cords in bathrooms, kitchens, and hallways. Surge protectors and plug-in multiple outlet devices are allowed if electrical cords do not create a hazard.
- Extension cords cannot be plugged into common area outlets or in another apartment.
- Windows are not allowed to be nailed shut or to be made permanently closed in any way. The ability to get out of the unit through the windows cannot be blocked by anything. This is a health and safety issue and is considered material non-compliance with the lease and will result in eviction.
- This is a smoke-free property. Smoking is defined as inhaling, exhaling, burning and/or carrying any lighter cigar, cigarette, pipe, or any other form of lighted object or device, including e-cigarettes and vapor smoking devices. Burning tobacco, any other plant, or e-cigarette cartridges is also prohibited.
- Leaving food cooking or reheating on the stove or in the oven unattended.



**Thank you to Hinesville Rotary Club for providing  
gifts for residents who signed up for the  
2020 Angel Tree Giveaway.**

**Generous donations from this group allowed  
many of our children to have a Merry Christmas!**



## REPORTING PROPERTY DAMAGES

Hineshouse Property Management and Maintenance Services (HPMMS) strive to improve the quality of life for our residents in the Liberty County community by providing decent, sanitary, and affordable housing. Your assistance is needed to ensure that our properties are in keeping with standards. Please report any property damages and/or needed repairs to the Maintenance Department immediately.

If damages and/or repairs are not reported in a timely manner, the responsible party will be billed for damages beyond normal wear and tear.; and may be issued a 60-Day Notice of Termination of Tenancy with the chance of a grievance hearing. Per HPMMS House Rules Section 4, paragraph (1): Residents will be billed for damages caused by carelessness, misuse or neglect on the part of any household member or guest. The resident is obligated to reimburse management for the damages within 30 days after receiving the bill for charges. Charges will be assessed at the actual cost of the repairs which includes labor and parts.

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## ATTN CEDAR WALK: SCREEN DOOR REMOVAL

Effective January 11, 2021 through February 1, 2021, all screen doors will be removed on Cedar Walk Apartments. A Hineshouse Property Management and Maintenance staff member and/or an approved vendor will be on-site to remove screen doors, paint door trim, and replace the weather stripe. Please remove any items blocking the doorway or anything that will interfere with the workflow. Listed below is the schedule.

Failure to comply may result in a 60- Day Notice of Terminated of Tenancy with no change of a grievance hearing.

Week of January 11, 2021  
Norwood and Gassaway

Week of January 18, 2021  
Olive Street

Week of January 25, 2021  
Gause and Welborn Street

Week of February 1, 2021  
Rebecca Street

## NOTICE OF APPROVED OPERATING COSTS ADJUSTMENT FACTORS

Dear Cedar Walk,

This is to inform you that the Operating Cost Adjustment Factor (OCAF) has been approved by HUD effective February 1, 2021.

This change may or may not increase your portion of the contract rent under the Section 8 Program. A notice was provided by means of letters, flyers and the monthly newsletter since December 15, 2020. If you decide to terminate the Lease Agreement, you must provide proper notice of 30 days. The Lease Agreement, subject to HPMMS approval, will automatically continue with the change of the rent, unless it is properly terminated.

You will be contacted to sign the updated 5009, if the document is not signed before January 11, 2021; your portion of the rental responsibility will be the market rent effective February 1, 2021. Failure to pay the full rent will result in processing a termination of tenancy. The property management staff will contact you by next week in regard to your appointment time.

Unit Type	Number Of Units	Current Utility Allowance	New Utility Allowance
1 Bedroom	29	\$111	<b>\$97</b>
2 Bedroom	29	\$131	<b>\$115</b>
3 Bedroom	14	\$119	\$126
4 Bedroom	5	\$197	<b>\$180</b>

CEDAR WALK does not discriminate on the basis of disability status in the admission or access to, or treatment or employment in, its federally assisted programs and activities.



**EFFECTIVE FEBRUARY 1, 2021**

# **NO SATELLITE DEVICES ALLOWED**

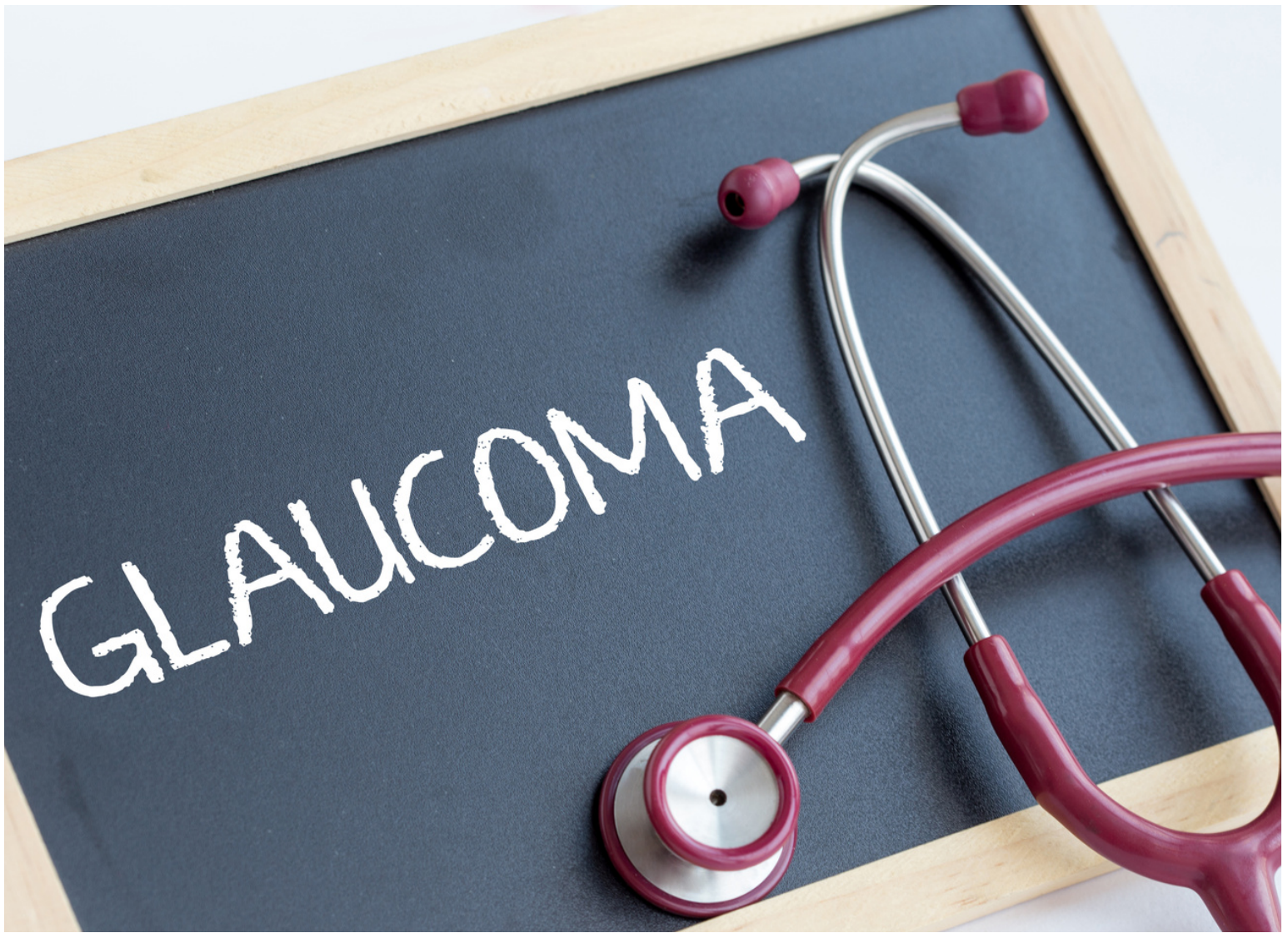
**Satellite devices are no longer permitted  
at Regency Park Apartments or  
Cedar Walk Apartments.**

**Effective February 1, 2021,  
satellites will be removed  
from the properties by  
HPMMS staff. Please contact  
a provider as soon as possible  
to establish wireless service.**



**Hineshouse Property**  
Management & Maintenance Services





January is recognized as National Glaucoma Awareness Month. Glaucoma is an eye condition that affects your optic nerve. Most of the time, glaucoma is caused by high pressure inside your eye which can lead to vision loss or blindness. People over 60 years old, African Americans, and those with a family history of glaucoma are most at risk. It is important to catch glaucoma early with a regular eye appointment. Contact an eye care professional if you have any of the following symptoms: severe eye pain, nausea, vomiting, redness in your eye, sudden vision disturbances, seeing colored rings around lights, or sudden blurred vision.







# January Birthdays!

## Cedar Walk

- BROWN, MICAH
- DAVIS, LAUREN
- GILMORE, JHAIYDAH
- GILMORE, JHAIYDEN
- GRUBBS, NEHEMIAH
- HEARD, SONIA
- MASTERS, CHARENA
- PAGE, MARCELLO
- SANDERS, KAMARIO
- SANDERS, KIMANI
- SCARANO, JOYCE
- SMITH, ERMA
- WILLIAMS, ARRY

## Regency Place

- BLACKMAN, HANNAH
- BROWN, CORY
- BRYAN, CLIFTON
- CARSWELL, SAMANTHA
- DICKENS, ZURI
- ERVIN, DESIREE
- FRINK, PARRISH
- GOODE, EMAN
- GREEN, ZENDAYA
- HEARN, DECRETIA
- JACKSON, NUJAH
- JENKINS, RAKIYAH
- JENKINS, TANIYAH
- KING, LAKIJA
- LAWRENCE, DAVONTE'
- LUCKY, SHANICIA
- MAPP, ZAKARI
- PHILLIPS, KAMERON
- PHILLIPS, KAMIRRA
- ROMOS, LASHAUNTE
- ROSE, ZAYDE
- TURNER, YANTEE
- WILLIAMS, CELENA
- WILLIAMS, GAVIN
- WOFFORD, NAHRIA



**Call us about any concerns  
or services.**

(912) 368-3466 business hours  
(912) 977-6004 after hours



**Business Hours (By Appointment)**

Monday 8 a.m. to 4 p.m.  
Tuesday 8 a.m. to 4 p.m.  
Wednesday 1 p.m. to 5 p.m.  
Thursday 8 a.m. to 4 p.m.  
Friday 8 a.m. to 4 p.m.

**Hineshouse Property  
Management & Maintenance Services**  
100 Regency Place Hinesville, GA 31313  
[www.hinesvillehousingauthority.org](http://www.hinesvillehousingauthority.org)

# January 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 <b>Rent Due</b>	2
3	4	5	6 Food Distribution Regency 10 a.m.	7	8 Food Distribution Olive, Gause, Welborn and Rebecca 10 a.m.	9
10	11	12 <b>Board Meeting</b>	13 Food Distribution Regency 10 a.m.	14 Food Distribution Norwood and Gassaway 10 a.m.	15 Food Distribution Olive, Gause, Welborn and Rebecca 10 a.m.	16
17	18 <b>Dr. M.L. King, Jr. Day</b>	19	20 Food Distribution Regency 10 a.m.	21	22 Food Distribution Olive, Gause, Welborn and Rebecca 10 a.m.	23
24	25	26	27 Food Distribution Regency 10 a.m.	28 Food Distribution Norwood and Gassaway 10 a.m. <b>Resident Meeting</b>	29 Food Distribution Olive, Gause, Welborn and Rebecca 10 a.m.	30
31						