



**Office Hours:**

Mondays & Wednesdays  
8:00 am to 4:30 pm

Office Phone #  
660-885-8200

[antiochhills@wcmca.org](mailto:antiochhills@wcmca.org)

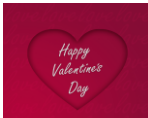
Emergency Phone #  
660-351-1660

**Laundry Code: 1819**



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# February 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 No school	6	7	8	9	10
11	12 MAC truck @ Samaritan Center 830 am to 4pm	13 Pest Control Bldgs 1-24	14 	15	16	17
18	19 President's Day Office Closed No School	20	21	22	23	24
25	26 MAC truck @ Samaritan Center 830 am to 4 pm	27	28	29		

# IMPORTANT LEASE REMINDERS



Make rent checks & money orders out to: WC Antioch Hills by the 10<sup>th</sup> of the month.

**AFTER HOURS EMERGENCY** phone # 660-351-1660. Please call the office during business hours.

## Antioch Hills Office Hours

8:00 am to 4:30 pm ***Mondays & Wednesdays only***  
(Closed between 11:30am & 12:30pm for lunch)



## Maintenance Reminder

Please do NOT stop maintenance while they are out on property. They are there to make sure all units pass quality housing standards. If you have a work order, please make sure you call or email the office with it. DO NOT ask maintenance to complete something else just because they are already there. We understand the thought process in saving them a trip, but the fact of the matter is, they come prepared with tools/materials for the work order they have in hand. They will most likely have to leave to go get more tools/ materials for the work order verbally told to them which makes things more time consuming in the long run. All work orders must be tracked in writing so that we may better assist you.

Work orders should be reported in a timely manner so a small problem, does not become a big problem. Monday through Thursday call 660-885-8200 or email [antiochhills@wcmca.org](mailto:antiochhills@wcmca.org). For after hours emergencies only call 660-351-1660.

# Winter Weather Tips

During inclement weather, Antioch Hill's staff will make every attempt to clear the sidewalks and our contractor will clear the parking lots. If you do not have to go out during bad weather, please wait till the weather clears. Always use caution on snow and ice when you do have to leave your home. **BE SURE TO DISCONNECT OUTSIDE HOSES FROM THE FAUCETS!**

If the outside temperature drops, please let your water faucet drip and open your kitchen and bathroom vanity doors. This allows warm air to circulate around the pipes. Please do not leave town and shut your heat off, this could result in frozen or broken water pipes.

In January of 2024, we experienced temperatures and wind chills that our homes' heating systems are NOT designed for. -20 to -30-degree temperatures with wind chills into -40 and up to -50+.

Newer homes will struggle to maintain temperature and older homes will NOT maintain temperature and the temperature WILL drop while the heating system is working at full capacity.

- Raise the temperature in your home on 2 to 4 degrees above your normal setting.
- Take all programmable thermostats out of setback mode and set on a permanent HOLD.
- Replace furnace filters monthly (Antioch Hills' staff replaces 2xs a year during inspections, you may request a new one with the office, in between times.)
- Limit opening exterior doors.
- Make sure air vents and radiators are not blocked or obstructed.

If the temperatures drop in your home, it will not be able to recover until temperatures rise and the windchill diminishes. Our heating systems cannot overcome temperatures -20 to -30 with wind chill up to -50+. They are sized to operate at 0 degrees outdoor. Put your thermostat on hold 70 degrees or higher.

To help minimize temperature loss you can boil water, make soup, or stews; they help introduce humidity and warmer temperatures into your home. **DO NOT USE YOUR OVEN or a GRILL TO HEAT YOUR HOME.** Please check on neighbors and elderly residents during these extreme temperatures.

Key is do NOT panic with falling temps inside your home if you have heat coming out of your registers. It is doing all it can.

Stay safe and bring your assistance animals inside.



# IMPORTANT LEASE REMINDERS



## UNAUTHORIZED GUESTS/ OCCUPANTS

**Please don't risk your housing by having an unauthorized person(s) stay with you.** If you have questions regarding housing unauthorized persons; we have a flyer regarding **FRAUD** in federally assisted housing posted in the office for your review. Overnight guests are allowed to stay 14 days within a 90-day period. **All overnight guests and the length of their stay MUST be** reported to the management office. You may leave a message on the office recorder or a note in the drop box. You may also email the office. Anyone not listed on the household lease is considered a guest of your household. Housing unauthorized persons is a violation of your lease agreement and the Federally Assisted Housing Programs. **Repeated violations will result in Antioch Hills terminating your lease agreement resulting in eviction from your apartment.**



## Report Your Household & Income Changes

Life changes by the minute as we all know. We lose jobs or loved ones. We get promotions, a new car, get engaged or have children. It is easy to forget to report these changes to management, but it is imperative that we do so in a timely manner. **Please keep your contact information and emergency contact information updated with the office as well as all changes as they occur.**

It is easy to get distracted and forget a document that management is requesting. However; it is imperative that those requested documents are not forgotten. When getting new social security award notices please provide a copy to the office so that we always have the most current on file. When starting new employment, keep all paystubs and provide 4 most current stubs to the office immediately. Annual certifications begin 120 days before the rent change becomes effective. An income change, (such as a new job or loss of one or child support) or a household change (adding or removing a member of the household) we have 90 days before the rent change becomes effective. Recertifications are not optional. Please do not risk your housing over forgotten paperwork. We have a drop box, mail box, fax, email and phone to communicate with us. Thank you for your cooperation!