



Yolo County Housing

Lisa A. Baker, Executive Director

147 W. Main Street
WOODLAND, CA 95695

Woodland: (530) 662-5428
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TTY: (800) 545-1833, ext. 626

BOARD OF COMMISSIONERS

Duane Chamberlain
Marlene C. Games
Michael H. McGowan
Matt Rexroad
Jim Provenza
Helen M. Thomson
Bernita Toney

DATE: July 9, 2009
TO: YCH Board of Commissioners
FROM: Lisa A. Baker, Executive Director
SUBJECT: **RECEIVE AND FILE CORRESPONDENCE FROM YCH TO RESIDENTS AT VARIOUS COMPLEXES**

RECOMMENDED ACTION

That the Board of Commissioners receive and file copies of correspondence sent to residents during calendar year 2009 for informational purposes only.

BACKGROUND / DISCUSSION

Yolo County Housing (YCH) housing staff works with residents in a variety of ways in order to provide a good living environment, to share information and to seek resident input. In addition to its quarterly on-site meetings, the YCH, from time to time, sends out letters to residents. Included with this staff report are five (5) letters that have gone out to residents in the last six (6) months. They include fire extinguisher tips, information about swine flu and our new business protocols, water conservation, summer safety guidelines and unsupervised children.

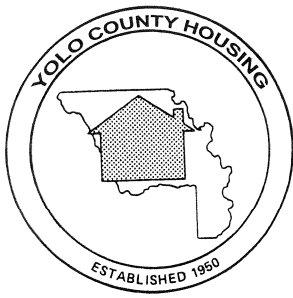
FISCAL IMPACT

None.

CONCLUSION

The Board should receive and file the correspondence.

Attachment: Attached correspondence.



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July 1, 2009

Subject: Unsupervised Children in the complex

Dear YCH Resident,

In the past few weeks we have received many **reports of unsupervised children playing around the complex and the grounds.** Residents at the complex have reported being concerned with unsupervised children playing and running through the complex, as well as being unsupervised while accessing the creek and hiking areas of the complex. This does not promote a safe environment, nor does it promote peaceful enjoyment of the premises by other residents. We are very concerned about these reports and want to remind you that it is important for your children's safety to be aware of their whereabouts and to supervise their play.

We also want to remind you that a material provision of your lease is the "tenant's obligations" section. The lease specifically states that the tenant is obligated to *"act, and cause household members or guests to act, in a manner which will not disturb other residents' peaceful enjoyment of their accommodations..."* The tenant is also obligated *"to assure that no tenant, member of the tenant's household or guest engages in any criminal activity that threatens the health, safety or right to peaceful enjoyment of the premises by other residents."* Violation of the house rules by you, your family members, or by any of your guests can lead to action up and including the termination of your tenancy. Please be sure that your children, family members, guests and guests of your children are aware of the rules of the complex. This will help the YCH meet its commitment to providing a safe community for all of residents.

If you see individuals behaving in a dangerous or inappropriate manner, please take the initiative to keep your community safe for you and your children and contact law enforcement. The Yolo County Sheriff's Department can be reached at (530) 666-8282, who has legal enforcement authority. Of course, in an emergency please call 911. Please also inform management if you take these actions, along with the names or descriptions of the children or adults, the date and time of the incident and whether or not you notified law enforcement.

If you have questions or concerns regarding this notice, please contact me at (530) 795-4111. We thank you for your cooperation in keeping your community safe for all.

Sincerely,

Angelica Orozco
Housing Specialist



Yolo County Housing

REMINDER – Open Flames & Pools and Fireworks Safety

June 30, 2009

Dear Residents,

With summer in full swing, the Housing Services Department here at Yolo County Housing (YCH) would like to take a moment to remind everyone of YCH, federal, state and local rules and regulations that relate to your lease and house rules.

As many of you know, the fire season has begun. Please remember that no open flames, such as candles should be used outside of your unit. Any candles you use in your unit must not be left unattended. We appreciate your cooperation to ensure the safety of our all residents and their families.

RULES AND REGULATIONS:

The following apply to the use of pools:

- **SWIMMING POOLS ARE NOT ALLOWED**
- Wading pools are allowed but must comply with the following rules:
 - Wading pools shall not extend beyond six feet in diameter or extend beyond a height of twelve (12) inches.
 - Wading pools must be removed, secured and stored at the end of each use.
 - Water hoses must be shut off after pools are filled and must not be left running.
 - The cost of any damages to YCH property such as grass damage may be charged to the owner of the wading pool.
 - Wading pools can only be used during daylight hours.
 - Constant supervision and observation of the pool by the owner or her/his designee is required and the designee must be at least sixteen (16) years of age.

Failure to adhere to this policy will result in disciplinary action, up to, and including, the immediate removal of the pool. Any charges that are incurred through removal of a wading/swimming pool will be charged to the YCH tenant.

The following are rules that apply to Barbeque Grills:

- Barbeque grills must be kept 30 feet from all buildings when in use.
- The use of grills on porches or under awnings is prohibited.
- Storing propane bottles, such as those used for gas grills, inside dwellings is strictly prohibited. Leaking bottles, or one exposed to an outside heat source could cause a serious problem.

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- Use charcoal lighting fluid or electric start-up devices only. The use of self-starting charcoal is preferable. The use of other flammable liquids present serious fire hazards. Flammable vapors spread quickly. Never add starting fluid to a grill once it has been lit, results will cause a dangerous flare-up. NEVER use gasoline to start a BBQ fire.
- Never leave a hot grill unattended, especially around small children.
- Make sure that coals are extinguished and cool before disposing them.

The following are safety guidelines for fireworks:

- Safe and sane fireworks are permitted on **July 4th ONLY** at YCH properties except for our West Sacramento sites, per city ordinance of the City of West Sacramento.
- Only use "Safe and Sane Fireworks" sold at licensed vendors.
- Children should not light fireworks; this should be left to an adult.
- Read all instructions carefully.
- Light fireworks at least an arms distance from your body and use a lighter especially made for lighting fireworks.
- Light fireworks on cement only - away from homes, grass, debris and cars.
- NEVER put fireworks in your pockets.

Additional general safety guidelines

Maintenance staff have reported that many tenants tend to cover up fire extinguishers in their units. This is against YCH policy. Please keep these uncovered and ready for use in an emergency.

Also, please be sure not to block windows and/or doorways with beds or furniture. In case of fire or other emergency situation, windows and secondary doors could be the only viable way to exit the unit. In addition to being unsafe, this is violation of YCH policies.

In order to continue to ensure a safe environment, tenants found in violation of these policies will be sent a First (1st) notice. If the tenant does not come into compliance, repeated violations will lead to lease termination and eviction.

Conclusion

YCH is committed to providing a safe and healthy environment to its tenants. We hope that you continue to have a safe and healthy summer season. Have a happy and safe Fourth of July!

Sincerely,

All of Us
Yolo County Housing



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June 9, 2009

Dear Residents,

The primary goal of Yolo County Housing is to provide quality housing to families at an affordable price. As a local government entity and a public housing authority, we must also comply with federal, state and local laws and HUD regulations.

As you may know, the State of California is currently combating its third consecutive year of drought. Governor Arnold Schwarzenegger has proclaimed a state of emergency and ordered immediate action to manage the crisis. As a California public housing authority, we are called upon to help. In addition, some of our complexes receive drinking water from our own wells. In order to conserve water and to have enough for all, we are taking this opportunity to remind all residents of our complexes to please be water wise and thoughtful about water usage. As a helpful guide, here are some tips that we would like to provide, courtesy of the State of California. You can find more great information at www.owue.water.ca.gov/conservlinks/conservlinks.cfm:

1. Never pour water down the drain when there may be another use for it. Use it to water your indoor plants or garden.
2. Make sure your home is leak-free. If the toilet handle frequently sticks in the flush position, letting water run constantly, call maintenance immediately for repair.
3. Take shorter showers. Try to limit showers to ten minutes or less.
4. Operate clothes washers only when they are fully loaded or set the water level for the size of load you are using.
5. Store drinking water in the refrigerator. Don't let the tap run while you are waiting for water to cool.
6. Do not use running water to thaw meat or other frozen foods. Defrost food overnight in the refrigerator, or use the defrost setting on your microwave.
7. Do not waste water waiting for it to get hot. Capture it for other uses such as plant watering or heat it on the stove or in a microwave.
8. Don't let water run while brushing your teeth, washing your face or shaving.
9. Avoid flushing the toilet unnecessarily. Dispose of tissues, insects and other similar waste in the trash rather than the toilet.

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10. Don't over water your lawn. Lawns only need watering every five to seven days in the summer, and every 10 to 14 days in the winter. A heavy rain eliminates the need for watering for up to two weeks. Water lawns during the early morning hours when temperatures and wind speed are the lowest. This reduces evaporation and waste.
11. Position sprinklers so water lands on the lawn and shrubs and not on paved areas.
12. Use a broom or blower instead of a hose to clean leaves and other debris from your driveway or sidewalk.
13. Use a shut-off nozzle on your hose which can be adjusted down to a fine spray, so that water flows only as needed. When finished, turn it off at the faucet instead of at the nozzle, to avoid leaks. Check hose connectors to make sure plastic or rubber washers are in place. Washers prevent leaks.
14. Do not leave sprinklers or hoses unattended. A garden hose can pour out 600 gallons or more in only a few hours.
15. Report water losses (broken pipes, open hydrants, errant sprinklers, abandoned free-flowing wells, etc.) to the property manager immediately.
16. Conserve water because it is the right thing to do. Try to do one thing each day that will result in saving water. Every drop counts!

Please share these tips with your family and friends. By everyone conserving water, we will help remedy the effects of the extreme drought conditions.

We appreciate your cooperation with this very important matter.

Thank you,

Yolo County Housing



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Dear Residents,

At Yolo County Housing, our mission is to provide quality affordable housing to our residents. In order to do so, we believe it is important to protect the health and safety of our residents. YCH is taking a proactive approach in order to help **prevent the spread of the Swine Flu Virus**, also known as A/H1N1. In order to assist you with current information regarding this situation, we have placed a link on our website at www.ycha.org to the Center for Disease Control (CDC) and the local health department. In addition, there are links to other sites that can help you and your family with general disaster preparedness.

YCH is actively coordinating with the Yolo County Office of Emergency Services and county public health departments. As of 4:30 today, May 5, 2009, there were no confirmed cases of Swine Flu in Yolo County. In order to help prevent the spread of the virus, here are some tips to keep you, your family, and the community safe:

1. Recognize flu symptoms (fever, cough, sore throat, nausea, chills, and muscle aches).
2. If you think you have the flu, see a doctor.
3. Avoid close contact with others (6-10 feet).
4. If you are sick, stay home.
5. Don't travel if you are sick.
6. Cover your mouth and nose when coughing or sneezing.
7. Keep your hands clean (wash or use hand sanitizer).
8. Try not to touch your eyes, nose, and mouth.
9. Keep yourself and your immune system strong.
10. Young children and older adults should get flu shots.

In order to ensure you and your family are protected as much as possible, our staff will be taking the following steps and asking for your help:

1. Staff is avoiding close contact with others, using hand sanitizer, and gloves/masks as needed to prevent the spread of the flu.
2. If you call for routine maintenance work orders, staff will ask if anyone is ill. If you or someone in your family is ill, we will gladly reschedule your routine maintenance for when you are feeling better.
3. If you are scheduled for a routine inspection, staff will ask if anyone in the household is ill. If you or someone in your family is ill, we will gladly reschedule your inspection for when you and your family are feeling better.
4. With regard to rent, we are looking at ways in which to minimize the amount of paper exchange. This may include printed instead of hand written receipts or using your cancelled check as proof of payment. In addition, staff should not assist in completing check or money orders. Please be sure to have them completed before making payment.
5. Staff will conduct virtual re-examinations (by phone and/or mail) in order to help keep you and your family healthy.

YCH expects that the flu will decrease during the warmer months, but anticipates an upswing again in the fall. We will continue to keep you informed and look for ways to improve customer service while keeping you and your family protected. Thank you!

YCH Staff



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Steven Tupolo
Mariko Yamada

January 6, 2009

Dear Residents:

Happy New Year to Everyone. As you know, we are concerned about the safety and security of the families we serve. Due to a recent fire at one of our complexes, we are sending a reminder to all residents regarding the importance of checking your fire extinguisher on a monthly basis.

The following key points are highly important and should be followed accurately;

- On a monthly basis, turn the fire extinguisher over several times. This will keep the powder loose within the extinguisher;
- At the same time, check the needle within the pressure gage to ensure that the needle is in the "green zone". If the needle is below the "green zone: **You need to contact us immediately for a replacement extinguisher;**
- If you or a family member uses or accidentally discharges an extinguisher, you must report any used fire extinguishers to YCH immediately for replacement;
- Do not remove any smoke detector batteries or the smoke detector itself. If your smoke detector is malfunctioning, contact your manager or staff at the YCH immediately;

Our goal is to provide a quality environment and safe, decent, affordable housing to our families. **Your safety, and that of your household, is our biggest concern.** Please help us with that mission. If you need any additional information regarding fire safety and the fire extinguisher equipment, please let us know. As a final note, YCH staff will review fire safety protocols at the next resident meeting.

Thank you,

Cindy Brambila, Housing Specialist
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