

WELCOME.....

The Templeton Housing Authority welcomes you as a tenant of Phoenix Court and hopes you will enjoy your new home.

This Handbook for Elderly/Handicapped Tenants explains many important facts about your new apartment as well as the policies of the Authority. When you read it, you will find most of your questions answered; however, feel free to contact our office for any unanswered questions. We will be glad to assist you.

1. Resident Address

Your mailing address is:

99 Bridge Street, Apt . (insert your apt. no. here; i.e. 7-B)
Baldwinville, Massachusetts 01436

2. Important Phone Numbers

Templeton Housing Authority Office	978-939-2374
Emergency, non-working hours	
1. Gary, Maintenance	978-895-0177 cell
2. Louise, Director	978-895-6643 cell
Emergency Calls	911
Templeton Police Department (General Calls)	978-939-5638
Templeton Dispatcher	978-939-5638
Ambulance and Rescue Squad	911
Templeton Council on Aging And Senior Bus Reservations	978-643-4592

3. Introduction

Phoenix Court, managed by the Templeton Housing Authority (THA) and subsidized by the Commonwealth of Massachusetts, is an affordable housing development for Seniors and Non-elderly disabled persons. Located at 99 Bridge Street, Baldwinville, MA, these 52 apartments were opened for occupancy in 1977.

Templeton Housing Authority, established in 1970, is comprised of five Commissioners who serve on a volunteer basis; four (4) members are elected and one (1) member is state-appointed. The Executive Director reports to the Board; the office assistant and maintenance personnel are responsible to the Director. The day-to-day operation of the Authority is governed by regulations set forth by the Department of Housing and Community Development (DHCD). All THA Board Meetings follow Open Meeting Law. Residents wishing to speak at a meeting should notify the office with the topic of concern prior to the meeting in order to be placed on the agenda. THA's open meeting is held at 4:00 PM in the Community Building on the second Wednesday of each month. All are welcome at meetings.

4. The Management Office

Our office is located in the Community Building and is open part-time; the hours sometime vary. Please note that office hours are subject to **change** based on reduced staff, holidays, vacations, **trainings and meetings outside of the office.**

The office is scheduled to be opened as follows:

Monday	1:00 PM – 4:30 PM
Tuesday	Office Closed
Wednesday	8:30AM – 4:30 PM
Thursday	Office Closed
Friday	8:30 AM – 3:00 PM

Closed on Saturday and Sunday

Should you phone the Office (978-939-2374) during normal business hours and no staff member is available, please leave a message on the answering machine. You may also leave written messages any time through the divided office door in the Community Bldg. If you have any complaints or problems, please call the office and report them. If you wish to make an appointment with the Executive Director, you may call the office to schedule this. However, if you have a serious complaint that you would like to resolve, you must put your request in writing and sign the complaint. Written complaints without a signature will not be acted upon. All complaints are confidential. The Executive Director and staff of the Templeton Housing Authority will listen and help you in any way possible.

Please be considerate of other tenants. You will find that, by being courteous and cooperative with them, they in turn, will be considerate of you. Everyone is entitled to peace and quiet in their home, especially in the late evening hours. Please keep volume of radios and televisions down and do not slam doors.

5. Lease and Handbook

Each resident must sign a lease agreeing to adhere to the rules and regulations established by the MA Department of Housing and Community Development (DHCD). Please read it very carefully as soon as you can. The resident handbook explains the rules set forth by the Board of Commissioners. If there is anything in it that is not clear, just ask about it at the office. We will be glad to explain.

Rent payment is due on the first of each month, without billing or any reminder from the Authority. You are encouraged to pay by check or money order, but we will accept cash. If you are unable to pay by the first of the month, please contact the office to make arrangements for payment. You may pay your rent at the office during work hours or you may insert the payment in the divided office door. Please submit cash payments during office hours only. A \$25.00 late charge will be levied on rent 30 days overdue. If your income changes at anytime during the year, you are required to notify the office immediately.

If you decide to move, you may terminate your lease by giving **30-day written notice**. The Executive Director will inspect the apartment with the occupant to determine if repairs are needed and/or if any restitution for damages is in order.

6. Rent Determination

Annually, we are required to redetermine your rent. In June, each resident receives a Continued Occupancy form that must be completed and returned to the office no later than July 31. You must submit written verification of current income, assets and allowable deductions, as this is the information that we use to calculate your rent. You will be asked to bring with you copies of receipts for medical and other deductions. New rents become effective September 1. **ALL RECERTIFICATION INFORMATION OBTAINED BY OUR OFFICE IS KEPT STRICTLY CONFIDENTIAL.** If income, deductions, or family size change at any other time during the year, you must notify the office within seven (7) days of any change.

7. Guests

As agreed upon in your Lease, your apartment can only be occupied by those persons listed on your lease or added thereto, in writing, with the approval of the Executive Director. Guests and visitors are welcome to stay a maximum of no more than 21 nights in a twelve (12) month period. If a longer time is requested, specific written approval from the THA must be obtained in writing. You will be held responsible for your visitors' and guests' actions and behavior while on THA property. Skateboarding, Roller-skating, and Roller-blading are **not allowed** on the property. If you have children visiting you must see that they follow this policy. It is for the safety and comfort of the residents so that they may walk in our development without the fear of being injured.

8. Temporary Tenant Vacancy

You must notify the management if you are planning to be out of your unit for an extended period of time. According to your lease, you must occupy your apartment for nine (9) out of twelve (12) months per calendar year. If you have a prolonged illness in which hospitalization, rehabilitation or temporary placement in a nursing home is necessary, after a 90-day period of temporary vacancy, please contact the Director to possibly obtain a waiver. Rent is due and payable on the first of each month, even if you are not physically in the unit due to illness or vacation.

9. Emergencies

In the event of an emergency (i.e., equipment malfunction), call either the Custodian or Director (numbers are found on page 1). An emergency is a situation that endangers persons or property and requires immediate emergency attention. If the problem can be tended to during normal working hours just as well, please wait until the next work day to report it. When our main office is closed, please follow the following procedures should you require assistance:

9A. Fire

In the event of a fire and/or excessive smoke, the automatic fire alarm system will activate, notifying the local Fire Department. You do not need to call the Fire Department yourself. Upon hearing the alarm sound, immediately leave your apartment and go directly outdoors, staying near the entrance to your unit. An outside red light will flash, indicating in which one of the three (3) zones there is a problem. Units 1-5 comprise Zone 1, Units 6-8 comprise Zone 2, and Units 9-13 comprise Zone 3. A white light will flash in the hallway outside the apartment where the problem is, to indicate the exact location. A Housing Authority employee or member of the Fire Department will locate and determine the problem, deactivate the alarm, and issue directions to the residents, depending upon the cause of the alarm. In case of a real fire you will be instructed to go to the Community Building, if safe, and wait for further instructions.

9B. Smoke Detectors

In the event of excessive smoke in your apartment, smoke detectors will sound and the Fire Department will be called automatically. Open any windows to your unit, if you are able, before leaving the apartment to stand outside the front door with others from your unit. When smoke clears, the alarm will stop. The Fire Department will reset the alarm system.

9C. Medical Emergencies

Call 911 Explain what your emergency is and the Rescue Squad will respond in a short time. The local Police may be reached by calling 911, also.

9D. Neighbor Alert System Bells

Each apartment features two emergency **PULL CORD SYSTEMS** which you may use if a serious accident or emergency should occur which requires assistance. When the emergency cord is activated, your door will unlock and a bell signal at your front entry door will ring. This will indicate that you need help. The door will remain unlocked until the emergency cord switch is reset. It does not alert the fire department or rescue squad. So, if you should hear an emergency bell, please check the apartments in your building to determine if a neighbor needs assistance. The bell is silenced by returning the switch to the up position. ****NEVER TIE THE CORD UP ---LEAVE IT LOOSE****

10. Maintenance and Maintenance Requests

For repairs that require immediate attention when the office is closed (i.e., equipment malfunction), call maintenance personnel at numbers listed on the first page of this handbook. An emergency is a situation that endangers persons or property and requires immediate attention. Those conditions which do not pose a direct threat to health and/or safety should await repair during the normal workday. (con't. next page)

(Maintenance and Maintenance Requests, cont.)

All repairs or service requests are to be made to the management office. This may be done by calling the office at 978-939-2374 during working hours, by leaving a message on the answering machine, or by slipping a note in the divided office door.

The Maintenance Department only works from written work orders from the office; do not stop a staff member to verbally make your request. Notifying the office is the only way to insure your request will be answered. A copy of the work order is available for you if requested. Because service requests can multiply, please be patient with the maintenance staff; the most serious matters will be taken care of first. All repairs due to normal wear are free; however, if you break something, you will be charged only what it costs us to repair or replace it. Residents are expected to furnish light bulbs for their own lamps, but we will install them if requested. THA will provide any light bulb that belongs in permanent/attached light fixtures in your unit. If you are aware of burned-out bulbs in hallways or outside, please notify the office.

Entrance to your apartment will be made by maintenance employees for the purpose of making repairs only with your **ADVANCE PERMISSION WHEN YOU ARE NOT HOME** unless there is an extreme emergency or damage has been done to your home or that of a neighbor. **IT IS OUR POLICY TO LEAVE A STANDARD FORM NOTE EXPLAINING THE REASON FOR ENTERING THE APARTMENT, THE TIME, DATE, & BY WHOM.**

11. Air Conditioners

Air Conditioners are allowed in each apartment; there is no additional fee for their use. Please check with maintenance personnel for proper installation and mounting procedures. Maintenance is able to install your air conditioner in your apartment's window, providing resident has signed a liability release form. Storage of an air conditioner is the responsibility of the tenant. Air conditioners may be installed in windows between the months of **May 15th and must be removed by October 31st.**

12. Thermostats

Thermostats are located on the wall of each room in your unit and regulate the electric baseboard heat for that room. While tenants may wish to occasionally air out their apartments during the winter months, **WINDOWS SHOULD NOT REMAIN OPEN FOR ANY EXTENDED PERIOD.** Do not leave the heat on when the air conditioner is running. Management requests that window drapes be at least **TWO (2) INCHES ABOVE BASEBOARD HEATERS.**

13. Kitchen

Never place hot materials (hot pans, etc.) on counter tops. Never cut directly on the countertop; always use a cutting board.

No Grease or Food scraps should be poured down the sinks and or toilets. A metal receptacle for grease collection is recommended and disposed of in the trash when cooled.

14. Decorating

Management must be consulted prior to altering your apartment in any way. If any improvement is made without written permission, the cost of restoring the unit to the original condition will be charged to the resident. (con't. next page)

(Decorating, con't.)

The resident WILL NOT:

1. -make alterations, additions, or improvements to the apartment unit without written approval from the Templeton Housing Authority.
2. -use paint to decorate without written permission of the THA.
3. -attempt to repair the plumbing or electrical services.
4. -install additional locks or security devices.
5. -use the toilet as means of disposing garbage or other refuse.
6. -wallpaper an entire room; only wallpaper borders are allowed within reason.
7. -use nails, bolts, or screws.....or glue when installing carpets, or rugs. Wall-to-wall carpeting must not be glued or nailed to the floor. Any damage to the floor from installing carpeting will be charged to the resident.

* Please use the standard picture hangers available in any hardware store. If you intend to hang any large, heavy mirrors or decorations, please consult with maintenance for the best way and place to mount them.

* No decals, transfer pictures or **contact paper** may be placed on or inside kitchen cabinets, stoves, refrigerators, walls, doors, bathtubs, or any part of your dwelling. Non-sticky shelf paper maybe used inside cabinets and drawers.

* Shades and curtain rods in each window are the property of the THA. If a shade is damaged by normal wear and tear, it will be replaced by the THA. If the shade is damaged by the residents, the resident will be responsible for the cost of the replacement shade. Mini-blinds are allowed at the cost and responsibility of the resident. Please consult maintenance staff before installing the blinds. No nails or screws are allowed in the vinyl window casings.

15. Ceiling Fans

Ceiling fans are not allowed in any apartments at Phoenix Court.

16. Floors

The floors in your unit are vinyl tile. The floor may be washed with warm water and mild soap. When cleaning tile flooring, please make sure that whatever product you use does not cause a heavy buildup of wax. ("Mop and Glow" floor cleaner tends to build up on floors.) The maintenance of the floors is the responsibility of the resident. If there is a problem with the flooring related to products you have used or misused, you may be charged to have the floor restored.

17. Major Appliances (including A/C)

Refrigerators and stoves are furnished in each apartment; it is your responsibility to keep these appliances in good condition. Washing machines, clothes dryers or electric heaters are not allowed. Please obtain a "Request for Approval" form in the office if you wish to install other major appliances in your apartment (i.e., air conditioner). The THA reserves the right to limit or exclude the use of any major appliance not mentioned above.

18. Bathrooms

Your tub is equipped with a temperature mixing valve and a hand-held shower control which allows you to obtain water through either the overhead shower, the hand-held control, or tap. Also, there is a separate thermostat in the bathroom so that a constant temperature can be maintained in the room.

19. Cable Television

All of our apartments have a cable outlet in the living room. Please contact the office if you need help in connecting your TV to the cable and a work order will be written. The cost for Cable TV is \$17./month (subject to change with cable company. increases) and is payable to the THA. The Housing Authority, in turn, is billed by Comcast Cable Company for payment. You are responsible to order the digital cable starter box from the Cable Co. and return the box when it is no longer in use. The Templeton Housing Authority is not responsible for your cable box.

20. Windows, etc.

Please do not attach decorations or other items requiring **screws or nails** in any vinyl window casings, inside or on outside hall windows or doors. Holes cannot be repaired in this material. Glass may shatter in hallway doors if nails or screws are attached.

It is your responsibility to clean walls, carpets, tile floors, counters, appliances, windows, etc. If a resident-caused damage is noted, you will be charged for such repairs.

21. Hallways

Your front and back hallways must not be blocked with any items that would prevent safe and easy egress from your unit. These areas are your means of egress and must remain clear for emergency evacuation from your unit. You are responsible for keeping your entry way free of clutter. (Amended 11/14/12) No propane cylinders or grills are allowed in hallway or in units.

22. Insurance

The THA is not responsible for the contents in your apartment. It is up to the resident to have renter's insurance for their personal property. We recommend that you contact your insurance agent.

23. Apt. Inspections

The Authority is required, at least once a year, to inspect your apartment. This will be done by Housing Authority Staff. The purpose of this inspection will be to check the operation of your appliances for possible problems and make note of any repairs needed. Notice will be given to you prior to this inspection.

24. Smoking Policy

The Templeton Housing Authority does not allow smoking in any of the common areas (i.e., community rooms, laundry rooms, office, hallways etc.). The only area owned by the Housing Authority where smoking shall be allowed is in the individual units, with the consent of the tenant, and where oxygen is not in use. Templeton Housing is currently reviewing policy for non-smoking on outside grounds. At present it is allowed.

25. Parking Policy

The THA is not responsible for vandalism, theft, or damage to vehicles of the residents or their guests. **There are no assigned parking spaces.** It is understood each tenant will have a parking space. However, these are not assignments and tenants are asked to be patient should a mix-up occur. An exception, however, is for tenants with handicapped placards/plates: these tenants are assigned handicapped spaces. All **visitors and guests** must park in the area at the end of the center island nearest Bridge St. Any vehicle illegally parked is subject to towing at the owner's expense. Please instruct your guests where to park and help us make them adhere to the policies of the THA. There is **ABSOLUTELY NO PARKING** in the FIRE LANE along the curb in front of the Commons Building or on ramps next to a handicapped parking space.

Unregistered or uninsured vehicles are not allowed on housing authority property. These vehicles will be towed and stored at the owner's expense in accordance with state laws. Any abandoned non-operative vehicle will be towed at the owner's expense. **The repair of vehicles, including oil changes, is not permitted on THA property.**

26. Complaints

Residents are encouraged to share any concerns/complaints they may have - whether large or small - with the Executive Director. If, in the future, there should be a Tenant Representative (chosen by the tenants), the concern/complaint shall be taken to the Tenant Representative who, in turn, would share it with either the Executive Director or the Board of Commissioners for resolution at a monthly meeting depending on the issue, or the issue may be brought before a Grievance Committee and or Pet Grievance Panel.

27. Storage

There is very limited storage space in some basement areas for surplus household goods and items of a seasonal nature (snow tires, lawn chairs, etc.). Flammable and dangerous items are always excluded from storage. Not all units have cellars, so space is at a premium. Please see maintenance personnel if you have an item to store. All belongings must be clearly labeled with your name and apartment number. No storage of any sort is allowed in any of Templeton Housing Authority's attic spaces.

28. Snow Removal

Our maintenance staff removes snow from the parking lot and walkways. During the winter months, if you have a parking space facing a sidewalk, please park so that the car's bumper does not overhang the sidewalk. It is impossible to plow the walks adequately (and safely) if vehicles impede the snow-removal operation. If you cannot move your vehicles yourself, you must make arrangements for someone to move your car in the event of a snowstorm. Maintenance is not allowed to move cars for residents. Maintenance will not plow near any car that is still in the parking area. The Authority cannot be held responsible for any possible damage to vehicles incurred during plowing. Your cooperation in this is needed and appreciated

29. Keys

Each resident is given two (2) keys to their apartment which opens both front and rear door of the apartment, one (1) key to the locked outside rear door of their unit, and one (1) key to their mailbox. A couple is given two (2) keys to the apartment and one (1) key to the rear locked outside door. **These keys are not to be duplicated.** If loss occurs, please notify the office and a replacement will be made by a locksmith. The charge is \$2.00 per key.

30. Laundry Facilities

Laundry Facilities are located in the Commons Building. There are two (2) washing machines and two (2) dryers, each machine requiring \$.75 a load. If there are problems with the machines not working properly, a service number is posted in the laundry room for your convenience, or report the service request to the office. In order to keep a low operating cost of these machines for residents, laundry facilities are for the residents' use only. Homemakers and family members are permitted to wash tenants' laundry only. The laundry room may be accessed either through the building or by an outside door. Please be sure the outside door is locked when you leave. Individual apartment keys also unlock doors to the Commons Building. Residents are not to install or use machines of any type in individual apartments pursuant to section 2(h) (2) of the Lease. Please be courteous and only use one washer and dryer at a time if it is a busy time of day or night. This will enable others to use the facilities when necessary. Notices are posted periodically when days are busy by homemakers. Please allow time for homemakers on these busy days. Please clear dryer lint filters after each use. No heavy rugs or quilts should be washed in these machines; they are not heavy duty machines.

31. Community Building and Use of Community Room

The Community Building is located in the center of Phoenix Court. The office, community room, laundry facilities, mailboxes, and bulletin boards are located in this building. Your apartment key will open the Community Hall doors after office hours. Residents are allowed access to the Commons Building any time of day or night providing you follow the guidelines listed:

- . Please make sure door is properly shut when you leave.
- . Cooking is not allowed in the Community Building at nighttime, except for a planned event.
- . Please refrain from doing laundry while other residents are using the hall for functions.
- . Laundry Room is for residents use only.
- . Supplies in the Commons Building belong to the Templeton Housing Authority or the Tenant's Association, so please do not remove supplies without permission from the office.
- . If you watch TV, please make sure you shut the TV off when finished.

The Community Room and kitchen facilities are available to residents for family gatherings, celebrations, and other functions too large to hold in one's apartment. Please speak with the Executive Director to clear the date and make arrangements. There is a \$20. deposit required which will be returned following the function, assuming proper care was taken, no damage done, and the area left adequately clean. All trash must be removed and the room must be returned to original conditions after use. Smoking is not allowed in the Building.

32. Bulletin Boards

The Templeton Housing Authority's bulletin boards at Phoenix Court shall be managed by Templeton Housing Authority and only for use of Authority-related information and business. No one shall place or remove articles from these Bulletin Boards. (con't. next page)

Bulletin Boards (con't.)

Notices and advertisements to be placed on the two (2) tenants' Bulletin Boards (located near/in the Laundry Room) must be dated and approved by management for size and content before posting. Items with reference to sectarian beliefs will not be accepted. Postings not approved by staff will be removed. Notices and/or ads will be displayed for ninety (90) days, after which time they will be removed by staff.

Decorations are restricted to the tables or floor of the facility. No decorations on walls, windows, light fixtures, pictures, fascia boards or ceilings are allowed except for Templeton Housing Authority functions approved by the office: i.e., Birthdays, Holidays.

All tenants' decorations, pictures, art work, posters, etc. shall only be allowed on the board supplied in the Community Building in the activity area. No screws, nails, screw eyes, "S" hooks, tape, glue or similar hardware shall be used for any wall hangings in this area.

All other walls in the Community Building shall remain free of articles and only Templeton Housing Authority's property shall be hung on these walls.

33. Lockout Fee

If a resident is unable to get in to her/his apartment and an employee is onsite, we will assist you without charge. However, if a lockout occurs during other times and an employee needs to be called in to unlock the door, there is a \$10 fee for this service.

34. Rents

Rents are due and payable before or on the first day of each month. If a resident is experiencing hardship regarding rent payment, the management will help to arrange a payment schedule.

35. Mailboxes

Individual mailboxes are located in the Commons Building in order of apartment number. Daily delivery is placed in these boxes.. You may leave outgoing mail in your box leaning up against the right-hand partition.

36. Pet Policy

Residents are allowed to have one (1) household pet. Residents wishing to bring a pet (cat or dog) into their unit must comply with the THA's Pet Policy, which is available at the office. Residents must pay a pet deposit of \$160.00 or one month's rent, depending which is less. Pet owners are required at all times to clean up after their animals, both inside and outside. This means that pet feces must be picked up and disposed of properly. Those not following this specific policy will be fined \$10.00 and after three (3) offenses may risk losing the privilege of pet ownership. Pets must be kept leashed and should never be allowed out of the unit unattended.

37. Feeding Wild Animals

Please do not leave food or scraps for stray cats or other wildlife animals that might wander by. Animals may carry disease and could prove to be a very serious health and safety concern for our residents. When feeding birds, your bird feeder should be off the ground and not attached to any part of our buildings or windows. Tenants must attend a Board Meeting to discuss any reason contrary to the above policy.

38. Trash

For **EVERYONE'S HEALTH**, and cleanliness, PLEASE, DISPOSE OF TRASH IN A RESPONSIBLE MANNER. Trash/Garbage must be enclosed in plastic trash bags and placed in proper receptacles in our designated trash areas. They are located opposite the rear of Units 1 and 13 and opposite the front doors of Units 5 and 9. If convenient, you may also deposit your plastic bags of trash in the green dumpster near the garage in front of the Commons Building. Any sharp objects (glass, needles, etc.) must be placed in a container before disposing. **NO GREASE OR FOOD SCRAPS SHOULD BE Poured DOWN THE SINKS AND/OR TOILETS. If this happens repeatedly and a plumber is required, it is the tenant's responsibility to pay for any charges incurred.**

39. Grounds

If you have planted flower gardens adjacent to your unit, please be sure the flowers do not obstruct the sidewalks. If you plant flowers, it is your responsibility to maintain that area, including weeding and disposing of those weeds. There is designated space for small vegetable gardens, as well. Inquire in the office if you are interested.

Wading pools, above-ground or in-ground pools are strictly prohibited. Trampolines are prohibited, as well.

40. Yard Sales

Templeton Housing Authority has a yard sale policy in effect. Please contact the office for information re. Guidelines for Yard Sales.

41. Outdoor Fires for Cooking and/or Brush

In an attempt to ensure safety for residents and property of the Templeton Housing Authority, no bond fires or brush burning are allowed at any time, regardless of containers.

Gas or charcoal-fueled cooking fires are allowed year-round, but must be contained in either a gas grill or a charcoal grill. Gas grills must be at least 12 ft. away from the building.

Under no circumstances will outdoor fires be allowed in gas or charcoal grills especially where the source of fire has been removed. For instance, a fire of any kind may not be held in what used to be a working gas or charcoal grill whether the original components have been removed – or not. Only food shall be cooked in outdoor charcoal grill or gas grill.

Burning brush is only allowed between January 15 and April 30 by the Templeton Housing Authority's maintenance staff, and only with prior permit of the Templeton Fire Department.

42. Vehicle Policy

The Templeton Housing Authority Board unanimously passed the following Vehicle Policy on April 12, 2006 at a regularly scheduled meeting.

“It is not the policy of the Templeton Housing Authority to designate parking areas to residents, with the exception of handicapped spots. There are different parking areas set aside for tenants and visitors. You may be asked to move your car to a different parking spot if, for some reason, your vehicle is obstructing the operations of the Authority.

As per M.G.L., 121B, Par. 32A, "Parking Areas, Rules and Regulations; Towing".

"A housing authority may make reasonable rules and regulations for the use of parking areas under its control and may make reasonable charges for the use of such areas; provided, however, no housing authority shall charge its tenants for the use of any parking space within an area under its control. Any such authority shall have the power to tow any abandoned or unregistered vehicle that is parked in any area under their control. At least one attested copy of said rules and regulations shall be posted at each facility and any violation thereof shall be punished by a fine of not more than twenty dollars."

Therefore, when an unregistered vehicle is parked on Templeton Housing Authority property for more than fourteen (14) days, the Housing Authority will notify the vehicle's owner, in writing, to either register or remove the vehicle within ten (10) days from the date of the letter. Allowances for special circumstances would be considered (i.e., if a tenant were unable to drive due to a short-term health condition and the tenant allowed the registration to lapse until he/she were healthy enough to drive again). In such cases, the tenant must submit a written request to the THA Board, stating the reason for keeping the unregistered vehicle and length of time before it would be registered. The Board will review the request, and any special considerations, for approval or rejection and will issue the decision in writing to the tenant. If the vehicle's owner fails to comply with this policy, the Templeton Housing Authority will notify the Templeton Police Department that the vehicle will be removed. The registered owner of such towed vehicle is liable for all removal and storage charges. The person holding such removed vehicle may hold it until the registered owner pays all charges.

In addition, Templeton Housing Authority Parking Areas are not to be used to store unused/seasonal vehicles which include, but are not limited to, the following: cars, trucks, motorcycles, ATVs, snowmobiles, trailers of any kind, boats, recreational vehicles, etc.

The above policy shall apply to all mentioned items, whether covered or uncovered.

43. Transportation

The Templeton Council on Aging provides van service for Phoenix Court residents on a regular schedule. Please call the Council between 9 AM and Noon (978-632-4592) to make an appointment (24 hour notice is requested) and for general information.

RECEIPT FOR PHOENIX COURT TENANT HANDBOOK

I _____ CERTIFY THAT I HAVE RECEIVED A COPY OF THE RESIDENT HANDBOOK FOR PHOENIX COURT, MANAGED BY THE TEMPLETON HOUSING AUTHORITY.

TENANT'S
NAME _____

DATE _____

UNIT NUMBER _____

SIGNATURE OF RESIDENT _____

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